

CONSTITUTION



apd

**WESTERN CAPE
ASSOCIATION FOR
PERSONS WITH
DISABILITIES**

Western Cape Association for Persons with Disabilities

CONSTITUTION

1. NAME

The name of the Provincial Association is the *WESTERN CAPE ASSOCIATION FOR PERSONS WITH DISABILITIES*, trading as *Western Cape APD* and *WCAPD*. (Constituent member of the National Council for Persons with Physical Disabilities in South Africa as the Western Cape Provincial Association). Referred to hereafter as the Association.

2. LEGAL STATUS

- 2.1 The Association is and shall continue to be a distinct and separate legal entity and body corporate, with the power to acquire, to hold and to alienate property of every description whatsoever, and with the capacity to acquire rights and obligations and having perpetual succession.
- 2.2 All actions or suits, proceedings at law or any arbitration shall be brought by or against the Association in the name of the Association and the Management Committee may authorise any person or persons to act on behalf of the Association and to sign all such documents and to take all such steps as may be necessary in connection with any such proceedings

3. OBJECTS

- a) To advocate and lobby for the rights of persons with disabilities, and to influence legislation and policies so as to ensure that these rights are protected;
- b) To promote and support measures which will prevent or reduce the occurrence of disabling conditions and their effects;
- c) To promote the development of accessible and equitable community based rehabilitation and social development services and facilities in Branches;
- d) To research and formulate policies and guidelines, and design service models for implementation by our branches, in order to ensure effective and efficient service delivery;
- e) To support activities which will improve the access of the physical and social environment, thereby promoting the integration of persons with disabilities into the community;
- f) To educate and raise awareness amongst the general public about disability;
- g) To initiate and facilitate the formation of branches so as to address specific areas of need;
- h) To build capacity of Branch Management Committees and staff through staff development programmes;

- i) To provide supervision and consultation service to professional and other staff as required;
- j) To mobilise resources for utilisation by the Association and its Branches;
- k) To monitor and evaluate the overall functioning of Branches on an ongoing basis;
- l) To network and form strategic partnerships with other role-players;
- m) To ensure effective communication and information sharing between this Provincial Association and its Branches, and the National Council for Persons with Disabilities in South Africa;
- n) To co-ordinate a Provincial database of clients served by Branches;
- o) To enhance the sustainability of the Association and its Branches;
- p) To ensure sound governance of the Association and its branches; and
- q) To implement all or any of the foregoing objects by any lawful means which are registered in terms of the Non Profit Organisations Act of 1997 and the Income Tax Act, Act 58 of 1962.

4. SERVICE AREA

Province of the Western Cape.

5. BRANCHES

- 5.1 There may be established independent Branches of the Association. A Branch shall consist of not less than five (5) persons who carry out the objects and activities of the Association within a particular geographic or functional area as set out in Clause 3.6
- 5.2 Such Branches shall be registered with and affiliated to the Association, but each Branch shall be autonomous and have liability for its own debts and obligations.
- 5.3 The Conditions of Registration are set out in paragraph 15 of this Constitution. All Branches shall comply with the Conditions of Registration.
- 5.4 An annual registration fee as determined by the Provincial Council shall be paid to the Association.

6. AFFILIATION

- 6.1 The Association may affiliate to other organisations with similar objects.
- 6.2 Other organisations with similar interests may apply to affiliate to the Association. If accepted, they shall be liable to an annual subscription as determined by the Provincial Council.
- 6.3 Affiliated organisations must adhere to the Conditions of Affiliation as determined by the Management Committee.

7. PROVINCIAL COUNCIL

- 7.1 Each registered Branch of the Association shall appoint one representative from their Executive Committee (hereafter referred to as a member). These members plus the Honorary Office-Bearers shall constitute the Provincial Council.

8. VOTING

- 8.1 Each member of the Provincial Council shall have the right to vote at Provincial Council meetings.
- 8.2 In the event of an equal vote, the Presiding Officer has a casting vote.
- 8.3 A member shall not exercise his/her rights of membership, including the right to vote, at a Provincial Council meeting or other meeting of the Association unless he/she is a bona fide member of a registered Branch of the Association and the member's subscription to the Branch is fully paid-up.
- 8.4 The quorum at a Provincial Council meeting shall be half plus one of the number of members.

