ASSOCIATION OF ROUND TABLES
OF
SOUTHERN AFRICA

Natal South Coast Area Constitution

BASED ON MODEL ADOPTED AT ARTSA AGM 2005
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STANDING RULES OF THE NATAL SOUTH COAST AREA
THE ASSOCIATION OF ROUND TABLES IN SOUTHERN AFRICA

CONSTITUTION OF THE AREA

1. The Organization, hereinafter referred to as “The Area”, shall be called “The NATAL SOUTH COAST Area of the Association of Round Tables in Southern Africa” and shall be a constituent part of the Association of Round Tables in Southern Africa (hereinafter referred to as “ARTSA”)

2. OBJECTIVES.

The purposes of the Area shall be:

(1) To co-operate, control and promote the activities of Constituent Tables in the carrying out of the following Objects:

   (a) To develop fellowship among young men through the medium of their professional and business occupations;
   (b) To emphasize the fact that one’s calling offers an excellent medium of service to the community;
   (c) To cultivate the highest ideals in business, professional and civic traditions;
   (d) To recognize the worthiness of all legitimate occupations and to dignify each his own by precept and example;
   (e) To foster responsible citizenship and loyalty to their country;
   (f) To further the establishment of peace and goodwill in international relationships;
   (g) To further these Objects by meetings, lectures, discussions and other activities.

(2) To secure uniformity as far as may be practicable in the activities of Constituent Tables.

(3) To promote and encourage the establishment of further Round Tables.

(4) To maintain close contact and co-operation with similar organizations in all parts of the world in the furtherance of any Objects of the Area or of ARTSA.

3. MOTTO, BANNER AND BADGE

(1) The motto of the Area shall be:

   Adopt - Adapt - Improve

(2) The logo of the Area shall be a Strelitzia Flower.

(3) The lapel badge of the Area, as approved by the Regalia Committee of ARTSA, will depict Strelitzia with the words Natal South Coast Area, ARTSA/VETSA and/or Tafelronde/Round Table encircling the Round Table Rondel.

(4) The banner of the Area shall depict the Strelitzia in colour, against a white background with black vertical borders to the left and right of the flower, square to rectangle in shape, with the words Natal South Coast/Natal Suid Kus, and ARTSA/VETSA and/or Tafelronde/Round Table on it.

4. LEGAL POSITION

The Area shall be a body corporate, not for gain, with perpetual succession, and capacity to acquire rights and incur obligations independently of its members. All assets, funds or property of the Area shall be held or owned by the Area as a legal person.

(1) A club may acquire or hold fixed property but it must notify the Association Executive who will also guide the club in the process.
5. LEGAL PROCEEDINGS

Neither the Area nor any person on behalf of the Area shall institute legal proceedings without leave of the Executive Council of ARTSA, whose discretion shall be absolute. If legal proceedings are instituted against the Area, a constituent table or a member of a Constituent Table in his capacity as a member of the Area, or of a Constituent Table of the Area, the Area Secretary shall immediately inform the Admin Secretary of ARTSA and thereafter the Area shall be guided by the Executive Council of ARTSA in its conduct of the proceedings. Subject to the foregoing, the Area shall have the power to sue or be sued in its own name and the authority to institute legal proceedings shall be signed by the Area Chairman who shall have the power to represent the Area in all such proceedings.

6. MEMBERSHIP

(1) Chartered Round Tables, which are members of ARTSA and in existence in the geographical area of the Natal South Coast Area, as may be defined by the Association Council of ARTSA from time to time, shall be the Constituent members of the Area.

(2) An inaugurated and/or re-inaugurated Table becomes a member of the Natal South Coast Area and the Association once inauguration has been completed. Its members become full members although the inaugurated/re-inaugurated Table has no vote at meetings of the Area or the Association until Charter.

(3) The Constituent Tables shall be autonomous and no decision taken by the Area shall be ipso facto binding upon Constituent Tables. Notwithstanding the foregoing, the Constituent Tables record their intention to participate in the affairs of the Area and to adhere to and abide by decisions taken by the Area.

(4) Any newly Chartered Round Table located in the Natal South Coast Area, as defined or re-defined by the Association Council of ARTSA, shall automatically be accepted as a Constituent member of the Area. Any Round Table which, through re-definition of the Natal South Coast Area, no longer falls into such re-defined area, shall automatically cease to be a Constituent member of the Area.

(5) A Constituent Table which ceases to be a member of ARTSA shall automatically cease to be a member of the Area.

(6) The following Clubs are Constituent members of the Natal South Coast Area:

Kokstad 35
Margate 46
Port Shepstone 83
Amanzimtoti 85
Scottburgh 106
Durban South 143
Sani 152
Westville 163
Wandsbeck 187
Berea 189
Kloof 190
Watercrest 218

(7) No Constituent Table, nor any individual member of a Constituent Table, shall be liable for the debts of the Area.

(8) Any Constituent Table ceasing, for any cause, to be a member of the Area shall have any interest in any of the assets of the Area.

(9) All Constituent members of the NATAL SOUTH COAST Area shall have their own individual membership criteria save that all its members, except for Honorary members, shall be male and between the ages of 18 to 40.
(10) The rules regulating the transfer of members from one Table to another are as follows;

10.1 A member of one Club may transfer to another Club within the Association.
10.2 Such a member must apply for membership to a new Table in writing, within 6 months of leaving his previous Table. Such a written application must be accompanied by a letter of good standing from his previous Table, signed by either the Table Chairman or Table Secretary of such Table.
10.3 A letter of good standing shall contain information to the fact that such a member has paid his capitation fees and any other outstanding dues to his previous Area/Table in full and that such a member has been an active member of the Table until his transfer.
10.4 Once a written application, accompanied by a letter of good standing has been received, the members of the Club to which such a member has applied for membership, has one month to consider such an application and to lodge any objections to such a member becoming a member of your Club. If no legitimate objections have been filed within one month, such an applicant shall become a member of your Club.
10.5 Such a member shall not be inducted as he automatically becomes a member of the new Club and is exempt from capitation fees until the next financial year except for membership fees that such a new Table may charge all members of such a Club over and above the normal capitation fees paid annually to the Area and the Association.

7. POWER OF THE AREA

For the furtherance of its Objects, the Area shall have power to:

(a) Open and operate banking accounts.
(b) To draw, make, accept, endorse, negotiate, discount, execute and issue cheques, promissory notes, bills of exchange, and other negotiable or transferable instruments.
(c) Invest or employ in such manner the Area Assembly shall deem fit, such funds which are not immediately required by the Area.
(d) Lend money or other assets to such persons and on such terms and conditions the Area Assembly may deem fit, either with or without security.
(e) Raise money.
(f) Secure the payment of money for the performance of any obligation of the Area in such manner as the Area Assembly shall deem fit, and in particular by the execution of mortgage bonds and/or pledges or otherwise charged upon the whole or any part of the Area’s movable or immovable property. No mortgage bonds shall be held without prior permission from the ARTSA Exec.
(g) Accept donations, gifts, legacies, bequests and benefits of whatever nature or kind.
(h) Purchase, take on lease or in exchange hire or otherwise acquire any movable or immovable property, rights or privileges.
(i) Improve, develop, manage, sell, exchange, lease, donate, sub-divide, consolidate, dispose, turn to account or otherwise deal with all or any of the property and rights of the Area.
(j) Appoint or dismiss any officials, agents and employees and determine and pay their remuneration.
(k) Bring or defend any actions or other legal proceedings in any court of law, or refer to arbitration any matter or thing in dispute subject, however, to the provisions of clause 5.
(l) Appoint sub-committees to investigate, report on and promote matters referred to them and to revoke any such appointments.
(m) Publish and submit to constituent members reports, proceedings and activities of the Area, and publish and circulate literature for the enlightenment of members of the public.

