



WOMEN IN TOURISM

WESTERN CAPE CHAPTER

(WITWC)

CONSTITUTION

WOMEN IN TOURISM – WESTERN CAPE CHAPTER (WIT WC) CONSTITUTION

Contents

1. PREAMBLE	3
2. NAME	3
3. AIMS AND OBJECTIVES	3
4. LEGAL NATURE OF THE ORGANISATION.....	3
5. POWERS OF THE ORGANISATION.....	4
The ORGANISATION shall have all the powers of a corporate body including the powers to:	4
6. INSTITUTIONAL STRUCTURE	4
7. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE.....	5
8. MEMBERSHIP.....	5
8.1 Individual Full Member.....	5
8.2 Student Member	6
8.3 Retired Member	6
8.4 Associate Membership.....	6
8.5 Other Membership	6
Membership Fee Structure*.....	6
15. MEETINGS.....	7
16. FINANCIAL.....	7
17. CODE OF CONDUCT.....	8
18. YOUTH.....	9
19. NEXGEN COMMITTEE AND MEMBERS.....	9
Persons of interest in travel, tourism and hospitality between the ages of 18 and 40 years old who voluntarily apply to participate in a subcommittee to drive initiatives and events aimed to grow membership between the ages of 18 and 40.	9
20. LIABILITY	9
20.1 No member of WIT WC Provincial Chapter shall by virtue of her/his membership have any claim to the assets of the ORGANISATION.	9
21. AMENDMENTS	9
22 DISPUTES AND DISSOLUTION.....	9

1. PREAMBLE

The Constitution must structure the administration and control of the membership of the Women in Tourism of the Western Cape. (*WIT WC*)

The provisions herein contained shall be known as the CONSTITUTION of the ORGANISATION which provisions may be altered by a two-third majority of the votes cast at a Annual General Meeting (AGM) save:

- that the precise terms of any proposed amendments to the CONSTITUTION shall be set out in the notices convening the meeting;
- that the purpose and objectives of the ORGANISATION shall not be altered without the consent of two-thirds of the members present and eligible to vote, where need be, such vote may be cast in written proxy.

2. NAME

The organisation shall be called the Women in Tourism Western Cape chapter. Further referred to as “**WIT WC**”.

3. AIMS AND OBJECTIVES

The aims and objectives of WIT WC:

- To ensure that women who constitute the majority in the sector are Respected, Recognized, Represented, and Rewarded.
- To raise the profile of Women in Tourism.
- To mobilise and create platforms to network, expand business and professional horizons.
- To facilitate access to business resources, information and opportunities for women entrepreneurs in tourism and hospitality sector.
- To identify mechanisms that need to be put in place in order (provide a national vehicle) to address the barriers faced by women in tourism and hospitality sector.
- To align with similar organizations to better leverage opportunities.
- To profile, recognize, affirm and create platforms to celebrate women achievers in the sector.
- To highlight and address problems faced specifically by women in tourism and hospitality sector.

4. LEGAL NATURE OF THE ORGANISATION

This voluntary ORGANISATION shall;

- 4.1 be a body corporate under common law;
- 4.2 be a legal persona distinct from its MEMBERS;
- 4.3 have perpetual succession;
- 4.4 establish a headquarters convenient to the membership;
- 4.5 will keep a record of everything it owns;
- 4.6 be empowered to conduct legal proceedings in its own name;
- 4.7 not pursue the object of profit or gain either for itself or its MEMBERS;
- 4.8 shall be recognised and follow the requirements of the NPO Act.1997

5. POWERS OF THE ORGANISATION

The ORGANISATION shall have all the powers of a corporate body including the powers to:

- 5.1 consider and decide applications for membership.
- 5.2 raise money by subscription fees from its MEMBERS.
- 5.3 open and operate (including closure) of banking accounts.
- 5.4 execute agreements for the attainment of any of its objectives and aims.
- 5.5 compound, give time in respect of, settle or abandon any proceedings brought by or against it;
- 5.6 contribute cash to any member having similar objectives to WIT WC;
- 5.7 make RULES/CODE OF CONDUCT as it may deem necessary for the proper conduct of the organisation's activities and its members;
- 5.8 employ, dismiss and settle the terms of any Professional persons, experts, agents and others;
- 5.9 Discipline MEMBERS for the contravention of the CONSTITUTION and CODE OF CONDUCT.
- 5.10 Conduct legal proceedings in the name of the ORGANISATION;
- 5.11 Appoint a committee and/or sub-committee to assist with and oversee the day to day running of the ORGANISATION and/or sections thereof;
- 5.12 Represent the ORGANISATION on any relevant body or committee that may deem necessary.

