



CONSTITUTION OF THE UNITING PRESBYTERIAN WOMENS' FELLOWSHIP

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PREAMBLE

Whereas, we as women belonging to the Uniting Presbyterian Church in Southern Africa (UPCSA), bound by our Christian faith, vision, mission and values, and therefore recognizing the need to congregate as such in order to pursue such vision, mission and faith;

Further recognizing the need to meet regularly and to share the practical call of our ministry as defined by the aims and objectives set out in this constitution;

Hereby resolve to form a women's fellowship through which all these will be actualized.

1. Name

The name of the Association is The Uniting Presbyterian Women's Fellowship (UPWF), hereinafter referred to as the "fellowship"

The Fellowship is the Women Component of the Uniting Presbyterian Church in Southern Africa (UPCSA), hereinafter referred to as the Church.

2 AIMS and OBJECTIVES

- 2.1. To strengthen and deepen Christian Fellowship through reading and study of the Bible, through rendering prayer and conducting regular worship.
- 2.2. To put faith into action by living good and exemplary lives in accordance to Christian values.
- 2.3. To be channels of God's love in the world by reaching out to those who are less fortunate, are in need and distressed.
- 2.4. To empower women by promoting self-worth, confidence and self-assertiveness in order for them to play a constructive role in Church and society.
- 2.5. To train women in leadership thus encouraging and preparing them for participation in church structures.
- 2.6. To encourage interdenominational co-operation both in work and prayer.
- 2.7. To give support to other church projects as identified by members of the fellowship geared at improving both the faith and the lives of people.
- 2.8. To encourage Christian principles (behaviour)

3.VALUES

The Fellowship subscribes to the values of integrity, honesty, openness, diligence, morality, peaceful co-existence, love, reconciliation, sharing, justice, commitment and responsibility.

4. MEMBERSHIP

4.1. FULL MEMBERSHIP

- 4.1.1 Uniformed and non uniformed (badged) women in full communion of the UPCSA who accept and abide by the aims and objectives of the UPWF as set out in this Constitution and have paid the affiliation fees.

4.2. PROBATIONER

4.2.1. Unrobed and un-badged women in full communion of the UPCSA who are prepared to accept and abide by the aims and objectives of the UPWF as set out in this constitution.

4.2.2. The probationer for the full membership of the Fellowship shall enter a probation period once the desire to take such full membership shall have been expressed

4.2.3. Once the desire to take full membership shall have been expressed, the candidate shall be subjected to a continuous period of probation for six months

4.2.4. While serving probation the candidate shall attend and participate in all general meetings of the fellowship.

4.4.5. The probationer shall exercise the right to speak but not vote.

4.4.6. The probationer shall not hold any office of the UPWF while on probation.

4.3. TERMINATION OF MEMBERSHIP

4.3.1. One may cease to be a member of the UPWF on the basis of the following:

4.3.1.1. Resignation

4.3.1.2. Death

4.3.1.3. Failure to renew the annual membership affiliation without articulated reasons.

4.3.1.4. Suspension/ discipline by an appropriate court of the church.

5. STRUCTURES

The administration of the Fellowship shall be located at the following levels having due regard for the by-laws adopted from time to time:

5.1 . DENOMINATIONAL LEVEL

5.1.1 GENERAL EXECUTIVE COMMITTEE

The General Executive Committee shall be composed of the following office bearers whose term of the office shall expire at the end of each third year.

- a. General President
- b. Vice President
- c. General Secretary
- d. Assistant Secretary
- e. General Treasurer
- f. Assistant Treasurer
- g. Prayer Coordinator

5.1.2. THE DUTIES OF THE GENERAL EXECUTIVE COMMITTEE

5.1.2.1 THE GENERAL EXECUTIVE COMMITTEE

- a. Administers the overall affairs of the fellowship
- b. Liaises with relevant committees of the General Assembly.
- c. Organizes and holds an Annual General Meeting.
- d. Submits reports on the work of the fellowship to the General Assembly, through the Associations Committee of the Denomination
- e. Holds at least four Executive Committee meetings in a year.
- f. Keeps and maintains records of the fellowship.

5.1.2.2. Members of the General Executive Committee:

GENERAL PRESIDENT

The General President shall be any member who holds full membership of UPWF and is in good standing.

- a. Is the public face of the UPWF
- b. Presents and articulates policy of the UPWF
- c. Makes public statements on behalf of the UPWF
- d. Represents the UPWF at meetings and gatherings of other sister fellowship organizations.
- e. Is in charge of and directs all ecumenical relations, both national and international.
- f. Reports and represents the UPWF at all meetings of General Assembly
- g. Gives "The State of the Fellowship" Address at the Annual General Meetings of the UPWF.
- h. Addresses meetings of GENEX and AGM as required
- i. Tours UPWF Presbyteries.
- j. Calls and co-ordinates meetings of GENEX, AGM and the Central Committee.
- k. Chairs meetings of GENEX, AGM and the Central Committee.
- l. Monitors the implementation of decisions reached by GENEX, AGM and the Central Committee.
- m. Oversees the administration of GENEX, AGM and the Central Committee
- n. Administers the overall affairs of the fellowship

- o. Organizes and holds AGM together with hosting Presbyteries
- p. Submits life and work of UPWF to General Assembly through the Associations Committee

VICE GENERAL PRESIDENT

The Vice President shall be any UPWF member who holds full membership of UPWF and is in good standing.

- a. Acts in the absence of the President
- b. Carries out all official tasks assigned to her by the President
- c. Chairs GENEX and the AGM in the absence of the *President*

GENERAL SECRETARY

- a. Liases with and amongst Presbyterian UPWF
- b. Co-ordinates and chairs meetings of the Secretary's Forum.
- c. Receives and issues out all correspondence relating to AGM, GENEX and Central Committee.
- d. Presents and guides the agenda during proceedings of GENEX, AGM and Central Committee.
- e. Serves as the secretaries of all commissions and missions established by the AGM.
- f. Keeps all records of the UPWF.
- g. Presents the Secretarial Reports at the AGM.
- h. Reports to GENEX, AGM and Central Committee as required.
- i. Takes records at all proceedings of the AGM, GENEX and Central Committee
- j. Takes records at all proceedings of Commissions and missions instituted by AGM.
 - k. Co-ordinates scribes where such have been appointed by GENEX, AGM and Central committee
- l. Draws the agenda in collaboration with GENEX on proceedings of AGM GENEX and Central Committee

ASSISTANT GENERAL SECRETARY

- a. Acts in absence of the Secretary.
- b. Is responsible for logistical arrangements for the running of the Annual General Meeting. (Distribution of relevant materials during AGM, Coordinating all the meal times, etc)
- c. She must coordinate secretarial services during AGM (photocopies and all administration functions)
- d. Responsible for keeping the membership register updated.