(n) Register the name of the Area and its Constitution and rules with any appropriate authority.

(o) Conduct any lawful business solely for the furtherance of the objects of the Area.

(p) Generally do all such acts and things as are necessary or expedient for or incidental to the attainment of Area’s objects.

8. MANAGEMENT OF THE AREA

The bodies charged with and responsible for the management of the Area are the Area Executive, as defined in clause 9, the Area Committee, as defined in clause 11, and the Area Assembly, as defined in clause 12. The Area Assembly shall be the governing and principal decision making body of the Area.

9. AREA EXECUTIVE

(1) The Area Executive shall comprise the Area Chairman, Area Vice Chairman, Past Area Chairman, Area Secretary, Area Treasurer, Area International and Public Relations Officer, Community Service Convener, Area Webmaster, Constitutional Advisor (if not Past Area Chairman as happens from time to time) and such other office bearers as the Area may in its discretion decide at the Annual General Meeting of the Area.

(2) The Area Chairman may invite any Tabler or other person to attend or assist the Executive at any meeting or in carrying out its duties, at his discretion. Such Tabler or other person shall however have no vote.

(3) Members who have served two consecutive years on the Executive shall not be eligible for the year following for re-election or re-appointment to any position on the Executive other than for election as Area Chairman or Area Vice Chairman with the exception of specific 2-year portfolios as per your Area Constitution.

(4) The Executive shall have the power to co-opt members who shall however have no vote on the Executive.

(5) The quorum for any meeting of the Area Executive shall be five members who are entitled to vote or 50% of the members who are entitled to vote, whichever is the greater number.

(6) Each member of the Executive shall have one vote and the Area Chairman shall in addition to his deliberative vote also have a casting vote. All decisions of the Executive shall be taken by a simple majority with a show of hands.

(7) Meetings of the Area Executive shall be called at the discretion of the Area Chairman, provided that at least three meetings shall be held during each Table year.

(8) Minutes shall be kept of all meetings of the Area Executive.

10. POWERS OF THE AREA EXECUTIVE

(1) Subject to the provisions of sub-clause (2), the Area Executive shall be entitled to exercise all the powers of the Area. The Area Executive shall manage the business and affairs of the Area on a day-to-day basis, and shall in all things act for and in the name of the Area. The Capacity of the Area Executive to act as aforesaid shall, however, be subordinate to the authority of the Area Assembly, as the governing body of the Area.

(2) The Area Executive shall not without the sanction of a resolution duly passed by the Area Assembly:
(a) Borrow any moneys.
(b) Invest funds other than at call.
(c) Purchase, acquire with a contingent financial obligation, dispose of, encumber or otherwise deal with moveable or immovable property.
(d) Commit the Area to any act of service, or to support, financially or otherwise, any charitable or other undertaking.
(e) Institute legal proceedings on behalf of the Area.

11. AREA COMMITTEE (COUNCIL)

(1) The Area Committee (Council) shall comprise the members of the Area Executive and such additional Area Officers as may be appointed at the Annual General Meeting of the Area, and the Chairman of each Constituent Table.

(2) The Area Chairman may invite any Tabler or other person to attend or assist the Area Council at any meeting, at his discretion. Such Tabler or other person shall, however, have no vote.

(3) The following persons shall be entitled to vote in the Area Council:
   a. The Area Chairman (who shall also have a casting vote), Area Vice Chairman, Past Area Chairman and Area Secretary shall have a vote on all matters. (ARTSA 11.12.3)
   b. The Area Treasurer, IRO/PRO, Community Service Convener, Webmaster and Constitutional Advisor will have a vote on matters falling directly within the ambit of their portfolios.
   c. Each Chairman of a Constituent Table.

(4) The quorum for any meeting of the Area Council shall be 50% of those members entitled to vote in terms of sub-clause 3(a), (b) and (c).

(5) In the event that a Chairman of a Constituent Table is unable to attend a meeting of the Area Council, that Constituent Table may be represented by another of its members and such other member shall have the same voting rights as the Chairman of that Constituent Table.

(6) Voting at meetings of the Area Council shall be by a simple majority on a show of hands, each person entitled to vote on the matter under consideration having one vote.

(7) The function of the Area Council shall be of a primarily consultative nature. No decision of the Area Council shall have effect as a decision of the Area unless it is ratified by a decision of the Area Assembly.

(8) Not less than 2 Meetings of the Area Council shall be held during the year. These meetings shall take place not less than 30 days prior to the Area Conference and shall be used to prepare for the meeting of the Area Assembly.

(9) Minutes shall be kept of all meetings of the Area Council and an attendance register shall be circulated for completion of all those present.

12. THE AREA ASSEMBLY

(1) The Area Assembly shall comprise the Area Council and the individual members of all Constituent Tables of the Area and shall be the governing body of the Area.

(2) The following persons shall be entitled to vote in the Area Assembly:
   a. The Area Chairman (who shall have a casting vote in addition to his deliberative vote), the Area Vice Chairman, Past Area Chairman and the Area Secretary who shall have a vote on all matters.
   b. Two delegates elected for such purpose by each Constituent Table having a membership of 25 or less, and three delegates in the case of those Constituent Tables having a membership in excess of 25.
(c) The delegates described in sub-clause (a) and (b) above are entitled to vote on all matters including the election of office bearers.

(d) The Treasurer, International Relations Officer, Community Services Convener, Webmaster, Constitutional Advisor (if not the Past Area Chairman) and any additional Area Officers as may have been appointed at the Annual General Meeting of the Area shall only have the right to vote on matters which fall directly within the ambit of their respective mandates.

(3) All members of Constituent Tables shall be entitled to participate in discussions and debates in the Area Assembly but shall not, unless they qualify for a vote in terms of sub-clause (2), be entitled to vote on any decisions.

(4) The Area Assembly shall meet not less than three times (some Areas have only 2 conferences) each year. The first meeting shall be held after the Annual General Meeting of ARTSA and the last meeting, which shall also be the Annual General Meeting, shall be held not more than two months prior to the Annual General Meeting of ARTSA. Traditionally the Area Conferences are held in June/July (winter conference), October (summer conference) and Feb/March (AGM).

(5) Voting at meetings of the Area Assembly shall, unless otherwise provided, be by simple majority of a show of hands, each person entitled to vote on the matter under consideration having one vote. Voting during the election of Office bearers will be by secret ballot.

(6) The quorum for any meeting of the Area Assembly shall be 50% of those members who are entitled to vote in terms of sub-clause (2)(a), (b) and (d).