6. INSTITUTIONAL STRUCTURE

- 6.1 The affairs of the ORGANISATION shall be managed by a COMMITTEE consisting of a maximum of Six (6) and a minimum of four (4) MEMBERS.
- 6.2 The outgoing Chairperson and/or Vice Chairperson, if not elected, may remain on the COMMITTEE for a period not exceeding THREE months, as ex-officio members with a view to ensuring continuity is provided to the incoming COMMITTEE.
- 6.3 The COMMITTEE shall at its first meeting elect from their number a CHAIRPERSON, VICE-CHAIRPERSON and TREASURER, who if not an elected member of the COMMITTEE shall become an ex officio member of the COMMITTEE. Should any of the posts not have a suitable candidate the PORTFOLIO and its responsibilities can be absorbed into the other PORTFOLIOS on an agreement of a two thirds majority of the COMMITTEE.
- 6.4 To ensure continuity and good governance the ELECTED COMMITTEE shall remain in their portfolio for a minimum of 2 years but not exceeding a 4-year period.
- 6.5 At each Biennial General Meeting of the ORGANISATION a majority vote will determine the re-instatement of existing COMMITTEE MEMBERS and/or the election of NEW COMMITTEE MEMBERS.
- 6.6 Any COMMITTEE MEMBER is expected to hand in a formal resignation to the CHAIRPERSON thirty (30) days before termination during which time a handover of all

duties and responsibilities to the next COMMITTEE MEMBER should take place.

- 6.7** The COMMITTEE shall be entitled to co-opt additional MEMBERS to the COMMITTEE for a specific task or to fill a vacancy. A co-opted MEMBER shall cease to be such at the next Annual General Meeting of the ORGANISATION after he was co-opted.
- 6.8** Nominees for election to the COMMITTEE must be MEMBERS in good standing and the nomination shall be in writing to the Secretariat at least 48 hours prior to the Annual General Meeting each year, and such nominations must be signed by the nominee and a proposer who must be a MEMBER in good standing.
- 6.9** A quorum for a meeting of the COMMITTEE shall be not less than four (4) or two thirds; whichever is less, of the MEMBERS elected to such committee.
- 6.10** The COMMITTEE shall meet at least six (6) times per year, providing that each COMMITTEE MEMBER be given at least seven (7) days' notice of such meeting and the purpose thereof.
- 6.11** Minutes of meetings of the COMMITTEE shall be kept on record.
- 6.12** The CHAIRPERSON of the COMMITTEE shall be the duly authorised representative of the ORGANISATION in any legal proceedings brought by or against the ORGANISATION.
- 6.13** An Executive Committee (ExCo) structure exists and is made up of;
- Chairlady
 - Deputy Chairlady
 - Treasurer
 - Secretariat
 - Executive Committee member
 - Executive Committee member
- 6.14** The Roles and Responsibilities of the Executive Committee as laid out in the Policy and Procedure document.
- 6.15** The Policy and Procedure document exists as the organisations operational guideline document.

7. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- 7.1** The COMMITTEES' duties shall be to carry out the Aims and Objectives of the ORGANISATION, to uphold the rules and CODE OF CONDUCT and to preside over the day to day running of the ORGANISATION.
- 7.2** The COMMITTEE shall have the right to waive subscriptions and/or fees for of certain MEMBERS should it be deemed in the interest of the ORGANISATION.
- 7.3** The COMMITTEE may appoint a paid Secretariat/Administrator as and when deemed necessary.

8. MEMBERSHIP

8.1 Individual Full Member

Women who are business owners and/or employees in the tourism and hospitality sector and wish to associate themselves with the aims and objectives of WIT WC. This member has full voting rights

8.2 Student Member

Persons who are a fulltime student. A scholar/student currently studying in the Tourism and Hospitality sector. This member has no voting rights.