GENERAL TREASURER

- a. Keeps all financial records
- b. Carries out all financial transactions in collaboration with GENEX, AGM and Central Committee.
- c. Chairs meetings of the Treasurer's forum
- d. Convenes and chairs the Finance Committee meetings.
- e. Liaises with the appointed auditors
- f. Presents financial reports to the AGM
- g. Reports to the GENEX and Central Committee as may be required
- h. Makes financial books available as required by General Assembly structures, GENEX, Central Committee and AGM
- i. Coordinates and facilitates fundraising activities in conjunction with the Finance Committee
- j. Facilitates the drawing and monitoring of the budget in conjunction with the Finance Committee Ensure implementation of standard procedures

- k. Manages the finances of the Fellowship, keeping proper books of account, and presents audited Financial Statements at the AGM, after which copies of the statements are sent to the Finance Committee of the General Assembly for scrutiny.
- l. Utilizes funds according to approved budget

ASSISTANT GENERAL TREASURER

- a. Provides administrative support to the General Treasurer

PRAYER COORDINATOR

- a. Develops guidelines to ensure that prayer and spiritual activities are in accordance with the operations and polity of the Denomination
- b. Develops guidelines and or themes for spiritual activities for the Presbyterian Prayer Coordinators
- c. Identifies national agendas and trends and responds accordingly
- d. Liaises with the Denomination for the Denominational issues to be prayed for and responds accordingly
- e. Coordinates all spiritual programmes when GENEX, AGM and Central Committee are in session.

SOCIAL RESPONSIBILITY COORDINATOR (Functional Responsibility)

- a. Identifies (through GENEX) key socio economic issues which affect church communities in which UPWF can intervene and provide support
- b. Develops policy guidelines for the UPWF in line with the Denominational Strategic Plan
- c. Coordinates and facilitates training for Presbyterian Social Responsibility Coordinators
- d. Facilitates the establishment of strategic networks and partnerships with relevant Government structures, NGOs' and other relevant parties.
- e. Facilitates provision of resources to support justice and social responsibility activities at all levels
- f. Identifies national agendas and trends on HIV and AIDS and responds accordingly
- g. Liaises with the Denominational Justice and Social Responsibility structures including HIV and AIDS conveners for collaboration.
- h. Sets up and implements monitoring and evaluation systems for all social responsibility programmes.

6. ELECTION OF OFFICE BEARERS

6.1. ELECTION PROCEDURES

6.1.1 The AGM shall appoint the General Assembly Associations Committee to act as an Electoral

Commission to conduct the election of office bearers.

6.1.2. Election of Office bearers shall be conducted in line with the Electoral Law passed by the

AGM in Session.

6 .1.3 Presbyteries shall be represented by four delegates for voting purposes

6.1.4. Electoral Law shall be contained in the *administration* booklet separate from this constitution

7. CENTRAL COMMITTEE

7.1. The composition of the Central Committee *shall be* members of GENEX, the Presbyterial

Secretaries and Presidents.

7.2 Acts from time to time on delegated authority of the AGM.

7.3 Attends to all outstanding and unfinished business of the AGM and shall meet three times in a year.

7.4. Meets to prepare and to evaluate business of the AGM

7.5 Recommendations of the Central Committee shall be presented to AGM for ratification and approval.

8. FINANCE COMMITTEE

8.1 Meets to assess, evaluate and mediate over all financial matters of the organization

8.2 Shall be composed of the General Treasurer, Assistant Treasurer and three members

of the UPWF who are not members of the General Executive

8.3 Shall act from time to time over delegated authority by the AGM.

8.4 Shall meet at least three times a year.

5.2 PRESBYTERIAL LEVEL

5.2.1. PRESBYTERIAL OFFICE BEARERS

- a. a.President
- b. Vice President
- c. Secretary
- d. d. Assistant Secretary
- e. Treasurer
- f. Prayer Coordinator
- g. Social Responsibility Coordinator(Functional)

5.3 DUTIES OF PRESBYTERIAL EXECUTIVE COMMITTEE

- a) Administers the overall affairs of the Presbyterial fellowship
- b) Liaises with relevant committees of the Presbytery.
- c) Organizes and holds an Annual General Meeting.
- d) Submits reports on the work of the fellowship to the Presbytery,through the Associations Committee of the Presbytery
- e) Holds at least four Executive Committee meetings in a year.
- f) Keeps and maintains records of the fellowship.

5.3.1. PRESIDENT

Shall be an UPWF member who holds full membership of UPWF and is in good standing.

- a. The President shall be the public representative of the Presbyterian UPWF
- b. Interacts with sister organization and fellowships
- c. Is in charge of and directs all ecumenical relations and regional relations
- d. Represents the Presbyterian UPWF and gives regular reports at presbyterial meetings
- e. Gives annual address to conference at the Presbyterian AGM
- f. Visits branches
- g. Calls and co-ordinates meetings of the Presbytery and AGM
- h. Chairs Presbyterian meetings and AGM
- i. Monitors the implementation of Presbyterian and AGM decisions and programmes
- j. Ensures that the Secretary issues out all circulars and correspondence
- k. Responsible for correct interpretation and implementation of UPWF constitution and AGM resolutions

5.3.2. VICE PRESIDENT

- a. Acts in the absence of the President
- b. Carries duties and assignments as assigned by the President

5.3.3 SECRETARY

- a. Liaises with and amongst branch UPWF
- b. Co-ordinates and chairs meetings of the Presbyterian Secretaries' Forum.
- c. Receives and issues out all correspondence relating to Presbyterian Committee.
- d. Presents and guides the agenda during proceedings of Presbyterian committee meetings.
- e. Serves as the secretariat of all commissions and missions established by the presbyterial UPWF
- f. Keeps all records of the UPWF
- g. Presents the secretarial reports at the Presbyterian AGM
- h. Reports to Presbyterian structures as required
- i. Takes records at all proceedings of the Presbyterian Committees.
- j. Takes records at all proceedings of Commissions and missions instituted by Presbyterian structures
- k. Co-ordinates scribes where Presbyterian Committee has appointed such.
- l. Draws the agenda in collaboration with the Presbyterian executive committee

ASSISTANT SECRETARY

- a Acts in the absence of the Secretary .
 - b Takes minutes in each meeting for verification
 - c. Responsible for keeping the membership register updated.

