

Constitution of the University of Stellenbosch

Wine Culture Society

(Founded on 19 September 1983 Oude Libertas)

PREAMBLE

In order to ensure that the Society promotes and protects the interests of all the Members that belong to the Wine Culture Society (hereinafter referred to as “Members”), the U.S. Wine Culture Society adopts the following as its binding constitution:

SECTION I: NAME:

The name of this Society is the University of Stellenbosch Wine Culture Society. Wine Culture Society serves as the vernacular.

SECTION II: OBJECTIVES:

1. To provide the Members of this Society with an awareness and appreciation for the correct use of wine.
2. To expand the knowledge of Members regarding wine areas, wine preparation and wine in general.
3. To taste, criticise, discuss and evaluate wine from as wide a spectrum as possible in order to learn to know wine from South Africa and abroad, and thereby to be able to judge and represent the South African position in the wine industry in an authoritative and appreciative manner.
4. To establish a Society that will be run on an exclusive and tasteful basis, and that will recruit Members.

SECTION III: MEMBERSHIP

A. Management (Hereafter referred to as Committee – unless specifically referring to the Executive committee)

All assets of the Society will reside with the Executive committee (as determined in Section C, with the Chairman as main overseer) of the Society who will, until decided otherwise, represent the Society as management.

In the event of absence, death, resignation or (permanent) incapacitation of a Committee Member, who is unable to perform their duties, it will be the Wine Culture Society’s

management's responsibility to replace the Committee member for the remainder of the current Committee's term. The Committee will manage the assets of the Society according to instructions from the Executive Committee.

B. Members

- i. Those who were present at the Inaugural meeting of the Society at Oude Libertas on 19 September 1983 will be the Founding Members of the Society.
- ii. Membership of the Wine Culture Society: All individuals who would like to become Members of the Society will be allowed said membership only after completion of a membership sign up form and payment of the annual membership fees – deductible from the student account or payment in cash . The number of individuals allowed membership to the Society is reviewed annually by the Committee to give every individual or Member an equal opportunity to attend Society functions.
- iii. All membership enquiries directed at the Society and Committee must be approved by the current Committee.
- iv. All Members will endorse the objectives of the Society and accept the duties of membership according to the content and directives of the constitution. The constitution shall also be sent out to all members with the first official Society's mail at the beginning of each year. The constitution must also be present in hard copy at every Society's Fair. If a promising member signs up to join the society they agree the constitution.
- v. Suspension of a Member:
 - a) Any Member who puts their name down for any event and misses it without a valid telephonic, mail or written apology or indication of absence, will be put on the blacklist and be suspended from the Wine Culture Society functions for a period of two weeks. The blacklisting and suspension shall be managed by the Secretary or discussed by the Executive committee if the matter is not resolved or is of great importance.
 - b) Event organisers will forward the list of the Members that did not attend the events to the Secretary. It is then the Secretary's charge to blacklist these Members if they did not provide an acceptable excuse. The excuse (if valid) may remove the member from the black list if it is given in reasonable time of the event. Discretion will be taken by the Secretary.
 - c) A Member will be excused from an event if they let the Secretary or the Committee Member responsible for the outing know at least 6 hours before the event from which they will be absent.

- d) A Member will only be removed from the blacklist if they provide a valid excuse for their absence. Admission back on to the society will be at the discretion of the Secretary or the Committee as a whole if the Secretary deems it fit.
- e) An individual's name that appears on the blacklist three times, without a valid excuse given and being on the blacklist for the full duration of six weeks, will forfeit their membership.
- f) A Member that renders themselves guilty of not being able to endorse the accepted and civilised norm for alcohol use during the activities of the Society will be suspended.
- g) Disciplinary action against members at events
 - a. Members will receive two verbal warnings if their behavior does not coincide with the ethics and manners of the Society at any event. They will be removed from said event if a third warning is to be issued.
 - b. If a Member is removed from two events, they will be removed from the Society if they commit another such transgression.
 - c. Their removal from the Society will be effective immediately. The Chairman will have the vote if the member will be allowed back on to the Society but only in very special occasions is this applicable.
- h) The final decision regarding suspension of a Member will occur through a majority decision taken by the Management.
- vii) Any Member who desires to resign from the Society, will notify the Secretary of their wish in this regard, in an email.
- viii) Membership fees are determined and imposed by the Committee, collected by the Treasurer, and will be reviewed by the Management annually according to changing circumstances. These fees are determined and changed through a two-thirds majority of the Management.