8.3 Retired Member

A member from the Industry who has worked in the Tourism and Hospitality sector and will to avail themselves to mentorship and guidance of Women in Tourism. This member has no voting rights.

8.4 Associate Membership

Tourism and Hospitality businesses, corporates companies (with sponsorship benefits), and educational institutions wishing to associate themselves with the aims and objectives of WIT WC. This member has no voting rights and attendance is limited to two individuals per event/meeting.

8.5 Other Membership

Tourism and Hospitality ORGANISATIONS/Membership based organisations. This member has no voting rights with attendance limited to one individual per event/meeting.

***Annual Fee** increases to be proposed and voted on at AGM.

Membership Fee Structure*:

Individual Full Member	R660.00
Student Member (full time registered student)	R200.00
Retired Member	R330.00
Associate Membership	R1600.00
Other Membership	Reciprocal membership

9. Application for MEMBERSHIP shall be through completion of the official application form and shall be considered and decided by the COMMITTEE. Once the application is accepted, the code of conduct signed, and full fees received, the applicant will be known as a MEMBER.

10. Membership is open to those fulfilling the criteria as laid out above. Membership will be open to all men in the above categories who wish to associate themselves with the objectives of the WIT WC. Men will have voting rights but cannot be elected nor co-opted to the EXCO of WIT WC.

11. The Secretariat shall keep a register reflecting the name, address and category of

MEMBERSHIP of each MEMBER and shall, upon the approval of application of a person to the MEMBERSHIP, inscribe such person's name, address, and category of MEMBERSHIP therein and in addition shall forward to such person via electronic copy the CONSTITUTION.

12. Members are bound by this CONSTITUTION, and it shall be presumed that members are aware of all the provisions stated.
13. The annual subscription fee is payable on joining the ORGANISATION according to the membership category and at the beginning of each subsequent financial year. Subscriptions will be determined by the COMMITTEE and ratified at the AGM. Should the sum not be paid within 60 days, the member shall, at the discretion of the COMMITTEE, cease to be a member of the ORGANISATION.

14. A MEMBERSHIP will cease in the instance of;

- 14.1 Death of the member
- 14.2 Resignation in writing by a member
- 14.3 Failure to pay the membership fee (within 60 days of invoicing)
- 14.4 Be found guilty of misconduct

15. MEETINGS

- 15.1 An Annual General Meeting (AGM) will be held at a venue convenient to the Members at such time that may be determined by the COMMITTEE, subject to thirty (30) days written notice to members and held no later than 3 months after the end of the financial year.
- 15.2 The COMMITTEE may at any time call a Special General meeting giving fifteen (15) days written notice. Under exceptional circumstances twenty four (24) hours notice.
- 15.3 Both Annual General Meetings and Special general meetings shall have the power to raise, discuss and decide any matters whatsoever, provided that any resolutions which purport to effect amendments to this CONSTITUTION shall be circulated to MEMBERS together with the notice of the meeting.
- 15.4 Chapter meetings will be held specifically with the sharing of knowledge, skills development and education in mind. These will include the sharing of news, reports of the organisation, and summaries of the day-to-day running of the ORGANISATION.
- 15.5 Events will be held specifically with networking and education in mind. These events may be held in areas where transport may be required.

16. FINANCIAL

- 16.1 Documents requiring signature on behalf of the ORGANISATION shall be signed by at least two persons authorised by the committee. Whenever funds are

taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal.

