

**DRAFT CONSTITUTION**

**OF THE**

**COMMONWEALTH PARLIAMENTARY  
ASSOCIATION (CPA)**

**SOUTH AFRICA – NATIONAL BRANCH**

**1. NAME**

The name of this branch is the Commonwealth Parliamentary Association South Africa – National Branch

**2. DEFINITIONS**

“Association” means the Commonwealth Parliamentary Association.  
“Branch” refers to the Commonwealth Parliamentary Association South Africa – National Branch.

“Chairperson” refers to the Chairperson on the Branch

“Secretary” refers to the Secretary to Parliament who is a branch secretary

“Co-President” refers to the Chairperson of the NCOP and the Speaker of the NA.

“Vice President” refers to all Party Leaders in Parliament who may act as branch vice presidents

**3. AIMS AND OBJECTIVES**

The aims and objectives of the branch shall be incidental or conducive to the furtherance of the aims of the Commonwealth Parliamentary Association, as set out in clause 1 of its constitution shall include:

- ◆ Encouraging Parliamentary democracy in Africa and the whole world;
- ◆ Participating in the associations activities
- ◆ Networking
- ◆ Information sharing and capacity building
- ◆ Facilitating inter-branch networking; and
- ◆ Taking such actions as may be deemed necessary to realise the aims and objectives of the branch

**4. MEMBERSHIP**

4.1 Membership shall be in the following categories:

- ◆ Ordinary membership – this membership is open to all members of South Africa – National branch

- ◆ Associate membership – this membership shall, on application be open to former members of Parliament
  - *The membership shall, on application, be open to current and former officials (staff) members of Parliament*
  - *The Executive Committee of the Branch shall have the discretion to either admit or refuse admission to “associate membership”*
  - *The branch can terminate membership of a member by a resolution of its annual general meeting.*
- ◆ Honorary membership – this membership is awarded to a South African citizen with a record of working for democracy or as the executive committee may decide.

4.2 Membership shall be in the following categories:

- ◆ Ordinary membership – this membership is open to all members of South Africa – National branch

4.3 Notice renewal

- ◆ Members shall be coterminous with the term of parliament

4.4 Termination of membership

- ◆ All members are entitled to terminate their membership by giving notice of their resignation to the secretary
- ◆ If a member leaves the parliament or dies membership is terminated. The entire branch can terminate the membership of any member by the resolution of the AGM.

## 5. EXECUTIVE COMMITTEE

5.1 The Executive Committee of the branch shall consist of the following:

- Co-Presidents (ex officio)
- Vice President (ex officio)
- Secretary (ex officio)
- President of the Republic of South Africa (Patron)
- Five additional members

- 5.2 Ex – officio status in the Executive Committee will be granted to a member of the branch who holds positions in other organs of the CPA.
- 5.3 The President of the Republic of South Africa shall be a patron of the Executive Committee of the Branch. He or she may not necessarily attend the Executive Committee meeting but may delegate a Member of the Executive Council to attend.
- 5.4 If a vacancy occurs in the Executive Committee, an election may be conducted at a General Meeting.

## **6. FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE**

- 6.1 The administration and management of the branch shall be vested in the executive of the branch.
- 6.2 The Executive Committee shall be competent to exercise all powers and engage in such activities as outlined in the aims and objectives, except those which are expressly reserved for the Annual General Meeting.
- 6.3 Either of the Co-President's shall chair all meetings of the branch.
- 6.4 Either of the Co-President shall perform the function of leader of the delegation of the branch when visiting abroad, provided that a Co-President shall be entitled to delegate this responsibility to another member.
- 6.5 The Co-President's shall appoint persons and assign tasks in consultation with the Executive Committee, as he or she may deem necessary for the running of the branch.
- 6.6 The Secretary shall be responsible for all administrative functions, provided the Secretary shall be entitled to delegate this responsibility to another official.

## **7. MEETING OF THE EXECUTIVE COMMITTEE**

- 7.1 The Executive Committee shall meet at least once every two months.

- 7.2 Notice of meeting of the Executive Committee and its business shall be in writing and issued at least seven days prior to the date of the meetings.
- 7.3 The Co-Presidents shall have the right to convene an urgent Executive Committee meeting, the notice of which need not necessarily comply with the requirements set out in paragraph 7.2

## **8. ACTIVITIES AND PROGRAMME OF ACTION (POA)**

The activities of the branch shall include the following:-

- 8.1 Facilitating inter-branch study visit for members for purposes of exposure, publishing and/or distributing material relevant to the parliamentary activities of members;
- 8.2 Arranging conferences, seminars and workshops relevant to the parliamentary activities of members;
- 8.3 Publishing and/or distributing material relevant to the parliamentary activities of members;
- 8.4 Organising discussion group for visiting members of the association;
- 8.5 Taking such actions as may be deemed necessary to realise the aims and objectives of the branch; and
- 8.6 Organising wellness and sporting activities for members and officials with other branches.

## **9. GENERAL MEETINGS**

- 9.1 The branch shall hold a general meeting at least once in three months.
- 9.2 Notice of general meeting and its business shall be in writing, and issued at least fourteen days prior to the date of the meeting
- 9.3 The executive committee shall have the right to convene an urgent general meeting, the notice of which need not necessarily comply with the requirements set out in paragraph 9.2

## **10. ANNUAL GENERAL MEETINGS (AGM)**

- 10.1 The branch shall hold its annual general meeting once a year, no later than fifteen months after the previous one.
- 10.2 Notice of the annual general meeting and its business shall be in writing and issued at least fourteen days prior to the date of the meeting.
- 10.3 The business of the annual general meeting shall include:-
- Executive report by the Co-Presidents
  - Financial report by the Secretary
  - Election of the new Executive Committee
  - Programme of action for the year
  - Any other matters necessary

## **11. QUORUM**

- 11.1 The quorum for all meeting shall be a simple majority.

## **12. AUTHORITY**

- 12.1 The annual general meeting shall be the highest decision making body of the branch
- 12.2 The general meeting shall be the second highest decision making body of the branch
- 12.3 The executive committee shall run the day to day activities of the branch in between annual general meetings and general meeting
- 12.4 The executive committee is accountable for its decision to both the general meeting and the annual general meeting.

## **13. AMENDMENTS**

The Constitution may be amended at the annual meeting by two thirds majority

## **14. PARTNERSHIP**

The Executive Committee shall have the power to enter into partnership with other associations