C. Honorary Members

The Management will be entitled to award, with a quorum decision of a two-thirds majority, honorary membership to any departing member of Management. Such award will take place officially during a meeting arranged specifically for this purpose by the Chairman. Honorary members will be allowed to attend general events without payments or bookings – but not special events such as weekend away/ formal function etc. Honorary members are not required to pay a membership fee to be part of the society for the first year after they have left the committee. However it is the Honorary Member's responsibility to provide the Secretary with

their relevant details to that the Secretary may add them to the mailing list. Honorary members will still have to make payment for special events and stand in line like any other Member.

D. Visitors

- a) Any Committee Member wishing to invite a visitor to a meeting may do so with the permission of the Chairperson (who will inform the Secretary of the Society).
- b) The number of visitors allowed will be determined by the Chairperson in consultation with the Secretary, each case on its own merit.
- c) The objective of inviting individuals or an authoritative body from the outside will be to promote the interest in wine and wine preparation, to introduce the Society and its activities, to promote its objectives and to establish contacts with expert and related authoritative bodies or individuals.

SECTION IV: THE RIGHT TO VOTE

1. All Members that serve on the Committee have the right to vote
2. The Chairperson has at their disposal their own vote, plus a decisive vote, in the case of an equal vote.
3. The right to vote is transferable to another Member of the Society only if the Secretary has written proof before said meeting commences where the right to vote will be exercised, on behalf of the Member who wants to transfer the right to vote, due to absence.

SECTION V: LIABILITY OF MEMBERS

1. The liability of Members of the Society only reaches as far as the amount that can be imposed is concerned, as determined by the regulations of the constitution and the moral obligations contained therein.
2. In the event that any Member fails to pay their membership fee or fails to meet their obligations towards the Society within thirty days of being given verbal or written notification thereof, a registered letter will be posted, to such Member, where payment will be required within seven days and failure thereof will lead to membership being terminated. A Member to whom a registered letter has been sent, may not exercise the right to vote at any meeting.

SECTION VI: COMMITTEE

GENERAL

i) Only Members who qualify under Section III are available for election.

ii) The Committee will be made up of:

Chairperson

Vice-chairperson

Secretary

Treasurer

SC representative

General committee members will be chosen

There will be a maximum total of 10 positions open for Committee members where two extra positions may be added to the General Committee in extraordinary circumstances or if a Member with great potential shows interest in joining the committee.

If there are no applications for a certain Executive committee portfolio it is at the discretion of the Chairperson and Vice-chairperson to nominate and choose a candidate.

iii) The Committee may, at their discretion, nominate, appoint and approve Sub-committees/portfolios.

iv) Portfolios need to be laid out clear and precise at the start of a new committee's term.

v) New committee appointments MUST be made on merit of the applicant. Consideration must be given to skills and portfolios that need to be filled. Proper interviews must be held. The applicant must provide a written CV and letter of motivation and forward these to the Secretary.

vi) The Chairperson, or delegate from the Management, serves ex officio on all Sub-committees of the Society. The Chairperson with the Executive committee also demarcates the work duties of the General committee Members of Management and the Committee.

vii) The Committee determines the activities and functions of the Society according to the principles contained herein.

viii) The Committee is responsible for the suspension of Members according to the regulations of Section III B vi). If the suspended Member feels called thereto, they can appeal to the Committee against their suspension and lay claim to an interview with the Committee for reconsideration of the suspension, where a majority of votes will determine their fate.

ix) The Committee determines the membership fees and costs payable annually according to the regulation of Section B vii).