- 16.2** The Bank Account must be in the name of the organisation
- 16.3** The Organisation will keep record of everything it owns
- 16.4** The Committee or members or members of the organisation do not have rights over things that belong to the ORGANISATION.
- 16.5** The treasurer of the ORGANISATION will ensure that money or property of the ORGANISATION does not go to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the ORGANISATION. The payment must be market-related costs for the work that has been done, for the service rendered, or goods supplied.
- 16.6** The financial year end for the ORGANISATION shall commence on the first day of April of every year and terminate on the last day of March.
- 16.7** The COMMITTEE must ensure that proper records and books of account which reflect the affairs of the organisation are kept, The accounts of the ORGANISATION shall be kept by the TREASURER, who shall make regular reports to the COMMITTEE on the finances of the ORGANISATION , which should include all incomes , expenditures and balances that remain, according to the accounting practices of the ORGANISATION, making sure that the money of the organisation is safe and accounted for.
- 16.8** Shall be open for inspection at any reasonable time upon application by any MEMBER of the ORGANISATION. As soon as possible after the close of each financial year the balance sheet and revenue and expenditure account shall be prepared and, having been duly audited and certified by an independent registered accounting officer, shall be submitted to the MEMBERS at the Annual General Meeting
- 16.9** The Treasurer is responsible for ensuring that the money of the ORGANISATION is safe and is accounted for.

17. CODE OF CONDUCT

For Individual Members: A WIT WC member.

- Shall respect the diversity, talents and abilities of others
- Shall treat all people associated with the organisation, including members, volunteers, partners, external stakeholders, and other WC Wit Members with respect and loyalty
- Shall act as a positive role model with respect to good sporting behaviour
- Shall refrain from excessive use of alcohol or any intoxicating substance at the organisation events and meetings
- Shall adhere to the policies and procedures established by the organisation
- Shall adhere to the legislative requirements of the organisation
- Shall respect the equipment and resources of the organisation and only use these in organisation related business
- Shall always represent the organisation in a professional manner
- Shall adhere to the WIT WC media policy document (included in the Policy and Procedure document)

The Code of Conduct will be signed by members.

Any contravention of the Code of Conduct, the Executive Committee may be entitled to ask the member to resign from and leave the organisation.

For Associate and Other Members:

- Same as the above applies
- All stakeholders conduct ethical and fair business with high standards of integrity. Shall adhere to the WIT WC media policy document (included in the Policy and Procedure document)

The Code of Conduct will be signed. Any contravention of the Code of Conduct, the Executive Committee may be entitled to ask these stakeholders to resign from and leave the organisation.

18. YOUTH

A member from the industry who works in the Tourism and Hospitality sector is between the ages of 18 to 35 years old (included) This member has voting rights.

19. NEXGEN COMMITTEE AND MEMBERS

Persons of interest in travel, tourism and hospitality between the ages of 18 and 40 years old who voluntarily apply to participate in a subcommittee to drive initiatives and events aimed to grow membership between the ages of 18 and 40.

20. LIABILITY

20.1 No member of WIT WC Provincial Chapter shall by virtue of her/his membership have any claim to the assets of the ORGANISATION.

20.2 No member of WIT WC Provincial Chapter shall be liable for fulfilling any obligation or for settling any debts incurred by the ORGANISATION.

21. AMENDMENTS

21.1 The Constitution can be changed by a 2/3 majority of fully paid-up members

21.2 Any proposed changes to be submitted in writing 30 days prior to the AGM or Special meeting

22 DISPUTES AND DISSOLUTION

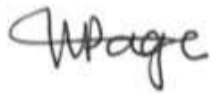
22.1 On dissolution of Provincial WIT WC Chapter its assets shall be handed over to any organisation or society designated and approved by the National Coordinating Committee.

22.2 When the organisation closes down it has to pay of all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation, but to an organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

22.3 If a complaint is received about a MEMBER then the COMMITTEE may hold a hearing at which the MEMBER concerned shall be given the opportunity to state his/her case the complaint may be dismissed with or without a caution.

- I. However, if the COMMITTEE at such a hearing decides by simple majority that the member has behaved in a manner prejudicial to the objectives of the ORGANISATION, whether by omission or commission, then such member may either be given a warning or membership may be terminated. This shall be confirmed in writing to the member within 30 (thirty) days.
- II. If termination of membership is decided, then a two thirds majority of the COMMITTEE is required.
- III. All matters concerning such complaints shall be strictly confidential.
- IV. Refer to Policy and Procedure for further processes regarding arbitration, complaints, and disputes

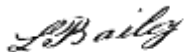
This constitution was approved and accepted by Members of Women in Tourism Western Cape Chapter (WIT WC) at a special meeting held on 28 July 2025 at Cape Town.



Signed by Chairlady



Signed by Deputy Chairlady



Signed by Treasurer