13. ELECTION OF AREA OFFICERS

(1) The following shall be office bearers of the Area:

(a) Chairman
(b) Vice Chairman
(c) Past Area Chairman
(d) Secretary
(e) Treasurer
(f) International/Public Relations Officer
(g) Community Services Convener
(h) Constitutional Advisor (if not Past Area Chairman)
(i) Webmaster
(j) SCAN editor

Provided that one person may hold more than one of the offices listed in (c) to (g).

(a) The Area Chairman, Area Vice Chairman and International/Public Relations Officer shall be elected at the Annual General Meeting of the Area.

(b) Nominations for the offices of Area Chairman, Area Vice Chairman and International/Public Relations Officer shall be submitted in writing to the Area Secretary, proposed by one Constituent Table, seconded by another Constituent Table and accepted by the nominee, not later than 30 days before the Annual General Meeting of the Area. The Area Secretary shall circulate such nominations to all Constituent Tables not later than 14 days before the Annual General Meeting of the Area.

(c) If at least one nomination for an elected portfolio has been received within the designated time period as per clause 13(1)(b), no late nominations for that specific position will be accepted. Late nominations will however be called for from the Assembly if no nominations for an elected position has been received within the deadline as per clause 13(1)(b) above.

(2) The Area may appoint additional Area offices to those specified in sub-clause (1) if expedient.

(3) The Area Secretary, Area Treasurer, Area Community Services Convener, Constitutional Advisor and any additional Area officers may be appointed by the Area Chairman or Area Chairman elect.
(4) Voting for Area Chairman, Area Vice-Chairman and International/Public Relations Officer shall be by secret ballot and a simple majority for one candidate will suffice. In the event of more than two nominations being received in respect of the same office, voting by simple majority will still take place, but if more than one candidate has exactly the same number of winning votes, a second round of voting will take place, but now only for the candidates with the same number of winning votes.

(5) In the event of an office bearer of the Area being unable or unwilling for any cause to continue to act during his term of office, and of such office becoming vacant;

(a) In the case of the offices of Area Chairman, Area Vice-Chairman or International/Public Relations Officer, a new office bearer shall be elected at the next ensuing meeting of the Area Assembly to fill the vacancy. The provisions of sub-clause (2)(b) shall apply to the election of such office bearers. In the event of the office of Area Chairman becoming vacant as aforesaid, the Area Vice-Chairman shall act as Area Chairman until the vacancy has been filled by the election of a new Chairman.

(b) In the case of any other offices, the Area Chairman may appoint a new office bearer.

(2) Any person elected or appointed an office bearer in terms of sub-clause (1) shall have the same powers and duties as the person whom he replaces and shall hold office for the same term as would have applied to that person.

(6) The abovementioned officers shall be active members of Constituent Tables of the Area.

(7) (a) The abovementioned officers shall take office with effect from closure of the Annual General Meeting of ARTSA that follows their election or appointment.

(b) All office bearers shall hold office for one year and shall remain in office until closure of the Annual General Meeting of ARTSA, which follows the election, or appointment of their successors.

(8) No Area office bearer shall be eligible for election or appointment to the same position for two consecutive periods.

(9) An Officer who has served for a period of 2 years as an Area Officer will be unable to be appointed or elected to any position except for that of Area Vice Chairman or Area Chairman.

14. DUTIES OF AREA OFFICERS

1. AREA CHAIRMAN

(a) The Area Chairman shall act as Chairman at all Meetings of the Area Executive, Area Council and Area Assembly.

(b) The Area Chairman shall appoint an Area Secretary, Community Service Convener, Constitutional Advisor (if not the Past Area Chairman), SCAN Editor and Area Webmaster (to be ratified by his Executive) to serve on his Executive.

(c) The Area Chairman will promote the Aims and Objectives of Round Table and where possible promote Round Table to the public by whatever means he sees fit.

(d) During his term in office, the Area Chairman shall visit each Constituent Table in the Area at least once at a meeting. Remuneration for one visit will be included in the Association budget.

(e) The Area Chairman shall represent the Natal South Coast Area on Association Council and attend all meetings of the Council including the Annual General Meeting of the Association at which he takes office as Area Chairman and the Association AGM at which he hands over as Area Chairman to the Chairman elect.

(f) The Area Chairman will determine the date and venue of all Area Executive, Area Council and Area Assembly meetings, provided that he may ask individual Tables to arrange such meetings.

(g) The Area Chairman will ensure that an Area Diary, with all relevant dates of events within the Area and the Association, including dates of Induction Dinners within the Area, is set up and circulated to all Constituent Tables on a regular basis.
(h) It is the responsibility of the Area Chairman to ensure that Area Conferences are arranged in accordance with clause 15.4 of this Constitution.

2. AREA VICE CHAIRMAN

(a) The Area Vice Chairman shall act as the Extension Officer of the Area.
(b) The Area Vice Chairman shall act as Chairman at any Area Meeting if the Area Chairman is unable to attend.
(c) The Area Vice Chairman will represent the Area at Association Council Meetings or the Association AGM if the Area Chairman is unable to represent the Area. Remuneration, as would have been received by the Area Chairman, will apply to the Area Vice Chairman.
(d) The Area Vice Chairman will visit each Constituent Table in the Area at least once during his term in office at a meeting. Remuneration for one visit will be included in the Area budget.
(e) The Area Vice Chairman has to collect information regarding membership issues from all Constituent Tables in the Area and report every 4 months to the Association Vice President on the dates as determined by the Vice President. This information will also be supplied to the Area Chairman every 4 months.
(f) The Area Vice Chairman will compile a budget for his term as Area Chairman elect, to be voted on at the Annual General Meeting of the Area.
(g) The Area Vice Chairman will attend the Shadow Association Council meeting every year in preparation of his year as Area Chairman. Funds for this meeting will be budgeted for in the Area budget.

3. AREA SECRETARY

(a) The Secretary shall keep accurate minutes of all meetings of the Area Executive, Area Council and Area Assembly.
(b) The Secretary shall circulate all minutes to all Area Officers, Constituent Tables and Past Area Chairman still in Table in the Natal South Coast Area within 14 days following such meeting.
(c) The Secretary shall, at the end of his term in office, send copies of all minutes of the meetings of the Area Executive, Area Council and Area Assembly, to the Cory Library in Grahamstown.
(d) The Secretary shall send the Notice and Agenda of all meetings of the Area as has been described in clause 3(a) to all members of the Area Executive, Constituent Tables in the Natal South Coast Area, Association Councilors and Past South Coast Area Chairman still in Table in the Area, not later than 30 days prior to such meeting taking place.
(e) The Area Secretary shall circulate the nominations for all elected positions on the Area Executive all members of the Area Executive and all Constituent Tables, not later than 30 days prior to such elections taking place.

4. AREA TREASURER

(a) The Area Treasurer will keep an accurate set of books reflecting the financial status of the Area.
(b) The Treasurer will report at all meetings of the Area Executive, Area Council and Area Assembly, in writing on the financial status of the Area.
(c) The Treasurer will on receipt of the invoices from the Association Treasurer, issue invoices for capitation fees to every Constituent Table in the Area. This invoice will also be accompanied by an invoice for Natal South Coast Area capitation fees.
(d) The Treasurer will collect all Association Capitation fees from every Constituent Table in the Area on behalf of the Association and pay it over to the Association Treasurer on or before the 30th of June each year.
(e) The Area Treasurer will ensure that every Constituent Table in the Natal South Coast Area adhere to the financial controls as per the Association Constitution, Rule 10.5.