5.3.5. TREASURER

- a. Keeps all financial records
- b. Carries out all financial transactions in collaboration with Presbyterian executive committee and UPWF
- c. Chairs meetings of the Treasurers' forum
- d. Convenes and chairs the Finance Committee meetings, consisting three members of the UPWF who are not members of Presbyterian Executive, the Presbyterian Treasurer and the Assistant Treasurer.
- e. Liaises with the appointed auditors
- f. Presents financial reports to the Presbyterian UPWF

- g. Reports to the Presbyterian executive committee as required
- h. Makes available financial books as required by executive committee and Branch Fellowships
- i. Coordinates and facilitates fundraising activities in conjunction with the Finance Committee
- j. Facilitates the drawing and monitoring of the budget in conjunction with / through the Finance Committee

5.3.6 Prayer Coordinator

- a. Develops guidelines to ensure that prayer and spiritual activities are in accordance with the operations and polity of the Denomination
- b. Translates the GENEX Prayer Coordinator guidelines and or themes into prayer/ and spiritual activities for the Presbytery
- c. Identifies regional agendas and trends and responds accordingly
- d. Liaises with the Presbytery for the Presbyterian issues to be prayed for and responds accordingly
- e. Submits reports to the GENEX Prayer Coordinator
- f. Sees to the organization and the running of prayer and worship sessions during the AGM.
- g. Capacitates other prayer coordinators on their intercessory role and responsibilities.
- h. She coordinates all spiritual programmes when GENEX, AGM, Central Committee and Presbyterian executive when in session.

5.3.7 SOCIAL RESPONSIBILITY COORDINATOR

- a. Translates Denominational JSR policy guidelines into the Presbyterian programme of action.
- b. Develops a Presbyterian operational plan in line with the denominational strategic plan
- c. Ensures implementation of the GENEX social responsibility programmes by all branches
- d. Coordinates and / or facilitates training for branch Social responsibility coordinators including HIV and AIDS.
- e. Identifies Regional agendas and trends on HIV and AIDS and responds accordingly
- f. Liaises with the Presbyterian JSR and HIV and AIDS Conveners for collaboration
- g. Monitors and evaluates the implementation of social responsibility programmes by branches.
- h. Establishes partnerships with relevant organizations and regional level
- i. Submits reports to the GENEX Social Responsibility Coordinator.

11. ELECTION OF OFFICE BEARERS

11.1. ELECTION PROCEDURES

11.1.1. The Presbyterian AGM shall appoint the Presbyterian Associations Committee to act as

an Electoral Commission to conduct the elections of office bearers

Four delegates shall represent Branches for voting purposes.

11.1.2. Elections of office bearers shall be conducted In line with the Electoral Law passed by the
Presbyterial AGM in Session.

11.1.3 Such Electoral Law shall be contained in a booklet / administration book of the Fellowship(which is separate from this constitution)

12. MEETINGS

12.1. ANNUAL GENERAL MEETINGS

a. The Annual General Meeting shall be held at least once in a year and shall comprise of four
delegates from each Executive Committee

b. Quorum shall be one-third of its membership.

12.2. GENERAL EXECUTIVE COMMITTEE

a. The General Executive Committee shall meet at least once in quarter

b. Quorum shall be one-third of its membership

12.3 CENTRAL COMMITTEE

a. The Central Committee shall meet three *times in a year*

b. Quorum shall be one- third of its membership

12.4. FINANCE COMMITTEE

The Finance Committee shall meet at least three times in a year, prior to the Central Committee meeting

12.4. PRESBYTERIAL MEETINGS

a. The Presbyterial UPWF shall meet at least once in a quarter with the one meeting being the Annual General meeting.

b. Membership of Presbyterial meetings shall be made of the Presidents and Secretaries and two other members of the branch executive committee.

c. Quorum shall be one-third of branch representation.

d. UPWF members may attend as observers and shall not vote.

13. BRANCH UPWF

13.1. OFFICE BEARERS

13.1.1. President

The President shall be a member of the UPWF who holds full membership of UPWF and is in good standing

a. Shall be the public face of the branch UPWF

b. Interacts with sister organizations and fellowships

- c. Is in charge of and directs all ecumenical and local relations.
- d. Represents the branch UPWF at meetings and gives regular reports at branch meetings
- e. Gives Annual statements to the branch AGM
- f. Visits sub-branches
- g. Calls and co-ordinates meetings of branches
- h. Chairs branch meetings at AGM
- i. Monitors the implementation of the branch and AGM decisions and programmes.
- j. Ensures that the secretary issues out all circulars and correspondences on time
- k. Responsible for correct interpretation and implementation of UPWF constitution and AGM resolutions
- l. Responsible for training and monitoring of probationers
- m. Seats in the evaluation and interview panels for probationers to ensure readiness for robing

13.1.2. VICE PRESIDENT

- a. Acts in the absence of the President
- b. Carries duties and assignments as assigned t by the President

13.1.3. SECRETARY

- a. Liaises with and amongst branch UPWF
- b. Receives and issues out all correspondence relating to branch Committee.
- c. Presents and guides the agenda during proceedings of branch Committee.
- d. Serves the secretariat of all commissions and missions established by the branch AGM
- e. Keeps all records of the branch UPWF
- f. Presents the secretarial reports at the branch AGM
- g. Reports to branch structures as required
- h. Takes records at all proceedings of the branch meetings
- i. Takes records at all proceedings of Commissions and missions instituted by branch structures.
- j. Co-ordinates scribes where such have been appointed by the branch executive committee
- k. Draws the agenda in collaboration with the branch executive committee

13.1.4 ASSISTANT SECRETARY

- a. Acts in the absence of the Secretary.
- b. Takes minutes in each meeting for verification
- c. Responsible for keeping the membership register updated.

13.1.5. TREASURER

- a. Keeps all financial records
- b. Carries out all financial transactions in collaboration with branch executive committee and UPWF
- c. Convenes and chairs the meetings of the Finance Committee.
- d. Liaises with the appointed auditors
- e. Represents financial reports to the branch UPWF
- f. Reports to the branch executive committee as required
- g. Makes the financial books available as required by the executive committee and Fellowship
- h. Draws and monitors the budget for the branch UPWF
- i. Co-ordinates and facilitates fundraising activities for the branch UPWF

13.1.6. Prayer Coordinator

- a. Contextualizes the Presbyterian activities for implementation within the branch
- b. Identifies local agendas and trends and responds accordingly
- c. Liaises with the local Minister for the branch issues to be prayed for and responds accordingly
- d. Submits reports to the Presbyterian Prayer Coordinator
- e. Coordinates all spiritual programmes when GENEX, AGM, Central Committee and Presbyterian Executive are in session

13.1.7. SOCIAL RESPONSIBILITY COORDINATOR

- a. Contextualizes the Presbyterian operational plan for implementation at branch level.
- b. Develops and facilitates implementation of social responsibilities programmes at branch level.
- c. Serves as a link between JSR and HIV and AIDS convenor and the branch to ensure collaboration
- d. Establishes partnerships with relevant organizations at local level
- e. Submits reports to the Presbyterian social responsibility Coordinator