- x) The Committee meets weekly and as often as they deem necessary, and the Secretary is responsible for taking the minutes of the meeting in full.
- xi) The Committee will meet within seven (7) days of election.
- xii) All accounts must be checked by the Committee and the Treasurer must be able to deliver a report on a monthly basis at the Management meeting regarding the financial position of the Society.
- xiii) In the event of a Committee Member missing three separate meetings per term, without permission for absence by the Chairperson, their membership to the Committee will be reconsidered. If the Chairman and Vice-chairman deem to terminate their position on the Committee a new Member may be elected in which case an election to fill the position must be held by the Committee. All Members of the Committee must then vote for a new Committee Member, so that Section VI ii) remains valid.

SECTION VII: ELECTION OF MANAGEMENT

Section A: General Election

- i) The Committee of the Society will be elected by its Committee in a meeting held at the end of the third term of each year and until such a time as a new Committee is elected, the current Committee will be in charge of affairs. Any Member elected to the Committee is elected for the period of one (1) year or one term.
- ii) Nominations for the Committee must be presented in writing by one (1) Member and adopted by the candidate. These nominations can be presented to the Chairperson of the meeting, or sealed to the Secretary of the Society, who will then deliver it to the Chairperson for handling during the election of the new Committee.
- iii) Once a new committee is chosen the general portfolio positions will be allocated.
- iv) Voting will take place through closed voting ballot and the Chairperson will appoint two individuals who will manage the voting and count the ballots.
- iv) Voting will be indicated by way of the name of the candidate on a voting ballot, and each committee Member is entitled to vote for as many candidates as there are vacancies on the committee, and not for more or less.
- v) Only Committee members who have served their full duration on the committee (one year) may run for the position of Chairman.
- vi) General committee's vote will count a weight of 1. Executive committee's votes will count a weight of 2. In the event of a tie the old Chairman has the deciding vote.

Section B: Functioning and Duties of Positions and Portfolios

1. Chairperson

- a) Represents students on the Societies Council, as well as other fixed committees in the faculty.
- b) Facilitates the delegation of portfolios to the USWCS members.
- c) Calls the executive meetings in consultation with the secretary.
- d) May call special meetings.
- e) Heads the executive committee meetings and is responsible for the orderly running of meetings.
- f) Ensures that all members perform their tasks in full.
- g) Submits termly reports and compiles, together with the deputy-chairperson an annual report which will be a compilation of the reports of the different portfolios at the end of his or her term.

2. Deputy Chairperson

- a) Assists the chairperson in fulfilling his or her duties.
- b) Acts as chairperson during a meeting where the chairperson is absent or if the chairperson resigns before the end of his or her term.
- c) Compiles termly reports and, together with the chairperson compiles an annual report which will be a compilation of the termly reports of the different portfolios at the end of his or her term.
- d) The deputy chairperson, together with the Chairperson, is in charge of discipline in the USWCS.

3. Treasurer

- a) Handles financial planning and ensures that expenses stay within budget restrictions.
- b) Handles the settlement of payments and accounts as stipulated by the SU official payment system.
- c) Attend compulsory treasurer training.
- d) The drawing up of the annual budget in collaboration with the chairperson and the deputy chairperson. The drawing up of event specific budgets in collaboration with the committee member(s) responsible for the event, and have it approved by the chairperson.
- e) Feedback regarding the financial position of the committee after every event (or week of events) or at least after every term.
- f) Draw up an internal financial policy for the committee members to follow. This policy must be in line with the University's policy.

SECTION VIII: EXECUTIVE COMMITTEE MEETING

1. Will be convened as often as necessary by the Secretary as instructed by the Chairperson.
2. The Chairperson can convene an exceptional Management meeting verbally at any time.
3. The Chairperson has a regular as well as a decisive vote if there is no conducive vote that can be made. However this 'decisive vote' becomes nullified if the matter concerns the Chairman or if the Chairman needs to remain imparshall. The vote will then be carried to the Vice-chairman.
4. Each Committee Member delivers a written report of their activities during the term at the Annual Management Meeting. The Chairperson presents this Management meeting at the Annual General Meeting of the Society.

