

VOC FOUNDATION

Castle Military Museum, PO Box 1, Castle of Good Hope, Cape Town
8000

CONSTITUTION

1 NAME

The Society shall be known as VOC FOUNDATION or STIGTING VOC
or
UMBUTHO VOC (hereinafter called the Foundation).

2 AIMS

The aims of the Foundation shall be

2.1 to ensure the conservation of artefacts created by or
associated with the *Generaale Vereenigde Geocroijeerde
Oost-Indische Compagnie (VOC)*.

2.2 to stimulate and promote research about the VOC and its
activities and disseminate information about the same.

2.3 to promote heritage tourism.

3 MEMBERSHIP

Membership of the Foundation is open to any person or body which
supports the above aims.

4 PATRONS AND HONORARY MEMBERS

The committee may appoint patrons and honorary life members,
who shall be exempt from annual subscriptions.

5 SUBSCRIPTIONS

5.1 Subscriptions shall be determined by the committee as defined from
time to time.

5.2 Subscriptions for each financial year shall be payable by members
before the end of that year.

6 ANNUAL GENERAL MEETING

6.1 The Annual General Meeting of the Foundation shall be held not
later than sixty (60) days after the end of each financial year. Notice of
this meeting, with the agenda, shall be circulated to all members in good
standing not less than fourteen (14) days before the date of the meeting,
and shall include any motion moved and seconded by members in good

standing.

6.2 The annual general meeting may also conduct any other business which the meeting by majority vote agree to consider.

6.3 In addition to the AGM, at least two other meetings per annum shall be held.

7 SPECIAL GENERAL MEETINGS

A special general meeting, of which not less than fourteen (14) days notice shall be given, shall be called by the chairman or the committee, or in response to a written request, signed by not less than twenty percent of the total number of members in good standing, within seven days (7) of the receipt by the secretary of such a written request. The notice convening the meeting shall state the business to be discussed and no other business shall be discussed thereat.

8 PROCEDURE AT MEETINGS

8.1 The chairman, or if absent any designated member of the committee, shall preside at all meetings.

8.2 All voting shall be by a show of hands unless a secret ballot is requested by more than ten members. The chairman shall be entitled to a casting vote.

8.3 Voting by proxy shall be permitted.

8.4 The quorum at an annual general meeting or special general meeting shall not be less than twenty percent of the members in good standing. Should this number not be present, a second meeting shall be called within seven (7) days and the number present at that meeting shall constitute a quorum.

8.5 Proper records of proceedings shall be kept.

9 MANAGEMENT

9.1 The management of all the affairs of the Foundation shall be by the committee.

9.2 The committee shall be elected at the annual general meeting each year.

9.3 Office bearers shall be elected by the incoming committee as the first item of business at its first meeting.

9.4 The committee shall consist of the chairman, vice-chairman, secretary, treasurer and three other elected members.

9.5 The committee shall have the power to co-opt as members any persons it deems necessary.

9.6 Any member of the committee who is absent from three consecutive meetings without leave shall cease to be a member of the committee.

- 9.7 The quorum at a committee meeting shall be four elected members.
9.8 The committee shall be indemnified by the Foundation for acts done in good faith in the exercise of its function.
9.9 The financial year of the of the Foundation shall commence on 1 January and end on 31 December of the same year.

10 POWERS AND DUTIES OF THE COMMITTEE

- The committee shall
- 10.1 administer the Foundation,
10.2 appoint sub-committees, individuals, consultants or professional staff,
10.3 open and operate bank accounts, invest and deal in monies in such a manner as it may determine in pursuit of the Foundation's aims,
10.4 hold and administer assets on behalf of the Foundation,
10.5 appoint a bookkeeper / auditor and ensure that proper accounts and records are kept,
10.6 ensure that the constitution is upheld,
10.7 appoint patrons and honorary members, and award the Foundation's silver medal.

11 SILVER MEDAL

The Foundation's Silver Medal, with honorary membership, is awarded in recognition of outstanding contributions by individuals or bodies to the aims of the Foundation, locally and abroad. Candidates are proposed by members.

12 AMENDMENT OF THE CONSTITUTION

Any amendment to, deletion from or addition to this constitution shall be made only at an annual general meeting or at a special general meeting called for such purposes and shall be carried by fifty percent of paid-up members. Notice of proposed changes shall be given not less than 14 days before the meeting.

13 DISSOLUTION

- 13.1 The Foundation may be dissolved if at least two-thirds of the paid-up voting members, present or voting by proxy, at an annual general meeting or special general meeting convened for that purpose, are in favour of the dissolution.
13.2 Upon dissolution of the Foundation, all its assets and records shall be lodged with an institution appointed by the committee.

END.

First draft adopted 16 January 2002.
Amendments adopted 17 March 2003.
Amendments adopted 18 February 2004.

Signed (English version): 20 February 2004.

Chairman:
P E WESTRA

Secretary:
D SLEIGH