



Constitution

1. Name

Swartland Liquor Forum

2. Mission Statement

Each member aims to promote and establish the efficiency of this democratic body, in doing so, assists in problem solving, does improvement proposals and recommends possible solutions, promotes interactions in the community, stays informed about the latest legislation, supports crime prevention, involves all stakeholders to enforce mutually-accepted standards and norms of a civilized society by respecting and obeying prescribed legislation and maintaining honesty and discipline.

3. Objectives

The primary objective of this forum, in random order, is to –

- a) ensure that enterprises who are involved in business as prescribed in the Act, comply with the law;
- b) promote and maintain community safety by advocating responsible alcohol consumption for vehicle drivers and pedestrians and support action against other alcohol abusive issues such as domestic violence and rape;
- c) effectively communicate concerns and problems between the South African Police Service, the liquor industry and the public in an environment of mutual trust and transparency;
- d) share information and keep up with the latest business developments and legislation that have an effect on business/industry;
- e) act as role model to other forums, businesses in general and the public;
- f) meet as a group which can be reckoned with as a formidable force, especially against crime;

- g) set standards/norms and priorities and to make the right decisions in well-represented numbers; and
- h) investigate other cases and/or take action in respect of the promotion of the forum's mission.

4. Membership

- a) All legal liquor licence-holders in the **Swartland Municipal area**, (Malmesbury, Riebeek Kasteel, Riebeek West, Moorreesburg and Darling/Yzerfontein) automatically qualify for membership. Each member gets one vote. A member who cannot personally attend a meeting may send a fully authorised representative. Written authority must accompany the representative or may be e-mailed to the Chairman in good time prior to a meeting.
- b) Registration of all members via the Chairman is a prerequisite to obtain voting rights.
- c) Resignations of committee members must be done in writing at least one month in advance.
- d) New committee members must be elected within the licensee group by consensus and the name(s) be made known to the Chairman for approval.
- e) Membership is gratis.
- f) Dedication and full participation is a prerequisite.

5. Annual General Meeting (AGM)

The AGM can only be constituted if attended by a quorum of $\frac{1}{3} + 1$ (33% + 1) of legal members.

- a) The AGM is to be held on the third Thursday of February annually.
- b) Agenda of AGM
 - i) Signing of attendance register
 - ii) Apologies
 - iii) Opening and welcoming
 - iv) Adoption of previous minutes
 - v) Annual report by the Liquor Officer SAPS
 - vi) Annual report by the Secretary
 - vii) Annual report by the Chairman
 - viii) Adoption of annual reports

ix) Election of committee

The committee will be elected for a term of 2 years (24 months)

- (1) Chairman (Elected)
 - (2) Deputy-chairman (Elected)
 - (3) Secretary (Elected)
 - (4) One representative of On-Consumption Licensees (Elected)
 - (5) One representative of Off-Consumption Licensees (Elected)
 - (6) Designated Police Officers (DPOs) –
 - (a) SAPS Malmesbury (Nominated)
 - (b) SAPS Moorreesburg (Nominated)
 - (c) SAPS Riebeek Valley (Nominated)
 - (d) SAPS Darling / Yzerfontein (Nominated)
 - (7) One representative of the Swartland Municipal Law Enforcement (Nominated)
 - (8) Representatives of the Community Police Forum (CPF)
 - (a) Malmesbury (Nominated)
 - (b) Moorreesburg (Nominated)
 - (c) Riebeek Valley (Nominated)
 - (d) Darling / Yzerfontein (Nominated)
 - (9) One Representative of the Swartland Municipality (nominated)
- x) General
- xi) Closing of AGM

6. Duties of Committee

- a) Chairman – Lead all meetings and discussions and is the designated representative of the Swartland Liquor Forum.
- b) Deputy Chairman - Assist and support the Chairman. Act as Chairman during meetings in the absence of the Chairman.
- c) Secretary – Give notice of forum meetings at least 14 days prior to meeting. Take down the minutes of all meetings held, circulate documents to all stakeholders and to keep record of relevant documentation.
- d) Representatives of On- and Off-Consumption Licensees – To liaise between the various licensees in their field and the committee, to promote membership of licensees in their field, to encourage attendance of Forum Meetings with the various licensees in their field and to report and discuss matters concerning licensees in their field at the Forum Meeting.
- e) Designated Police Officers – To give input on liquor matters affecting SAPS in their various towns. Assist the Secretary in a liaison capacity.

- f) Representative of Swartland Municipal Law Enforcement – To give input on liquor matters concerning the Municipal Law Enforcement.
- g) Representative of Swartland Municipality – To give input on liquor matters concerning the Swartland Municipality.
- h) Executive Committee – Will consist of **A) The Chairman, B) The Vice Chairman, C) The Secretary, D) The Representative of the DPOs, E) The Representative of the On-Consumption Licensees and F) The Representative of the Off-Consumption Licensees**. The Executive Committee is responsible for the day to day running of the Forum.

7. Forum Meetings

- a) All forum meetings will take place at **14:00 (2 pm)** on the **third Thursday** in the following months: **February (AGM), May, August and November**.
- b) If meetings cannot be held on the third Thursday, an alternative day must be agreed upon by the EXCO.
- c) Emergency meetings – The Chairman can call for an emergency meeting of the forum at his discretion upon giving the forum 7 days prior notice.
- d) Forum meeting decisions are only binding if the meeting is attended by a quorum of $\frac{1}{3} + 1$ (33% + 1) of legal members.
- e) Agenda
 - i) Signing of attendance register and apologies
 - ii) Opening and welcome
 - iii) Adoption of previous minutes and ensuing matters
 - iv) Report by various DPOs regarding SAPS and ensuing matters
 - v) Report by Swartland Municipal Law Enforcement and ensuing matters
 - vi) Report by Swartland Municipality and ensuing matters
 - vii) Report by the Representative of the On-Consumption Licensees
 - viii) Report by the Representative of the Off-Consumption Licensees
 - ix) Report by the Secretary
 - x) Report by Chairman
 - xi) Discussions (guest speakers)
 - xii) General
 - xiii) Next meeting
 - xiv) Closing

8. Adoption of the Constitution

The above constitution was adopted by all present at the Forum Meeting.
Held on this 17th day of September 2015 at Malmesbury.