SECTION IX: EXCEPTIONAL MEMBER MEETINGS

1. An exceptional Member meeting may be held if:
 - 1.1 The Committee deems it desirable.
 - 1.2 At least 10% of the total amount of Members eligible to the Society send in writing a form to the Secretary, upon which the meeting must take place.
2. Such Member meetings, as mentioned in Section VII 1.2, must be held within seven (7) days after the written application has reached the Secretary.
3. At an exceptional Member meeting only matters on the agenda can be tended to and the agenda is determined by the Committee in the case of Section X 1.1, and requested by the Members making the application in the case of Section X 1.2.
4. A majority vote adjourns or postpones the meeting

SECTION X: MEETINGS GENERAL

1. The Chairperson, or their delegate, acts as Chairperson of Meetings.
2. In the case of absence of the Chairperson, they must make other arrangements with the Vice-chairperson.
3. Absence of a quorum after twenty minutes after the meeting would have commenced means that the meeting is adjourned to a later occasion unless the Executive Committee is present as quorum.

SECTION XI: DRESS CODE

1. Members are to wear semi-formal dress at meetings (unless indicated otherwise).
2. Members are to wear smart, but casual dress, on outings to wine farms (unless indicated otherwise).

SECTION XII: MOTIONS FOR THE AMENDMENT OF CONSTITUTION

1. Motions must reach the Chairperson in writing three (3) days before a Member meeting.
2. A quorum of a two-thirds majority from the Management is necessary to pass and approve any motions. After the amendamnt the new constituiton shall be sent out to all members. If no complaint is received within the following 7 days the consitution shall be passed into law.

SECTION XIII: DISSOLUTION

1. A General Member Meeting two-thirds majority that represents at least three-quarters of the total Members present.

SECTION: N XIV: DISCIPLINE

1. If a member is absent without a valid excuse from three (3) USWCS meetings, guilty of serious dereliction of duty, or the good name of the USWCS, SC or the Stellenbosch University is besmirched, disciplinary measures must be instituted against such a member. The USWCS disciplinary committee consists of the Chairperson and the Deputy Chairperson
2. The disciplinary committee of the USWCS has the ability, after thoroughly investigating the matter, to reach a verdict which is just and reasonable under these circumstances. The procedure followed by the USWCS disciplinary committee must be fair at all times. The member concerned must be informed at all times about the charges and ruling against him/her. The ruling may be appealed to the Student Court within seven (7) working days after the decision has been announced to the member concerned. An appeal to the Student Court can be made.
3. Any charges to be made against a management member is to be requested via written communication to either the chairperson or the deputy chairperson, including relevant detailed information, upon which the chairperson will issue an official written warning.
4. Methods of punishment can extend to, but is not limited to the following:
 - a) Suspension

- b) Expulsion
5. If a member is expelled or suspended, the student with the next most votes in the USWCS election can be voted as committee replacement.
 6. If confidence is lost in the USWCS chairperson or deputy chairperson or member, a vote of no confidence can be introduced against such a person. Note that clear and fair precautionary measures must be present at the introduction of the motion. Corroborative documentation will include at least the following and is not restricted to only the following:
 - a) A vote of no confidence must be introduced by a nominator and two (2) seconders at an official meeting.
 - b) The chairperson, deputy chairperson or member must be aware of any evidence against him or her.
 - c) At least three written copies of formal communication between the chairperson and the member, or in case of a motion against the chairperson, communication between the deputy chairperson and the chairperson.
 - d) A vote of no confidence must have a two thirds (2/3) majority vote at a formal meeting excluding of the accused member.
 - e) For a motion to be accepted all members of the committee need to be present.
 - f) Recording Minutes of the meeting concerned is a requirement and the absence of minutes will deem the decision invalid.

The U.S. Wine Culture Society Constitution was revised by the Management of 2018/2019 to render it valid and appropriate with the current state of Campus activities and opinions. The Constitution is revised every two (2) years. The previous revision was made in 2018/2019 with Marilé as Chairperson.

Corleze De Bod (USWCS Chairperson 2020/2021).