14. SUB BRANCH UPWF

14.1. OFFICE BEARERS

- a. Chairlady
- b. Secretary
- c. Assistant secretary
- d. Treasurer
- e. Prayer coordinator
- f. Social responsibility coordinator(Functional position)

14.1.1. CHAIRLADY

- a. Shall be the public face of the sub branch UPWF
- b. Interacts with sister organizations and fellowships
- c. Is in charge of and directs all ecumenical and local relations
- d. Represents the sub branch UPWF and gives regular reports at sub branch meetings
- e. Is a link between the sub branch and the branch and presents sub branch life and work reports to the branch meeting
- f. Convenes and co-ordinates meetings at sub branch level
- g. Chairs sub branch meetings and ensures monitoring and implementation of sub branch and branch resolutions
- h. Ensures that the sub branch secretary issues out all circulars and correspondence on time
- i. Responsible for correct interpretation and implementation of UPWF constitution and AGM resolutions Responsible for training and monitoring of probationers
- j. Seats in the evaluation and interview panels for probationers to ensure readiness for robing

14.1.2. SECRETARY

- a. Liaises with and amongst sub branch UPWF
- b. Receives and issues out all correspondence relating to sub branch committees
- c. Presents and guides the agenda during proceedings of sub branch Committee meetings

- d. Serves the secretariat of all commissions and missions established by the sub branch UPWF
- e. Keeps all records of the sub branch UPWF
- f. Presents the secretarial reports at the sub branch AGM
- g. Reports to sub branch structures as required
- h. Takes records at all proceedings of commissions and missions instituted by the sub branch structures
- i. Co-ordinates and scribes where such have been requested by the sub branch , branch UPWF and AGM.
- j. Draws the agenda in collaboration with the sub branch executive committee

14.1.3 ASSISTANT SECRETARY

- a. Acts in the absence of the Secretary.
- b. Takes minutes in each meeting for verification

14.1.4. TREASURER

- a. Keeps all financial records
- b. Carries out all financial transactions in collaboration with sub and branch executive committee and UPWF
- c. Liases with the appointed auditors
- d. Represents financial reports to the sub and branch UPWF
- e. Reports to the sub and branch executive committee as required
- f. Makes available financial books as required by sub and branch executive committees.

14.1.5. PRAYER CO-ORDINATOR (Non executive but Functional Position)

- a. Is the Spiritual mother of the fellowship
- b. Coordinates all spiritual programmes when GENEX, AGM, Central Committee and Presbyterian Executive when in session.
- c. Implements prayer programmes as identified by the Denominational prayer coordinator

14.1.6 SOCIAL RESPONSIBILITY COORDINATOR

See duties under branch level(reports sent to the branch coordinator)

15. FINANCE

- 15.1. Each structure of the UPWF shall administer its own finances.
- 15.2. Each structure of the UPWF shall constitute a finance Committee which shall give advice on the administration of finance.
- 15.3 Structures to adhere to approved financial policy(see administration book)

16. HANDING OVER

The handing over shall be done three months after change of office in a meeting that shall be called and chaired by the convener of the Associations Committee at that particular level of operation.

17. AMENDMENTS

- 17.1. Amendments to the constitution shall be effected by a two-thirds majority of the AGM.

17.2. Amendment proposals shall be submitted to GENEX no less than thirty days prior to the commencement of the AGM.

17.3. In the event the proposed amendment affects matters of governance and policy, such will be sent to Presbyterial UPWF for debate, the outcome of which shall be sent to GENEX

18. DISSOLUTION

18.1. Dissolution of the UPWF can only be affected by decisions of the General Assembly following a recommendation with a two-thirds majority support of the AGM. Such decisions will determine the process of dissolutions and how assets will be managed.

19. RULES OF PROCEDURE

The fellowship shall have a set of rules of procedure agreed to by the AGM from time to time.

20. TERM OF OFFICE

Three years at all Levels.

21. BYE LAWS

21.1 UNIFORMED

- a. Black Skirt with a closed pleat at the back
- b. Black Shoes and black stockings
- c. White Blouse with five buttons, round collar and belt with two buttons
- d. Black under collar
- e. Black hat with six panels and a brim
- f. UPWF Badge

NON UNIFORMED MEMBERS

- a. Formal/semiformal dress
- b. UPWF Badge

21.2 FINANCIAL RESPONSIBILITIES

21.2.1 UPWF members shall:

- a. Renew their membership(affiliate) annually at all levels of the fellowship(Denominational, Presbyterial and Branch)
- b. Contribute to all projects at all levels as stipulated by the General Treasurer.

APPENDIX B

1. PROBATION AND BLOUSING

1.1 POLICY

The candidate for full membership of the UPWF will be subjected to a probation of six months. Uniform for probationers shall be:

- a. Black skirt
- b. Ordinary white blouse with long sleeves

- c. Black hat/ gear
- d. Black shoes and black stockings

1.2 PROCEDURE

1.2.1 During this period the probationer shall :-

- a. Be trained on the structures of the church
- b. The constitution of the UPWF
- c. Conduction of prayer services
- d. A week before blousing, the executive committee shall interview the probationer to ascertain for full membership (based on the knowledge attained during the probation period).
- e. Be taught about meaning of the uniform (what each item means)
- f. The executive to check if the uniform is appropriate.

1.3 UPWF PROBATION SYLLABUS

1.3.1 Aims and Objectives of the training

- a. To deepen the Christian faith through bible study, prayer and worship
- b. To avoid behavior that tarnishes the image of God
- c. To develop women that will be a channel of God's love in the world by reaching out to those in distress
- d. To equip women with the skills to teach the biblical truths
- e. To encourage women to have voluntary goals for personal development through bible study.

1.3.2 Definitions

a. Member:

A full church member who believes in the Aims and Objectives of the UPWF, who is an affiliated and robed/badged woman in full communion of the UPCSA;
A woman who accepts and abide by the aims and objectives of the UPWF as set out in the UPWF Constitution and have paid the affiliation fee

b. Probationer:

This is a woman who is unrobed and/or unbadged in full communion of the UPCSA and who is prepared to accept the aims and objectives of the UPWF as said in the Constitution.