5. INTERNATIONAL/PUBLIC RELATIONS OFFICER

(a) The IRO/PRO will deal with all international relations matters that the Area officially engages in.
(b) The IRO/PRO will ensure that all Constituent Tables in the Area make the applicable contribution, as decided from time to time at the Association AGM, towards the Owen Frye Fund.
(c) The IRO/PRO will report every 4 months to the Association IRO on international relations issues in the Area.

(d) The IRO/PRO will ensure that all the necessary arrangements are made when the Area is hosting official international guests/delegates in the Area or at the Association AGM.

(e) The Area IRO/PRO shall ensure that the rules and regulations of the Owen Frye Travel Draw and the Travel Bingo Draw is adhered to when such draw is won by the Area.

(f) The IRO/PRO will during his term in office arrange fund raising events to further traveling of members of the NATAL SOUTH COAST Area within the Association.

6. COMMUNITY SERVICE CONVENOR

(a) The Area Community Service Convener shall promote and co-ordinate the Area Project.

(b) The Community Service Convener shall promote the Association Strategic Alliances as accepted at the Association AGM from time to time, to all Constituent Tables in the Area.

(c) He shall report every 4 months to the Association PRO/Community Service Convener on all matters regarding his portfolio, including Table media coverage, monies raised and distributed, Area involvement in Association Strategic Alliances and the Area Project.

(d) He shall motivate and encourage all Tables in the Area to promote themselves and Round Table in general and where possible arrange workshops to help Constituent Tables where necessary.

7. AREA WEBMASTER

To facilitate and manage the NATAL SOUTH COAST Area website in accordance with the Terms of reference.

8. CONSTITUTIONAL ADVISOR

(a) The Constitutional Advisor must have a sound knowledge of the Area Constitution in order to advise the Area Chairman on any matter as and when called upon.

(b) The Constitutional Advisor must ensure that proceedings at all meetings of the Area Executive, Area Committee and Area Assembly take place according to the Area Constitution.

(c) The Constitutional Advisor must ensure that the Constitutions of all Constituent Tables of the Area are regularly updated and not in contravention of the Area and/or Association Constitution.

(d) He shall ensure that the Area Constitution is updated as and when the Area Assembly ratifies changes or the Association Constitution is altered at the Association AGM.

(e) He shall ensure that the latest updated version of the Area Constitution is sent to the Cory Library and also placed on the Area Website.

15. MEETINGS OF THE AREA ASSEMBLY

(1) Notice of a meeting of the Area Assembly, together with an agenda of the business to be transacted at such meeting, shall be circulated to all Constituent Tables by the Area Secretary at least 30 days prior to such meeting.

(2) The Area Chairman, in consultation with the Area Executive, shall determine the business to be conducted at meetings of the Area Assembly.

(3) The dress code for all meetings of the Area Assembly will be jacket and tie with chain of office where applicable, for all members of the Area Executive and all delegates representing their Constituent Tables. Non-delegates may dress casual.

(4) The date and venue of meetings of the Area Assembly shall be determined by the Area Chairman, provided that, in the ordinary course of events, Constituent members shall be responsible for the organization of meetings of the Area Assembly in rotation on the basis of the numerical order of the Constituent Tables, and the venue of each meeting shall be arranged in consultation with the Area Chairman. Where ever possible, the date and venue of the next meeting of the Area Assembly shall be announced at the immediately preceding meeting of the Area Assembly.

(5) If a quorum is not present within 30 minutes from the time when a meeting is due to commence, the Chairman may, in his discretion, either:
(a) Adjourn the meeting and announce the time and place at which it will re-convene; or
(b) With the consent of those present proceed with the business in hand on the basis that any decisions reached will be subject to ratification when a quorum is present, either at that meeting or at a subsequent meeting; or
(c) Permit informal discussion not leading to a decision on the items of the agenda.

(6) The Chairman may not preside at a meeting or at part of a meeting in which he may be involved in election to any office.

(7) Minutes shall be kept of all meetings of the Area Assembly.

16. ANNUAL GENERAL MEETING

(1) The Annual General Meeting of the Area shall be held in accordance with the provisions of clause 15.

(2) The Area’s annual business shall be disposed of in the following order, or in such order as the meeting by resolution may determine:

1. Aims and Objectives
2. Welcome and Apologies
3. Official Opening
4. Obituaries
5. Area Chairman’s Report
6. Promotion of next Area Conference
7. Promotion of ARTSA AGM
8. Correspondence
9. Meeting and Voting Procedures
10. Introduction of Delegates
11. Placement of Matters on the Agenda
12. Minutes of Previous Meeting
13. Motions
14. Election of Office Bearers
15. Area Executive Reports
   i. Treasurer
   ii. Secretary
   iii. Area Vice Chairman
   iv. Webmaster
   v. Community Service Convenor
   vi. International Relations Officer
   vii. Constitutional Advisor
16. Table Reports
17. Election Results
18. General
19. Trophies
20. Sergeant at Arms
21. Date and Venue of next Meeting
22. Closure

17. SPECIAL GENERAL MEETING

One third of the Constituent Tables in the Area can demand by written notice to the Area Secretary a Special Meeting of the Area Assembly within one month of such notice and shall give reasons for such meeting. The Area Chairman shall convene such meeting and written Notice shall be given to all Constituent Table specifying reasons for the meeting. An Agenda shall accompany the written Notice of the meeting and no other business shall be transacted at such Special Meeting other than that stipulated in the Agenda relative thereto.
18. MOTIONS AND AMENDMENTS

1. Any Constituent Table may bring a motion to any meeting of the Area Assembly. Such a motion must be in writing, properly proposed and seconded by a Constituent Table and sent to the Area Secretary no later than 45 days prior to a meeting of the Area Assembly. The Secretary shall circulate such motions to all Constituent Tables no later than 30 days prior to the meeting.

2. The Area Executive shall have the power to condone the late submission of a motion subject to it being possible to circulate such motion with a short motivation to all Constituent Tables prior to the meeting. Placement of such a late motion on the agenda must be ratified by a 75% majority of those delegates present and entitled to vote.

3. The proposer of a motion will be asked to present his motion to the meeting after which the floor will be opened for discussion on a for and against basis, save that an equal number of speakers for and against the motion, will be allowed to speak. Prior to voting the proposer will have the right of reply. After the right of reply no more discussion will be allowed and voting will take place.

4. Any Constituent Table wishing to put a motion to a meeting of the Association Council or to an Annual General Meeting of the Association, shall first put such motion to a meeting of the Area Council. In the event of the motion being passed by the Area Assembly, the Area Secretary shall forthwith forward a copy of such motion, properly motivated to the Association Secretaries for consideration at the next meeting of the Association Council or the next Annual General Meeting of the Association, as the case may be. In the event of such a motion being defeated at a meeting of the Area Assembly, the Constituent Table which put such motion shall, notwithstanding such defeat, have the right, in its entire discretion, to submit such motion, motivated as aforesaid, to the Secretary of the Association for consideration at the next meeting of the Association Council or the next Annual General Meeting of the Association, as the case may be. Motions to be considered at the AGM of the Association, must be submitted to the Secretary of the Association not less than 60 days prior to the AGM of the Association. The Association Secretary will circulate such motions to all Constituent Tables of the Association no later than 40 days prior to the AGM.

