



GUIDELINES ON POLICY MATTERS

PRIVATE BAG X25 CLAREMONT 7735 TELEPHONE 797 9699 TELEFAX 797 7832

AIMS AND OBJECTIVES

That the Club motivation is to attract members from all sectors of the community, without favour or prejudice and including all races, religions, backgrounds, cultures and political viewpoints. It must be stressed that the Club is non-political and non-racial.

Membership is not restricted to the professional woman, but is essentially for the interested and interesting, involved and aware. This may include any woman who makes (or has made), a recognisable contribution towards the community, and who is able to provide a stimulating exchange at luncheons. The term "housewife" therefore becomes irrelevant.

That the purpose of the Club is to mix and to meet other women, to express views, share common interests and to exchange ideas. Luncheons are to be seen as a means of communication (hence the numbered draw system for seating), thus encouraging networking in the true sense of the word. In consequence, regular attendance is to be encouraged at all times, in order that each member may contribute to the full.

That the Club formed a bursary fund for the following purposes:

- To support one or more underprivileged woman student at University.
- To extend financial aid to certain social causes on several occasions as well as special charity organisations during Christmas time. Such causes are to be selected at the discretion of the Committee, and bearing in mind limited bursary funds.

CLUB RULES

All members are expected to attend a minimum of three functions per year (excluding the Christmas lunch), or else the Chairman/Committee/Secretary has to be notified accordingly. Failing this, membership may be withdrawn at the end of the Club year. It is none-the-less recognized that the Club's most valuable members may be those who are able to attend the least, due to pressure of work.

Any member who has not submitted her subscription renewal by the deadline indicated, automatically surrenders her membership.

Cancellations of any reservations must be communicated to the Club secretary by the date and time specified on each newsletter. For any cancellation made thereafter, a fee (being the full price) will be raised.

a member of

The Leading Hotels of the World



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The Mount Nelson 100 Club was founded in 1979 by a group of women from Cape Town's business and professional circles who were also known for their active interest in welfare and community projects.

For the first 12 years of its existence the Club was known as the President 100 Club, being resident in the President Hotel, Sea Point. With the demise of the President Hotel in 1991 the Club relocated to the Cape Sun Hotel for a short period and finally found its home at the Mount Nelson Hotel in March 1995.

From the outset one of the most important motivations was to attract members from all sectors of the community, without favour or prejudice, and including all races, religions, backgrounds, cultures and political viewpoints. Another important motivation was the purpose of networking thus giving the opportunity for members and their guests to get to know each other and to meet interesting and influential guests both national and international.

The Mount Nelson 100 Club Bursary Fund was established in 1983 for the purpose of supporting underprivileged women students at the University of Cape Town and other educational institutions. Two of our bursars have gone on to study at Harvard, and so far more than 35 students have received financial aid from the Club.

On an annual basis the Club also supports certain social causes and charity organisations eg. Meals on Wheels for the Aged, Cape Town Drug Counselling Centre and Street Children's Shelters.

Membership is limited to \pm 250 women and reviewed annually. Members meet for monthly luncheons to which guest speakers from all walks of life both national and international are invited. The high calibre of our speakers is renowned in South Africa and the lunches are always very well attended. A list of some of the well known speakers who have addressed us in the past is attached.

COMMITTEE:

Chairman

Adele Searll

Vice Chairmen

Wendy Hofmeyr and Maureen Hargraves

Members

Diana Bell

Di Berrill

Toby Bloomberg

June Druker

Myrna Fahrenfort

Mary-Jane Morifi

Sue Robinson

Elize Rossouw

Ann Wallis Brown

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Sue Reznikov-Robinson

POLICY DOCUMENT

THE ADELE SEARLL MOUNT NELSON 100 CLUB COMMITTEE AND THE ELECTION OF COMMITTEE MEMBERS

PURPOSE

1. To provide for the establishment of The Adele Searll Mount Nelson 100 Club Committee, and to provide for matters incidental thereto.

DEFINITIONS

2. In this Policy, unless the context indicates otherwise-
 - (i) "the Club" means the Adele Searll Mount Nelson 100 Club;
 - (ii) "the Committee" means the Adele Searll Mount Nelson 100 Club Committee;
 - (iii) "member" means a member of the Adele Searll Mount Nelson 100 Club;
 - (iv) "this Policy" includes any document produced there under; and
 - (vi) "year" means a financial year which runs from the 1st of March in any year to the 28th of February in the next succeeding year.

ESTABLISHMENT OF THE ADELE SEARLL MOUNT NELSON 100 CLUB COMMITTEE

3. (1) There is hereby established an entity known as the Adele Searll Mount Nelson 100 Club Committee.

- (2) The main objective of the Committee shall be to ensure the efficient management of the Adele Searll Mount Nelson 100 Club and the Club's Bursary Fund, as well as the ongoing growth and development of the Club's membership in accordance with the Club's aims and objectives.

COMPOSITION OF THE COMMITTEE

4. (1) The Committee shall consist of not more than 14 (fourteen) and not less than 10 (ten) committee members and shall include a Chairperson and two Deputy Chairpersons.
- (2) When the Chairperson is absent or unable to fulfil any function, one of the Deputy-Chairpersons must act as Chairperson during such absence or incapacity.

CO-OPTING OF PERSONS

5. (1) The Committee may co-opt any person who, in the opinion of the Committee or the Chairperson, is able to assist the Committee in any matter relevant to its duties, functions or objectives.
- (2) A person co-opted in terms of subsection (1) will not be entitled to vote at any Committee meeting.