She is also expected to pay the affiliation fees.

c. Session

d. Presbytery

e. Executive Committee

f. General Assembly

1.3.3 CONTENT:

UPWF Constitution

a. UPWF Structures:

Denominational level
Presbytery level
Branch level
Sub-branch level

b. Election of Office Bearers at different Levels

c. Vision and mission of the UPCSA

d. UPWF Uniform

- Explain the responsibilities of the member with regards:
- What uniform should be worn?
- When to put on uniform
- The meaning of uniform

e. Finance

- Explain the types of contributions and the levels at which they are made

f. Termination of membership

A member may cease to be a member of the UPWF on the basis of:

- Resignation
- Death
- Failure to renew membership(affiliation) for the year without articulated reasons
- Suspension

g. Bridging from IYZA's to UPWF

- The member should follow the probation procedure.

h. Bloused members from other denominations shall be subjected to three months orientation prior to changing to UPWF uniform

i. Worship Liturgy

- Communion etc

j. Bible study

Benefits of studying the bible

- Wisdom
- Learning
- Reprimand
- Correcting
- Maturity
- Equipping in every good work etc

How the Bible influences the Spiritual and Social life

- Elevating the standard of life
- Overthrowing superstition
- Improving creativity

- Deliver from fear, sickness and sin etc

Handling the bible

The right attitude for approaching the bible
Practical needs:

- Regular time of reading the bible
- Suitable space
- A reading plan

Reading the bible

- How much to read
- Understanding the Word of God

Studying the bible

- Making a Wide look
- Making a Deep look
- Making a Broad look
- Making a Personal look

1.3.4 Prayer

- What do we pray for
- The types of prayer
- The components of prayer
- Praying in Faith

Who do we pray for.

1.3.5 UPWF Projects

1.3.6 Other important UPWF Days to be observed

Rededication day
Fellowship Day
WWPD Day
AGM Transnational
AGM Presbytery
HIV&AIDS Day
16 Days of activism

1.3.7 Evaluation

To be done by the Branch Executive Committee
To be done at the end of stipulate period for training, a MONTH before the robing
Individual oral evaluation to be conducted

1.3.8 Who conducts training

The training will be done by the Branch Executive Committee.
Training period: Six (6) months minimum

2. BLOUSING/BADGING

2.1 Policy :

If a probationer belongs to the uniformed branch a blousing ceremony/service shall be held. The ministers' wives shall be robed by their fellow ministers' wives

2.2 Procedure:

- a. Opening hymn (relevant for the occasion)
- b. Scripture reading and sermon by the President or anybody delegated
- c. Calling out of names by the secretary
- d. Hymn as probationers come to the front
- e. Blessing of the uniforms and badges by the Minister/President
- f. Committee members to stand behind the probationers
- g. Reading of the: Aims/Objective by the secretary
- h. Reading of Vows/Commit themselves
- i. Blousing hymn : Robed and badged by the President in front of the congregation
- j. Words of wisdom to the newly robed (can be done by any reputable members of the UPWF).
- k. Vows to be read out
- l. Executive committee to officially welcome the newly robed UPWF members by hand shake (relatives may be allowed at this stage to congratulate them – optional).
- m. Newly robed to take their rightful positions among UPWF members
- n. Closing hymn
- o. Benediction

NB. Probationers from the non uniformed branch shall be badged using the same procedure.

3. UPWF VOWS FOR ROBING NEW MEMBERS (To be translated into the different languages)

As the names are called out, candidates due for robing move forward to stand in front of the Congregation facing the President.

(A relevant hymn may be sung)

President:

Beloved, we have gathered here to receive the following and robe them into full membership of the UPWF. The leadership of UPWF has satisfied itself that these members have met all the requirements of membership as set out in the Constitution.

Following are the objectives of the UPWF as set out in the Constitution:
(The President reads out all the objectives of the UPWF to the robing members followed by the vow. Before the vows are taken, all members of the UPWF will be asked to stand).

President:

Do you confess anew your belief in God as your Father, Christ as your Saviour and the Holy Spirit as your Redeemer?

Member(s):

Yes, I do.

President:

Do you re-affirm your belief in both the Old and New Testaments to be the God's inspired Word?

Member(s):

Yes, I do.

President:

Do you throw away all that is sin, thus re-committing yourself to the life of holiness?

Member(s):

Yes, I do.

President:

Do you commit yourself to be obedient to the authority of the UPWF and its Constitution, also doing all you can to contribute fully and positively to the welfare of its ministry?

Member(s):

Yes, I do.

President:

Do you promise that you will work towards the unity of the UPWF at all times ensuring that it enhances the ministry of Christ both in the church and the world?

Member(s):

Yes, I do.

President:

Now that you have taken these vows before this Congregation and before God, may God help you to keep them and to live by their teachings.

Let us Pray

4. REDEDICATION SERVICE

4.1 POLICY

Annually the UPWF members shall rededicate themselves to God and re-affirm their commitment to the organization. The date and theme shall be received by the Presbyteries six (6) weeks prior to the service to facilitate communication to the branches.

4.2 PROCEDURE

The Session should be consulted on time for scheduling purpose and be requested to conduct the service. (Holy Communion optional).

The sermon should be based on the theme from the General President

UPWF members are called to the front with candles (lit from the big one)

REDEDICATION

President to read and address members on the objectives of the UPWF (Creativity)

Members to be given **PLEDGE** to read out themselves (**PLEDGE TO BE DEVELOPED**)

Prayer for all by the Minister

The Minister will address members of the UPWF

The Minister will read out the vows of the UPWF and members will respond accordingly.
MINISTER TO BE GIVEN A TOKEN OF APPRECIATION (Optional).

4.3 REDEDICATION VOWS

Beloved in the Lord we are about to renew the vows that these members took on the day they dedicated themselves to the life and work of the UPWF?

QUESTION

Do you accept anew the scriptures of the old and New Testament in the Bible as the supreme rule of your faith and practice?

RESPONSE

Yes I do

QUESTION

Do you promise to be faithful members of the family of God, to be diligent in public worship private prayer, to study the scriptures and in everyway that you can witness to Christ as Lord?

RESPONSE

Yes I do

QUESTION

Do you promise anew to serve the UPWF with dedication, diligence and to contribute to its growth by supporting with your gifts, material, physical or spiritual?

RESPONSE

Yes I do

If so then with the help of the Lord we send you out into the world to reach out and make a difference in the lives of your fellow brothers and sisters.

The Minister ends the session with a prayer.

5. FELLOWSHIP DAY

5.1 POLICY

- Annually the UPWF members shall celebrate the birthday of the UPWF
- The date and the theme shall be received by the Presbyteries six (6) weeks prior to the service to facilitate communication to the branches.

5.2 PROCEDURE

The UPWF President shall address the members on the historical background of the Fellowship in terms of its formation .i.e.