5. Amendments:

   1. Any member of the Assembly can propose an amendment to the wording of a motion.
   2. The amendment may not be in opposition to the motion.
   3. After a seconder for the amendment has been identified, discussion will be allowed on the amendment only, on a for and against basis in accordance with sub-clause 18.3 above.
   4. Voting will take place on the amendment.
   5. If the amendment is accepted, voting must still take place on the amended motion.
   6. The proposer and seconder of a motion cannot propose or second an amendment to their motion.

19. EXPULSION OF A TABLER OR A CONSTITUENT TABLE FROM ARTSA

19.1 The Area shall be entitled to recommend to ARTSA that a Constituent Table’s membership of ARTSA should be withdrawn on the grounds that such Constituent member has ceased to function or that its continued existence is detrimental to the interests of ARTSA. The decision to make such a recommendation to ARTSA shall be made pursuant to a motion put before the Area Assembly in accordance with the provisions of clause 18(1) and (3).

19.2 A member of a Constituent Table may be expelled if three fourth’s (3/4) of the members of the Table Council feel that such a member’s future membership of his Table is detrimental to the Table, Area or the Association.

19.3 A member so expelled can appeal to a full meeting of his Table where three fourth’s (3/4) of the members present and entitled to vote, must vote in favour of such an expulsion.
19.3.1 The member so expelled can still appeal to the Association Council or Executive, whose decision will be final.

19.4 A Tabler may be expelled in terms of the following:

19.4.1 If a member fails to attend at least 50% of all meetings in any consecutive 3 month period.
19.4.2 On failing to pay his capitation fees within 30 days of receiving a written invoice from his Table Treasurer.

20 DISCIPLINARY ACTION

On the suspicion or knowledge that there is or may be any misappropriation, fraud or theft of Public and or Table funds:

20.1 The Table Chairman and or Area Treasurer and or any Tabler shall immediately report the matter to the Area Chairman.

20.2 The Area Chairman shall immediately inform the Area Executive whereupon the Area Executive and the relevant Table Chairman, shall appoint an investigation Committee to investigate the matter and report back to the Area Executive in writing within 30 days.

20.2 The Area Chairman and the relevant Table Chairman shall then decide on the appropriate action subject to Section 5 of this Constitution(Section 18 Ass. Constitution), and summarily report it to the Area Council and the Association Executive.

21 STANDING ORDERS

The Area may adopt standing orders to regulate proceedings at meetings.

22 AREA AND TABLE FINANCIAL REPORTING

1. At the Annual General Meeting the Area Treasurer shall present a set of Financial Statements as reviewed by a competent accounting officer (as contemplated in terms of Section 13.2.1 of the ARTSA Rules) relating to the terms and ambit of his portfolio.

2. The Area Treasurer shall submit a report, in the format required by the Association Treasurer, to the Association Treasurer within 21 days of every Council meeting. This report shall include the following:

2.1 Area financial statements covering the period from the beginning of the Area’s financial year to the date of the Council meeting.
2.2 A list of all the Tables who have not complied with sub-rule 5.10.1(ARTSA Constitution) or clause 3 here under.
2.3 A list of the names and contact details of the independent auditors that have been assigned to every defaulting Table.
2.4 A summary of all Public Funds received (including net income from projects) and donations made by each Table in the Area.

3. Failing to comply with rule 2 above (Rule 5.10.4.1 ARTSA Constitution) the Association President will notify the defaulting Area’s Area Chairman that the Area has 7 days in which to submit these financial statements to the Association Treasurer, failing which the Association Treasurer will appoint an independent auditor to prepare such financial statements at the defaulting Area’s own expense.

4. The Area Treasurer shall also submit a report to the Association Treasurer in the required format, no later than 14 days prior to the Association AGM. This report shall include the following:

4.1 Area Annual Financial Statements.
4.2 A list of all the Tables who have not complied with sub-rule 5.10.6(ARTSA Constitution) and sub-rule 21.8 of this Constitution.

4.3 A summary of all Public Funds received (including nett income from projects) and donations made during a full financial year.

5. All Tables shall submit their financial statements to their Area Treasurer either prior to, or at every Area Council meeting. These financial statements shall:

5.1 Cover the period from the beginning of the Table financial year to the month ending immediately prior to the month in which the Area Council meeting is being held.

5.2 Include a detailed income statement by Fund and a detailed balance sheet.

5.3 Include a detailed list of donations made during the period covered.

6. Should financial statements not be presented to the Area Treasurer as required, the Area Chairman will notify the Table’s delegate at the Council meeting that their Table has 7 days in which to submit the required report. Failing to adhere to this, the Area Executive will appoint an independent auditor, at the defaulting Table’s expense, to prepare these financial statements.

(ARTSA AGM 2001)

6.1 In the event of the Area Treasurer or Association Treasurer discovering a discrepancy between the balances of the Funds and Bank accounts in the statements submitted by a Club in terms of Rules 5.16.1 or Rule 5.16.2, either the Area Treasurer or Association Treasurer may require the Club to submit their financial reports to their Area Treasurer within 30 days of receiving notice. These financial reports shall be in the format prescribed by the Area Treasurer or Association Treasurer, but shall:

a. Cover the period from the beginning of the Table financial year to and including the date of the Statement submitted by the Club in terms sections 5 and 6 above;

b. Include a detailed income statement and a list of bank balances in respect of each Fund, investment balances, and details of any liabilities owed by the Table at such date.

c. Include an explanation of the discrepancy between the balances of the Funds and Bank account(s) and any other explanation required by the Area Treasurer or Association Treasurer.

7. The Table Treasurer will present a written financial report to every business meeting of his Table.

8. All Tables are to prepare Annual Financial Statements for submission to the Area Treasurer within 60 days of the end of their financial year.

23 APPOINTMENT OF AUDITORS

At each Annual General Meeting the Area, on recommendation of the Area Treasurer, shall appoint accounting officers for the ensuing year.

24 FINANCE AND SUBSCRIPTIONS

(1) The financial year of the Area shall be from the 1st day of February until 31 January next following.

(2) An annual subscription or capitation fee shall be payable by each Constituent Table to the Area Treasurer on or before the 15th day of June each year. Such subscriptions shall be based on the number of active members of each Constituent Table, including newly inaugurated Tables, as at the 1st day of the financial year of the Area. The Area Treasurer shall pay the subscription fees(Association subscription) received from the Constituent Tables in the Area, on or before the 30th day of June, into the Association bank account.

(3) The above mentioned subscription fees shall include the following:
3.1 Area subscription/membership fees as determined according to the Area Constitution.

3.2 Association subscription fees including:

3.2.1 Membership fees.

3.2.2 ARTSA delegates levy (currently R1 000 per Table)

3.2.3 Obligatory Owen Frye contribution. Such contribution is payable from a Club’s Project/Public account. (AGM 2005)

3.2.4 Inkundla-, insurance- and Cory Library levies.

(A) All above fees shall be determined annually at the Association AGM and each Constituent Table shall be invoiced separately.