AN EXECUTIVE COMMITTEE

6. (1) There is hereby established an Executive Committee for the Adele Searll Mount Nelson 100 Club Committee.

- (2) The Executive Committee shall consist of the Chairperson and the two Deputy Chairpersons of the Committee.
- (3) The Executive Committee must perform any function prescribed for it in terms of this Policy, and may perform any other function delegated to it by the Committee.
- (4) The Executive Committee must from time to time report on its activities in a manner determined by the Committee.

SUB COMMITTEES

7. (1) The Chairperson may from time to time, and on such terms as she may determine appoint sub committees of no less than three members to perform specific functions.
- (2) A sub committee shall consist of committee members, and may include co-opted persons.
- (3) A sub committee must report on its activities in a manner determined by the Chairperson.

DUTIES OF THE COMMITTEE

8. The Committee must:
 - (i) approve Club policy and ensure the effective execution thereof;
 - (ii) assist and support the Chairperson in all financial, administrative and other matters relating to the management of the Club, and the Club's Bursary Fund;
 - (iii) assist and support the Chairperson in the promotion of the

Club's primary objectives;

- (iv) procure suitable Guest Speakers for the Club's social functions;
- (v) plan, organise and facilitate the Club's luncheons and other social and fundraising functions;
- (vi) approve the appointment of Club members and committee members; and
- (vii) approve the termination of Committee membership in circumstances referred to in paragraphs 11 (b), 11(c) or 11(d) of this Policy.

APPOINTMENT OF COMMITTEE MEMBERS

- 9 (1) The committee members serving as such at the date of the adoption of this Policy by the Committee are deemed to be elected in terms of this Policy.
- (2) From the date of the adoption of this Policy, the Committee must appoint new members only after-
- (a) the candidate committee member has been nominated by a member with not less than two (2) years Club membership; and
 - (b) after the Executive Committee has made recommendations to the Committee in relation thereto, following a transparent and open process of calling for nominations and considering persons so nominated.
- (3) Only a member with a minimum of two years Club membership is eligible for nomination as a candidate committee member.
- (4) The Committee must by a majority vote elect the Chairperson and Deputy Chairpersons, after inviting

nominations of committee members as candidates.

TERM OF COMMITTEE MEMBERSHIP

10. (1) A committee member shall serve for a period not exceeding 4 (four) years at a time, and shall be eligible for re-election.
- (2) A Chairperson and Deputy Chairperson shall serve for a period not exceeding two years at a time, and shall be eligible for re-election for one additional term.
- (3) A Chairperson and Deputy Chairperson may, at the expiry of her term of service, be re-elected to serve as an ordinary committee member.

TERMINATION OF COMMITTEE MEMBERSHIP

11. (1) A committee member who –
- (a) resigns as a Club member or a Committee member;
 - (b) without permission of the Chairperson is absent from three consecutive meetings of the Committee;
 - (c) without permission of the Chairperson is absent from three consecutive Club luncheons, or
 - (d) without good reason, fails to carry out the duties of a committee member prescribed in this Policy, or any other duty allocated to her by the Chairperson or the Committee,

ceases to be a member of the Committee.

- (2) The Chairperson may, with the concurrence of both Deputy Chairpersons, terminate a committee membership, for reasons that are just and fair and in the best interests of the Club.

DUTIES AND FUNCTIONS OF COMMITTEE MEMBERS

12. A committee member must:
- (a) Attend and participate in a minimum of seven committee meetings per year, unless decided otherwise by the Chairperson;
 - (b) Attend a minimum of seven Club luncheons per year, unless decided otherwise by the Chairperson;
 - (c) Actively manage the portfolio and any other duties allocated to her by the Chairperson; and
 - (d) Promote the primary purpose and best interests of the Club at all times.

CONFIDENTIALITY

13. (1) No committee member or person co-opted to serve the Committee shall disclose any information brought to her knowledge by reason of her committee membership, that relates to the business affairs of the committee, or the personal details of a committee member, a candidate committee member, or a bursary recipient, without the prior approval of the Committee.
- (2) A breach of this paragraph may result in the termination of a committee membership.

MEETINGS OF THE COMMITTEE

14. (1) The Committee shall meet at least once before each Club luncheon.
- (2) The meetings will be held on such dates and at such times and places as the Chairperson may determine.

- (3) The Chairperson may at any time convene a special meeting of the Committee to be held at a time and place determined by her.
- (4) The Committee shall decide on the procedure at Committee meetings, subject to the Directives of the Chairperson.
- (5) The quorum for a meeting of the Committee is a majority of its members.
- (6) A decision of the Committee shall be taken by a majority of the votes of the members present at a meeting of the Committee and in the event of an equality of votes on any matter, the Chairperson shall have a casting vote in addition to a deliberative vote.
- (7) No decision of the Committee shall be invalid merely because of a vacancy on the Committee, or the fact that a person who was not entitled to sit as a member of the Committee sat as such a member when the decision was taken; *provided* that the decision was taken by the majority of the members then present and entitled to vote as members of the Committee.

MINUTES

15. (1) The proceedings of the Committee shall be recorded in such manner as the Chairperson may determine, and must, in the event of a vote, reflect each member's vote.
- (2) Minutes of committee meetings shall be kept and retained at the offices of the Committee.