- When was it formed
- How was it done
- Where was it formed
- Who was involved

The address shall include the following:

- The actual celebration of the fellowship at that time (number of years in existence)
- The achievements made over the years will be highlighted and celebrated (notwithstanding acknowledging the challenges experienced by the fellowship)

5.3 ORDER OF SERVICE

- Hymn
- Opening Prayer
- Scripture reading
- Address by the President
- Sermon : President/Visitor
- Hymn and prayer
- Offerings (Retired Ministers Christmas Fund)
- Cutting of birth day cake (optional)
- The Minister ends the session with a prayer.
- Hymn and benediction

6 SUCCESSION POLICY

6.1 POLICY ON ELECTION OF THE GENERAL PRESIDENT

- In the second year of office of the General Executive, the General Secretary circulates nomination forms to all Presbyteries whilst in attendance of the AGM.

- The nominees shall be UPWF member who holds full membership of UPWF and in good standing.
- Both the nominee and the Presbyterian President should sign the nomination form for it to be valid.
- The nomination accompanied by a letter of motivation (Curriculum Vitae) should be received by the office of the General Secretary by the 31st of March of the GENEX's third year of office.
- The General Secretary should circulate the names and motivations (cv's) to the Presbyterian President so that the delegates to the AGM should be conversant with the developments.
- The moderator of the General Assembly and the Association Committee members shall be invited to the AGM to conduct the elections.
- The nominees shall be invited to the AGM

6.2 THE PROCEDURE

- Election of the incoming General President takes place by secret ballot at the incumbent GENEXs' third year of office, on the third day of AGM.
- Each Presbytery shall be represented by four delegates
- Should a Presbytery not be available during the election a written request should be made for proxy (representative) voting with a mandate on who to vote for
- The other members of the GENEX shall be nominated from the floor delegates and observers (three names) for each seat and also elected by secret ballot.
- Members of the outgoing GENEX can be elected as individuals to serve in the incoming committee.
- Inauguration of the new committee shall take on the last day of the same AGM.

NB:

- The outgoing General President, General Secretary, and General Treasurer shall work hand in hand with the incoming GENEX for a period of six months for orientation purposes and support them at any given time thereafter as requested.
- Should any member of the GENEX resign/die before the end of her term of office GENEX shall co-opt a member from the central committee to act until the next AGM.

6.3 HAND OVER

A special meeting shall be arranged for incoming and outgoing GENEX members (All members) within the first three months

The meeting shall be chaired by the Convener of the Association's committee.

Handing over involves the following:

- **Assets**
- **Records**
- **All outstanding issues that need to be discussed with the new committee.**
- **Financial documents must also be tabled and discussed (Changing of signatories must be done within a period of three months)**

APPENDIX C

THE UNITING PRESBYTERIAN WOMEN'S FELLOWSHIP FINANCIAL POLICY AND PROCEDURE MANUAL

SECTION A

1. INTRODUCTION:

The Constitution of the Uniting Presbyterian Women's Fellowship, hereunder referred to as UPWF, stipulates its Aims as the following: (As per the Final Draft)

1. To create a fellowship based on Christian principles and the recognition that Jesus Christ is the Lord of our lives.

2. To deepen our Christian faith through bible study, prayer and worship, and to put our faith into action by living lives that are an example to others.
3. To be channels of God's love in the world by reaching out to those in distress. This means to serve the Lord by ministering to the needy, be they sick, bereaved, very young, very old, poor, lonely or in any other kind of distress.
4. To empower women by promoting women's self worth, confidence and assertiveness, so that they can play a constructive role in society.
5. To train women in leadership and thus prepare and encourage them to participate in the structures of the Church.
6. To encourage interdenominational co-operation in work and prayer.
7. To support the projects of the Church at all levels.
8. To encourage women to live a life worthy of Christ and to avoid behaviour that tarnishes the image of God in themselves and others

2. OBJECTIVES OF THE FINANCIAL POLICY AND PROCEDURE MANUAL

This Financial Policy and Procedure Manual serves to administer records and communicate approved financial related policies and procedures of the UPWF. All approved financial policies and procedures in operation should be continually incorporated in this manual. The aim of the Financial Policy and Procedure Manual is to provide guidance inter alia:

- 1) The maintenance of an effective control environment;
- 2) The maintenance of an effective financial function;
- 3) The maintenance of proper books of account;
- 4) The implementation of an effective control system and internal regulations;
- 5) Adequate safeguarding of assets, documents and financial records.

3. LINE AUTHORITY

The Finance Committee is a sub-committee of the General Executive of the UPWF, hereunder referred to as Genex

The Finance Comm. will make recommendations to Genex.

Genex will make recommendations to the Central Committee and in turn to the Annual General Meeting (AGM).

The AGM has the final decision making powers.

The UPWF therefore has a legal right to:

- (i) acquire by purchase, exchange, hire or otherwise, any movable property, incorporeal rights or privileges which may be considered necessary or convenient for its purposes;***
- (ii) receive or accept moneys, funds, securities, donations, gifts, bequests and inheritances, whether conditional or unconditional, for its purposes;***
- (iii) invests its funds in such a manner as it may consider necessary;***
- (iv) sell, exchange, donate, let, mortgage, or otherwise deal with all or any of its movable assets;***
- (v) borrow and or raise moneys for its purposes and to secure the repayment of such moneys by pledging or mortgaging any of its movable assets;***
- (vi) open and operate banking and savings accounts in its own name;***

(vii) do or perform all financial functions in accordance with generally accepted accounting practices.

4. FINANCIAL YEAR END

The Financial Year end shall commence on the 1st day of March and end on the end of February the following year.

SECTION B

1. RESPONSIBILITIES OF TREASURER, FINANCE COMMITTEE AND GENERAL EXECUTIVE)

Treasurer

The Treasurer will perform duties as understood to be general duties of a Treasurer in general, as per Constitution, and specifically the following:

- (i) To receive and account for all moneys under the care of the UPWF.***
- (ii) To keep banking accounts in the name of the UPWF for such moneys.***
- (iii) To prepare financial statements in accordance with generally accepted accounting practice.***
- (iv) To make authorized payments on behalf of the UPWF***
- (v) To take charge of receipts, vouchers, and other financial documents.***
- (vi) To ensure that all moneys received are banked timeously.***
- (vii) To ensure that all payments made from the UPWFs banking accounts are authorized at least two duly authorized members with her signature being the first.***
- (viii)To ensure that the UPWF is viable by ensuring that Affiliation fees and projects due are received and banked timeously.***
- (ix) To ensure that all assets and liabilities (commitments) of the UPWF are properly recorded.***
- (ix) To ensure that all expenditure is approved by the Finance Comm. before being incurred***
- (xi) To maintain an efficient and proper filing system for all financial documents such as contracts, agreements, vouchers, statements, invoices, etc.***
- (xii) To ensure that cheques are filed in number sequence, supported by an original invoice and cheque requisition.***
- (xiii) To ensure that original invoices are stamped as "PAID" to prevent double payment.***
- (xiv) To prepare and control orders for the purchasing of stationery, capital equipment, etc in terms of the Finance Policy.***
- (xv) To verify the accuracy and validity of all income from the bank statements to reports from the Presbyteries and their Branches.***
- (xvi) To prepare backups for storage of all financial data in use.***
- (xvii) To compile a Fixed Asset Register for all Assets in the name of the UPWF***
- (xviii)To prepare and submit Annual Financial Statements to External Auditors a month after the end of the financial year.***
- (xix)To submit audited Annual Financial Statements to Genex before they are submitted to the AGM.***
- (xx) To submit audited Annual Financial Statements to AGM within***

six (6) months after the end of the financial year, if possible.