(B) Tables which have not paid their subscription fees to the Association by 30 June each year will lose their voting right at the next Association AGM and all subsequent AGM’s until all outstanding fees which such Table has been invoiced for by the Association Treasurer has been paid in full.

(4) Honorary members are also liable for capitation fees save that the Table shall cover the cost of such Honorary member’s capitation fees.

(5) The amount of the subscriptions payable in terms of sub-clause (2) shall be determined at the Annual General Meeting of the Area and the Association respectively.

(6) A budget will be compiled by the Area Chairman elect, to be presented and voted on at the Annual General Meeting of the Area.

(7) The Area Chairman shall receive an honorarium (which will form part of the budget to be voted on) to assist him in performing all his obligations in managing and representing the Area.

(8) The Area Vice Chairman will be remunerated by the Area, at the official rate per kilometer as determined at the Association AGM from time to time, to attend a meeting of each Constituent Table in the Area, once during his term as Vice Chairman.

(9) No remuneration, except for that described in clauses 24.7 and 24.8, shall be paid to the officers of the Area save that the Area Executive shall have the power to authorise payment out of the funds of the Area of any expenses reasonably incurred by an officer of the Area in carrying out his duties as such.

(10) No Constituent Table shall be in overdraft on any of their Table accounts.

(11) No blank cheques, or cheques containing less than 2 signatures, may be issued by a Constituent Table.

(12) All Constituent Tables in the Natal South Coast Area, shall have all its bank accounts with a registered commercial Bank as per the Association Cash Management Scheme (currently First National Bank). Failing this, the Table will be penalised a set amount per member by the Association Treasurer. The amount of the penalty per member will be determined at the AGM of the Association, from time to time.

(13) A Table will not qualify for any Area Travel Draws unless all outstanding monies, which the Table was billed for by the Area Treasurer has been paid in full.

(14) A Table will lose its voting right at the Summer conference and Area AGM unless all outstanding monies, which the Table has been billed for by the Area Treasurer has been paid in full by 30 June of each year.

25 AREA TROPHIES

The Natal South Coast Area Trophies are listed in the Standing Rules (see Appendix below).

26 EVIDENCE OF RESOLUTIONS
In the event of a resolution of a meeting being required as evidence for any purpose whatsoever, a copy thereof, signed by the Area Chairman or Area Secretary shall be sufficient proof thereof.

27  INSPECTION OF BOOKS AND ACCOUNTS

The accounts and minutes of the Area shall be open for inspection by any member of a Constituent Table on application to the Area Treasurer or the Area Secretary, whose duty it shall be to produce the books under his control for inspection at all reasonable times.

28  PARTY POLITICS AND DENOMINATIONAL RELIGION

Discussion and/or debate on party politics and denominational religion shall not be permitted at meetings of the bodies of the Area.

29  FUND RAISING AND DISTRIBUTION OF PROFITS

29.1  All Constituent Tables, including newly inaugurated Tables, may undertake projects under the name and rondel of the Association.

29.2  All Constituent Tables may undertake fundraising projects for their House/Administration account under the name and rondel of the Association as long as the purpose of the fundraiser is clearly indicated to the members of the public.

29.3  All Constituent Tables may, at their own discretion, pay a maximum of 25% of the nett profit of any project into their House/Administration account.

29.4  Save in the case of the proceeds of a project undertaken by the Area for the purpose of raising funds for Constituent Tables, no assets, profits or gains of the Area shall be distributed among Constituent Tables.

30  DISSOLUTION OF THE AREA

(1)  The Area shall be dissolved if at least 75% of the persons present and entitled to vote at a Special General Meeting of the Area Assembly convened for the purpose of considering such matter in accordance with clause 17, are in favour of the dissolution. Not less than thirty days notice shall be given of such meeting and the notice convening the meeting shall clearly state that the question of the dissolution of the Area and disposal of its assets will be considered. If there is no quorum at such Special General Meeting, the meeting shall stand adjourned for not less than one week and the delegates attending such an adjourned meeting shall constitute a quorum.

(2)  If upon dissolution of the Area as provided in sub-clause (1) there remain any assets whatsoever after the satisfaction of all debts and liabilities, such assets shall be paid to or distributed among some other institutions of a public character in the Republic of South Africa which are, themselves, exempt from income tax, to be determined by the Constituent Tables of the Area as of before the winding up, or dissolution of the Area, and in default thereof, by the Association Council of ARTSA.

(3)  If a resolution to wind up the Area is duly passed, the Area shall be wound up under the supervision of one of the Association Secretaries.

31  GUESTS

(1)  Any office bearer or Constituent Table may invite guests to attend any meeting of the Area Assembly; provided that no lady shall be eligible to attend such a meeting whilst the actual business of such meeting is being transacted, save in the capacity of a speaker.

(2)  The Area Chairman in his own discretion may invite a guest speaker to open the Area Conference. The cost of such a guest will on discretion of the Area Chairman be budgeted for by the Area or alternatively be included in the Conference cost of the organising Table.
(3) The Area may invite an International guest to be hosted as an Area Guest at the Association AGM or any meeting of the Area Assembly, if a motion in this regard is passed at a meeting of the Area Assembly.

32 RULES

The Area may, by resolution passed at a meeting of the Area Assembly, adopt rules relating to:

(a) The proceedings for meetings of the Area Assembly.

(b) Rules and terms of reference relating to the award of trophies within the Area.

(c) Banners and other items of regalia.

(d) Magazines, newsletters and other publications of the Area.

(e) Such other matters as the Area may decide at a meeting of the Area Assembly.

33 AMENDMENT OF THE CONSTITUTION

Neither this Constitution nor the rules adopted hereunder shall be amended, altered, or rescinded save and except upon a resolution passed by two thirds of those present and entitled to vote at the time of voting at a meeting of the Area Assembly. The provisions of clause 18 shall apply mutandis mutatis to any motion seeking the amendment, alteration or rescission of this Constitution or rules adopted hereunder.

34 COPY OF THE CONSTITUTION AND RULES

A copy of this Constitution and/or rules adopted hereunder, purporting to be certified as such by the Area Chairman, or the Area Secretary of the Area, may be accepted as evidence for any purpose whatsoever.

35 CONSTITUTION AND RULES OF ARTSA

This Constitution shall incorporate the ARTSA Constitution and Rules where applicable and in the event of a dispute the Association Constitution and Rules will prevail. No alteration to this Constitution or to the Rules adopted hereunder may be in conflict with the Constitution or Rules of ARTSA.

36 APPENDIX

STANDING RULES OF THE NATAL SOUTH COAST AREA OF THE ASSOCIATION OF ROUND TABLES IN SOUTHERN AFRICA.

1. AREA MAGAZINE

The Area shall operate a magazine be known as "SOUTH COAST AREA NEWS (SCAN)" and the number of issues published per annum shall be no less than two (subject to the availability of funds). The magazine shall be distributed to all members of the South Coast Area and other International Tables or Tablers as may be desirable from time to time.

1.1 Financing

1.1.1 That the SCAN Editor is to set a Budget each year for the Magazine. Income to be a levy, based on projected membership, calculated as, membership at 1 March of each year plus
1.0%, plus projected advertising revenue. The Area Treasurer is to include such levy in the annual Area levy as presented for approval at the Natal South Coast Area AGM.

1.1.2 That in addition to the Income mentioned in 2.2.1. a further levy, the amount of which to be decided at the A.G.M. yearly, be charged to each table in the area for an advert in the magazine. This advert can be sold by the table concerned. The advert will be a half page black and white advert.

1.1.3 That the Editor be accountable for running the SCAN accounts, with the responsibility of accounting systems to rest with the Treasurer of the Natal South Coast, and that at the end of each year they will have to submit Audited Statements of Account to the Area, and any surplus or deficit will be reflected as such in the Natal South Coast Area Accounts.

2. AREA TROPHIES

It is the responsibility of the Area Secretary to keep track of the Area Trophies and to ensure that they available at Council meetings to be awarded. The following are the area trophies for the Natal South Coast Area.

TROPHIES PRESENTED AT AREA ASSEMBLY MEETINGS

2.1 JOE WEST TROPHY

That the Area Community Service Award be known as the "JOE WEST TROPHY" in memory of Joe West, a past Durban South 143 Tabler, and the Terms of Reference to be as follows:

2.1.1 The Area Chairman is to award the Trophy at Area Conferences

2.1.2 The period under consideration is to be between two consecutive Area Conferences;

2.1.3 All Table's to submit, in their own opinion, their best community service project, if any, for the period under consideration.
(Presented by Durban South 143)

2.2 AREA SPORTS TROPHY

"That a sporting Event be held annually amongst the South Coast Area Tables to compete for the Area Sports Trophy. The event will be arranged on roster basis in Table numbers and will be the choice of the hosting table."
(Presented by Scottburgh 106/Wandsbeck 187)
(Replaced by Kloof 190)

2.2 PINETOWN HORN

This trophy to be presented to the Table, excluding the hosting Table or Tables with the best representation at an Area Council Conference. The formula for the calculation is as per the A.R.T.S.A. Constitution's calculation for the Apex Gavel, which is as follows:

Number of members present, divided by the total Table membership (excluding
honorary members), multiplied by one (1) plus the distance traveled over the shortest route by the main roads, in one direction only, divided by 1000.

\[
\text{Attendance} \times \frac{(1 + \text{Distance})}{1000}
\]

(Presented by Pinetown 10)

### 2.4 SHEPPIE SHIELD

This Shield be awarded at every Area Conference, at the sole discretion of the Area Chairman, to the Table who contributes most to the spirit of fellowship, and participates to the fullest over the Area Conference week-end.

(Presented by Port Shepstone 83)

### 2.5 SCAN TROPHY

This award is presented by the Scan Editor on an annual basis at the Natal South Coast Area AGM to the Table who has contributed most to the editions of the SCAN magazine in the preceding year.

(Presented by …………)

### 2.6 “BAKGAT” AND “SLAPGAT” AWARDS

#### “BAKGAT” AWARD

This award will be presented by the Area Chairman, in his sole discretion, to the Table Chairman who has performed the best in his duties in the intervening period since the preceding Area Assembly meeting.

#### “SLAPGAT” AWARD

This award will be presented by the Area Chairman, in his sole discretion, to the Table Chairman who has most neglected his duties in the intervening period since the preceding Area Assembly meeting.

(Presented by Tim Brauteseth – Berea 189)

### 2.7 Esprit D’ Corps

This award shall be presented by the Area Chairman to the Table who, in the opinion of the Area Assembly, have been most supportive of Tables other than their own in the intervening period since the preceding Area Assembly meeting.

(Presented by Watercrest 218)

### 2.8 “JESTER” AND “STIRRER” AWARDS

#### “THE JESTER”

This award will be presented by the Area Chairman, in his sole discretion, at the Natal South Coast Area AGM to the Tabler who has performed the best in amusing his colleagues through clownish behavior through the preceding year.

#### “THE STIRRER”

This award will be presented by the Area Chairman, in his sole discretion, at the Natal South Coast Area AGM to the Tabler who has contributed the most lighthearted and thought provoking banter through the preceding year.

Presented by Andre Krugel – Amanzimtoti 85)
TROPHIES PRESENTED AT THE AREA CHAIRMAN’S INDUCTION DINNER

2.9 TABLE CHAIRMAN OF THE YEAR TROPHY

This award to be made at the sole discretion of the Area Chairman. The award to be presented at the Area Chairman's Induction Dinner by the outgoing Area Chairman.
(Presented by Richard Clarke - Berea 189)

2.10 MEMBERSHIP TROPHY

*Presented to the Table whom the Area Vice Chairman believes has made a concerted effort in increasing membership of Round Table. To be presented by the outgoing Area Vice Chairman at the Area Chairman's Induction Dinner.
(Presented by Alan Bailey, Wandsbeck 187)

2.11 TRAMPS TROPHY

Presented at the Area AGM, to the Table that has exhibited raiding enthusiasm during the previous Table year. This trophy is awarded in terms of the rules of the Tramps Trophy. These rules are:

2.11.1 A visit or a raid is classified as one of the following:

a) An official meeting of another Table, be it a business or social meeting.

b) A Round Table party hosted by a Table other than your own.

c) Any other special Round Table event where visiting Tables are allowed to participate.

2.11.2 The following points are awarded to a raiding Table for each attendee on a raid (current member or visitor) divided by the membership as at the date of the raid.

2.11.3 Points will accrue in the following manner:

a) One (1) point for a visit to any Table in the Natal South Coast Area.

b) Two (2) points for a visit to any A.R. T.S.A. Table outside the Natal South Coast Area.

c) Five (5) points for a visit to a foreign club, outside A.R.T.S.A., who is a member of Round Table International.

2.11.4 Points may only be accrued for two raids to a particular Table per Table-year. Only one raid per Tabler per event will accrue points.

2.11.5 The Area Chairman, Area Vice-Chairman, Association President and
Association Vice-President are not eligible for points for the "Tramps Trophy".

2.11.6 Visiting a special event such as an Area A. G. M., which lasts more than one day will be considered as one visit only. The exclusions to this rule are the A.R.T.S.A. A.G.M. and the Natal South Coast Area A.G.M. where no points will be awarded to any Table.

2.11.7 The "raiding return" form must be completed by the raiding Table's Vice-Chairman and he must ensure that the Chairmen of the raided meetings sign the form as verification. These forms must be forwarded to the Area Vice-chairman, no later than one month after the raid, who will collate them and award the Tramps Trophy at the Area A.G.M.

2.11.8 It is the responsibility of the Vice-Chairman of the holding Table to ensure that the trophy is returned at the following A.G.M.

2.11.9 In the event of two or more Tables achieving the same score, the trophy will be awarded to one of the said Tables which has completed the most number of raids in that year. The decision of the Area Vice-Chairman is final.

(Presented by Ari-Veli Starke, National President of Round Table Finland, through Natalia Round Table 118, Durban.)

2.12 THE WANDSBECK SWAN

2.12.1 This trophy, presented by Wandsbeck Round Table 187 is to be awarded annually to recognise the Area Tabler of the year and is to be presented at the Area Chairman's Induction Dinner.

2.12.2 The selection of the Tabler of the year will be made by a panel of Tablers consisting of The Area Chairman, Immediate Past Area Chairman and Area Vice Chairman.