Finance Committee

The following duties are assigned for the Finance Com:.

- (i) To formulate financial policies and procedures.**
- (ii) To recommend practical ways of implementing these policies and procedures;**
- (iii) To review budgets and recommend to Genex**
- (iv)To review financial statements and ensure that financial policies and procedures are adhered to;**
- (v) To discuss the audited Annual Financial Statements and the Management report with the external auditors;**
- (vi)To consider and recommend to Genex, then Central Committee the acquisition of Capital expenditure items within the budget;**
- (vii) To discuss and manage the expenditure of the special projects**
- (viii) To suggest Fundraising initiatives.**

GENEX)

The following duties are assigned for the Genex

- (i) To be responsible for the supervision of all the financial affairs of the UPWF in terms of the Financial Policy;**
- (ii) To monitor income generated by the UPWF from membership affiliations, projects sponsorships and other sources;**
- (iii) To assist with the preparation and review of budgets;**
- (iv) Shall have authority to exercise in the name and on behalf of the UPWF all the legal powers vested in the UPWF, and may by resolution appoint one or more members of the committee to sign any powers of attorney, contracts and other documents which may be required to give effect to any specific transactions which the committee has decided upon.**
- (v) Shall have power to place on deposit, make advances of or otherwise deal with all the funds under its control upon such securities and in such investments as it from time to time decides, and to sell, vary, reinvest, or otherwise deal with such securities and investments as it from time to time decides; provided that it is bound by the terms of any separate constitution governing any fund(by approval by AGM).**

2. BOOKS OF ACCOUNT

2.1 CASH BOOK

A Cash Book, either manual or computerized, should be maintained. This will be used for the recording of all cash received and paid out by the UPWF for posting to the Ledger Book.

Cash Book transactions should be recorded regularly.

All cheque payments must be recorded in the Cashbook. All cancelled cheques

should be accounted for in the Cash book and should be noted as "cancelled". The

returned paid cheque, as well as the cancelled cheques should be filed in number sequence. The Treasurer must ensure that all cheque payments are correctly allocated to the appropriate general ledger accounts.

- 1) Payment by Cheque

All payments by cheque should be made payable to organisations or personnel. No "cash" cheques may be prepared. All cheques must be crossed "not transferable"..

2) Authorisation of Cheques/Electronic transfers

All expenses to be made from the fund of the UPWF shall be approved by two (2) signatories , one of which shall be the Treasurer.

3) A cheque requisition form must be prepared by the Treasurer for all payments with the necessary supporting documentation (e.g. invoices, orders, delivery note etc.)

4) After the cheque requisition has been signed by the deligated person, cheque may be issued, signed by the Treasurer and the second signatory who signed the cheque requisition..

5) The Treasurer shall take the necessary precautionary measures to ensure that Cheques issued, reach the payee without delay.

6) All invoices must be stamped as "PAID" to prevent double payment.

7) If a payee reports non-receipt of a cheque payment, the Treasurer shall immediately instruct the bank to stop payment of the cheque in question.

8) In the case of a cheque being lost or stolen and payment has been stopped before it was presented to the bank, a new cheque may be issued to replace the lost or stolen cheque.

9) In the case of a cheque being lost or stolen, that was presented for payment to the bank before payment thereof could be stopped, shall the matter be reported to the Treasurer of the UPWF and the South African Police Service (SAPS) for proper investigations. Only when investigations are concluded, may a replacement cheque be issued.

10) All returned paid cheques must be filed and kept by the Treasurer.

Banking

1) All monies received and collected must be deposited in the banking account of UPWF within 3 days of receipt thereof.

2) An official deposit book obtained from the bank shall be used whenever money is deposited into the UPWF account.

3) The Treasurer must carefully check cash, cheques, electronic transfers, etc. before a deposit slip is completed and the actual deposit is made.

4) A pre-numbered receipt book must be used for daily cash received. This receipt book must be kept in safe custody.

5) Receipts must be completed in duplicate.

6) The Treasurer must prepare a bank reconciliation statement on a monthly basis, and make a follow-up on all uncleared items.

2.2 PETTY CASH BOOK

A Petty Cash Book, either manual or computerized, should be maintained on an imprest system.

- 1) The petty cash should be utilised for the payment of relatively small expenses.
- 2) Cash slips, receipts or invoices, which must be attached to a petty cash voucher, should support all approved payments from petty cash.
- 3) The Petty Cash Book must be reconciled on a monthly basis, with the balance in the petty cash.
- 4) The petty cash balance must only be reimbursed if it is accompanied with original, valid expense documentation.

Funds required for the petty cash account shall:

- 1) Be kept safely in such a manner as the Genex may determine from time to time.
- 2) Be provided by the drawing of a cheque.
- 3) Not exceed R 2 000.00 at a time.

2.3 JOURNAL BOOK

A Journal Book, either manual or computerized, should be maintained. This will be used for the recording of all financial transactions not recorded in any other subsidiary book for posting to the General Ledger Book.

- 1) Journals must be pre-numbered, and the reason for the journal must be stated.
- 2) Copies of all journals must be filed for later reference.

2.4 LEDGER BOOK

A Ledger Book, either manual or computerized, should be maintained. This should be used for the recording of all Accounts for the UPWF.

3. CUSTODY AND DISPOSAL OF ACCOUNTING RECORDS

The following are the minimum periods for the retention of accounting records in the UPWF.