2.12.3 Nominations for this award must be motivated in writing and are to be submitted to the area chairman within 21 days of the Annual General Meeting.

2.12.4 The nominees must be a member of a Table in the South Coast Area.

2.12.5 During his year of office, The Area Chairman will be excluded from winning The Wandsbeck Swan.

2.12.6 Guidelines when making a nomination could include but need not be limited to the following:

2.12.7 The Tabler should have displayed exceptional leadership as a Table Chairman or Committee or Project Leader.

2.12.8 The Tabler should have made an exceptional contribution to Round Table.

2.12.9 The Tabler should have made a personal sacrifice for a project, his Table or the Area.

2.12.10 The Tabler should have shown initiative in introducing something new to his table or the Area which will further the Aims and Objects of Round Table.
2.12.11 The Tabler should have displayed exceptional effort with extension and the introduction of new members to the Round Table.

2.12.12 The Tabler should have created a public awareness of Round Table.

2.13 The Gem of the Year

This award shall be presented to the wife or partner of a Natal South Coast Area Tabler who, in the sole opinion of the Area Chairman, has displayed exceptional effort and sacrifice in supporting her husband or partner in the preceding year.

This award shall be presented at the Area Chairman's Induction Dinner by the outgoing Area Chairman.

(Presented by Grant & Debbie Auld – Natalia 118)

3 REGALIA

All regalia produced for 'External' wear must be approved by ARTSA Regalia Committee prior to final production.

3.1 AREA REGALIA

3.1.1 The Natal South Coast Area may produce items of regalia for re-sale subject to the approval of the Area Council.

3.1.2 The Area Vice Chairman's Gong, to comply with the ARTSA Constitution, and is presented at the Area Induction Dinner.

(Presented by Wandsbeck187)

3.1.3 The Natal South Coast Area's banner have vertical black stripes on each side, with a white centre stripe, and with the Strelitzia flower as an emblem in the centre.

3.2 REMOVAL OF TABLE REGALIA

That no regalia, with the exception of the Swipers Scroll may be removed from any meeting place. If any regalia is removed, the normal rules of the Swipers Scroll will apply.

3.3 AREA STORES

The Area Stores be held and accounted for by the Area Treasurer, and included in his periodical and annual reporting. The Area Treasurer may co-opt another member of the Area to perform the tasks of 'Store man' subject to the approval of the Area Executive.

4. NEW TABLERS DINNER

The Natal South Coast Area hold a dinner for New Tabler's and their wives, this to be held on an annual basis. The event is to be convened on a rotational basis, commencing with the lowest Table number in the Area, but should a Table not be in a position to host then the following Table will be responsible and so on. The dinner to be hosted by the Area Vice Chairman.
5. **DAD'S AND KID'S WEEKEND**

That this Area organises a Dads and Kids weekend as an annual event. That the week-end be hosted in Table number order, but should a Table not be in a position to host then the following Table will be responsible and so on.

6. **AREA CHAIRMAN'S ALLOWANCE**

Natal South Coast provide the Area Chairman with an annual Allowance of not less than R3 060, by levying each Table equally. In addition to this amount, funds to be allocated to the Area Chairman’s allowance from the interest accrued from the area account to a combined maximum of R 6 000. Such amount to be reviewed annually in the Area Treasurers Budget. The Area Chairman may use the funds so allocated at his sole discretion.

7. **AREA CONFERENCES FUND**

7.1 **AREA CONFERENCE ACCOUNTING**

7.1.1 Area Conference Budget

That the Convening Table of an Area Conference reports to the Area Executive, 30 days prior to the preceding Area Conference being convened, on the place and cost of the Area Conference to be convened by that Table for such budget to be approved by the Area Executive. The circulation of registration forms may only take place after the budget is approved. The expenses for accommodation, registration and meals for the Area Chairman and his wife/female partner for the Area Conference weekend must be budgeted for by the convening Table as an expense in their Conference Budget.

7.1.2 Area Conference Accounts

The hosting table must present to the Area Executive final Income and Expenditure Statements of the Area Conference within 60 days from such Area Conference.

7.2 **AREA CONFERENCE HOSTS**

7.2.1 Commencing from the Area AGM Conference of March 1994, all Area Conferences are to be hosted in Table Number order. The outgoing Area Chairman’s Table will be offered the honour of hosting the Area AGM Conference. Should they not wish to do so, the rotational method will apply.

7.2.2 Should a Table not be in a position to host a Conference when their turn comes about, they may request a postponement or forfeit, and the next Table number will host.

7.2.3 A Table that hosts jointly will still be required to host when that Table’s turn comes about.

7.2.4 Notice to host, postpone or forfeit must be given in writing to the Area Secretary at least 6 months prior to the set Conference date.

8.3 **AREA CONFERENCE FUND**

8.3.1 The Fund shall be known as the" Area Conference Fund".

8.3.2 This Fund shall be operated as a separate account within the ARTSA Cash
8.3.3 The Fund will be administered by the Area Treasurer and will form part of his periodical and annual reporting.

8.3.4 The Fund will receive income by way of surplus’s generated from any Area Council Meeting.

8.3.5 The sum retained in the Fund may not exceed R 2500-00.

8.3.6 Within 60 days from the date of the Area Council meeting the Hosting Table must provide the Area Executive with an Income and Expenditure Statement.

8.3.7 All profits from an Area Conference, will accrue to the Fund up to the maximum of 2500-00 and any excess to be allocated to any of the Area Travel Funds at the discretion of the Area Executive.

8.3.8 Process for claims against the Area Conference Fund for losses sustained, is as follows:

   a) Claims are limited to the amount held in the Area Conference Fund at that time.

   b) Claims must be validated by the Area Executive.

   c) Due notice must be given to all constituent Tables through the AREA Executive, served in terms of notices of motions to Area Council Meetings

   d) The Motion must be presented at the Area Council Meeting with a proper motivation.

   e) The allocation of the funds will be made by a simple majority of the Area Council present.

9. REPRESENTATION OF TABLE

To ensure your Table is represented at both Area and Association level, each Table should have delegates present at the Area Council meetings and at the A.G.M. of A.R.T.S.A. Table Chairmen must see to it that delegate are properly briefed concerning business to be discussed at these meetings and the Chairmen must also actively promote attendance of observers at these meetings.

PROPOSED ON THIS ……TM DAY OF …………….. . 2012 BY …………….. SECONDED BY ……………..
ACCEPTED BY AN OVERALL (66%) MAJORITY OF DELEGATES PRESENT

1. ___________________ 8. ___________________

2. ___________________ 9. ___________________

3. ___________________ 10. ___________________

4. ___________________ 11. ___________________

5. ___________________ 12. ___________________
6. __________________________
7. __________________________
13. __________________________
14. __________________________

THE AREA CHAIRMAN AND HONORARY SECRETARY HEREBY CERTIFY THAT THIS CONSTITUTION WAS DULY ACCEPTED BY AT LEAST 66% OF THE DELEGATES AT AN AREA CONFERENCE (AREA ASSEMBLY) OF THE NATAL SOUTH COAST AREA ON 10 MARCH 2012.

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AREA CHAIRMAN              AREA SECRETARY