<i>RECORDS</i>	<i>PERIOD</i>
Cash Books, Ledgers, Journals, Fixed Assets Register	10 years
Minutes of Finance Comm. and Genex meetings	5 years
Receipts and Vouchers	
1. Invoices and statements	5 years
2. Paid cheques	6 years
3. Bank statements	5 years
4. Receipt books	5 years
5. Petty cash vouchers	5 years
6. Claim forms	5 years

7. Deposit books	
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Please Note:

- 1. When financial information is required as evidence in proceedings before a court of law, an official enquiry or otherwise, or for purposes of an audit, it must be secured in its then current form until it is no longer required.**
- 2. Existing computerised systems that will affect financial administration shall not be amended without the prior written approval of the Genex, and then AGM**

4. BASIC ACCOUNTING RECORDS AND RELATED ISSUES

- (i) All the financial transactions of the UPWF must be supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation/code**
- (ii) All entries entered into a clearing and or suspense account, for whatever reason, must be cleared and correctly allocated to the relevant account on a regular basis.**
- (iii) Monthly reconciliations of all Balance Sheet Accounts must be performed to confirm the balance of each account.**
- (iv) The Treasurer must report all uncleared items on reconciliations to the Finance Committee on a regular basis**

5. ACCOUNTING POLICIES

The following are the principal accounting policies of the UPWF.

1) Revenue

Subscription fees, Levies, Interest received and other revenue are accounted for on the accrual basis.

2) Fixed assets

All acquisitions are recorded at cost. Plant and Equipment are depreciated using a straight-line basis over their expected useful lives, using the following rates:

Computer equipment	25%
Computer software (Pastell)	50%
Furniture and Fittings (N/A at present)	20%

6. BUDGETS

The Finance Comm. in consultation with the Treasurer should submit a detailed annual budget to Genex for approval.

To ensure that adequate control is enforced throughout the UPWF, the annual budget should be informative and inclusive of all major objectives of the UPWF. Actual expenses and variance against budgets should be monitored. The strict monitoring of the approved budget will be the responsibility of the Genex

7. SPECIAL PROJECTS

Projects are undertaken to meet the objectives of the UPWF.

A detailed budget must be prepared for all special projects individually.

All expenses incurred on projects should be included in the Financial Report.

The Finance Comm. must consider, review and recommend to the Genex concerning all projects and their budgets, before the incurring of any expenses.

8. ASSETS

Assets are purchased for the exclusive use of the UPWF.

The Finance Comm. must consider, review and recommend to the GENEX the purchases of all assets.

The Finance Comm. should ensure:

- 1) that at least 3 competitive quotes have been received and reviewed;
- 2) if possible, that a maintenance contract is negotiated as part of the selling price of the asset;
- 3) that the asset purchased is physically tested before it is accepted;
- 4) the asset is delivered to the correct person; and
- 5) the asset is properly paid for (after the price, description, quality and quantity have been compared to and agreed with the order, invoice and delivery note);
- 6) proof of delivery.
- 7) that a Fixed Asset Register should include at least the following information:
 - 1) Description of item
 - 2) Cost per item
 - 3) Quantity
 - 4) Total cost per item
 - 5) Date of purchase
 - 6) Depreciation period
 - 7) Amount of current and accumulated depreciation
 - 8) Book value
 - 9) Assets must be coded, numbered in sequence, per category and location.

9. GENERAL COMPUTER CONTROLS

Appropriate Accounting packages:

The Treasurer must make a backup of all the appropriate accounting software files on a regular basis.

A copy of the backup shall be kept separate (off-sight) from the computer equipment, and appropriate accounting software.

A specialist will be consulted in case of any problems occurring in the capturing and processing of transactions on appropriate accounting software.

Computer Hardware:

All the computer hardware shall be stored in a place that is safe from fire and theft, as far as possible.

Personnel responsible for the use of computer equipment should be trained in using the specific software and be informed about the basic computer securities, for instance virus protective programs, the importance of passwords, and recovery procedures in case of a program failure.

10. INVESTMENTS

The Finance Comm. will recommend to the Genex:

- 1) all investments
- 2) list of authorised banks.
- 3) determine the best interest available and the period required.

- **No speculative investments may be made.**

11. DONATIONS, ACCOMODATION AND TRAVEL CLAIMS FOR OR ON BEHALF OF THE MEMBERS, OFFICIALS OF THE UPWF.

11.1 Donations

- Donations made by the Genex for any cause shall not exceed R5 000. Any donations in excess of R5 000 shall be made by AGM only. Donations shall be payable provided there are sufficient funds in the UPWF Bank Account. All donations made by the UPWF must be made by cheque only.

11.2 Accommodation

- Where free accommodation is a possible option, this option must be chosen.
- The only hotels or B&B which may be used for accommodation are those three star or below.
- The Genex must authorise all hotel and conference centre bookings, alternatively, any other members of the executive nominated by the President.
- Accommodation facilities shall be restricted to:
 - (a) Bed and breakfast at the negotiated rate.
 - (b) Dinner at the negotiated rate, which will exclude any incidentals such as telephone.
 - (c) Lunch at the negotiated rate, if not provided for at the venue of the meeting, workshop, summit or conference.
- Telephone calls are to be paid by members on leaving the hotel or conference centre. Any telephone refund claim for official UPWF calls will have to be made in writing with the reason for the call(s) detailed and must be accompanied by receipts before it would be considered for authorisation.
- The UPWF will not pay for laundry, room service and any other charges. Members shall be entitled to include laundry expenses as part of the bill when more than two nights are spent at hotels on official business as directed by the UPWF. In special circumstances, e.g. where members arrive at hotels after the restaurant had closed, members shall be allowed to use room service facilities.

- Any person booking into a hotel, without following the above procedures will be held responsible for the immediate payment of the charges.
- No substantive allowance will be paid when delegates are accompanied at hotels or conference centres where meals are provided

11.3 **Personal Vehicles**

- Members, Officials and other service providers using their own motor vehicles for UPWF business shall be refunded on a flat rate of R2.00 per kilometre. The rate per kilometre shall be decided upon by the UPWF and shall be in respect of fuel and reasonable wear and tear.

11.4 **Hired vehicles**

- Vehicles hired by the UPWF from a reputable Car Hire Company shall only be refunded for reasonable fuel expenses incurred on approved UPWF business. (Group B vehicles only)

11.5 **Public Transport**

- Members, Officials & other service providers using public transport shall be refunded according to the general applicable rate charged. The Genex shall make a final determination of how much will be reimbursed.

11.6 **Air Travel**

- All air tickets for Genex are to be booked through the Treasurer and are payable by the UPWF
- Travel agents to be approved by the Finance Committee.
- Air tickets must be arranged in good time to take advantage of any available discounts.
- Members, Officials, booked on flights must ensure that they arrive at the airport at least one hour before domestic departures and two hours for international departures.
- If a booked flight is missed or changed and a re-booking or a new flight is required, the individual will be held responsible for any cost incurred. If a verifiable reason for such occurrence is submitted to the Treasurer of the UPWF, the billing of the individual may be reconsidered by the Genex.
- In the event of an air ticket issued to an official or member not being used, for whatever reason, the Genex shall instruct the Travel Agent to cancel the ticket within seven (7) days of the date issued and credit the account of the UPWF with the reimbursement amount