9. HONORARY OFFICE BEARERS

At a Provincial Council meeting members may elect an Honorary President and two Honorary Vice-Presidents from members of the Association and registered Branches. The Honorary President and Honorary Vice-Presidents shall be entitled to attend Provincial Council meetings and have the right to vote.

10. RIGHTS, OBLIGATIONS AND LIABILITY OF MEMBERS

- 10.1 Membership of the Association in any categories of membership does not and shall not give any member of any category a right to any of the moneys, property or assets of the Association but only confers upon such members the privilege of membership subject to such charges and reasonable restrictions as the committee may from time to time impose and subject to the by-laws in force for the time being.
- 10.2 A member whose application for membership has been accepted shall be bound by the constitution, rules and by-laws of the Association, and of any branch or section thereof, which are then in force, or which subsequently may be altered or amended and in force at any future time. No person shall be absolved from the effect and application of the constitution, rules and by-laws by reason for the fact that he/she may not have received a copy thereof.
- 10.3 The liability of members of any category is limited to the amount of unpaid subscription or other moneys owing by them to the Association and members shall not be liable for the debts and obligations of the Association in their personal capacity.

11. MANAGEMENT

- 11.1 At its first meeting the Provincial Council shall elect from amongst its members a Management Committee and Office-Bearers who shall be responsible for the management of the Association. The Branch whose representative is elected as Chairperson, in terms of Clause 11.2 of the Constitution, should nominate an additional representative to represent the Branch.
- 11.2 The Management Committee shall consist of a -
 Chairperson
 Two Vice-Chairpersons
 Treasurer and not less than three (3) and not more than six (6) additional members. and Ex-Officio, the Provincial Director, who shall be appointed in terms of Clause 13.9 below.
- 11.3 The power to co-opt members and office-bearers, where necessary, shall be vested in the Management Committee.
- 11.4 The office bearers shall form an Executive Committee to handle any business of the Association between meetings.
- 11.5 The Executive Committee shall consist of the following members of the Management Committee -
 Chairperson
 Two Vice-Chairpersons
 Treasurer
 and the Provincial Director (refer paragraph 11.2)
- The quorum at such meetings shall be three (3) members.
- 11.5.1 The powers and duties of the Executive Committee shall be determined by the Management Committee from time to time.
- 11.5.2 Decisions taken by the Executive Committee shall be ratified, unless otherwise specified, by the Management Committee.
- 11.6 Any member of the Management Committee who fails to attend three (3) consecutive meetings without leave from the Committee shall ipso facto cease to be a member of the Committee. Such vacancy or any other vacancy as a result of resignation or death shall be filled by a person appointed by the Management Committee until the annual Provincial Council Meeting of the Association.
- 11.7 A Management Committee member shall cease to act as such
- (i) if he/she tenders his/her resignation in writing and such resignation is accepted by the Committee;
 - (ii) if he/she, because of being of unsound mind or for any other reason, becomes permanently incapable of performing his/her part in the carrying

on of the business and/or the performance of the duties of the Management Committee;

- (iii) if he/she surrenders his/her estate, or if his/her estate is placed under administration in terms of section 74 of the Magistrates' Courts Act, or under provisional or final sequestration, or if he/she attempts to compromise with his/her creditors or commits any other act of insolvency;
 - (iv) if he/she is removed from any office of trust on account of misconduct;
 - (v) if he/she is found, after proper investigation, to have acted in a manner detrimental to the image of the Association;
 - (vi) if, on good cause shown at a Special Meeting of the Management Committee convened for the purpose, and after hearing representations from such member who may call witnesses and have legal or other representation, a two-thirds majority of all the remaining members of the Management Committee vote in favour of the removal of such member from the Committee.
- 11.8 The Auditor of the Association may not be a member of the Management Committee.
- 11.9 Paid officials of the Association may be associate members of the Management Committee with the right to speak but not to vote.
- 11.10 The Management Committee shall meet at least (4) times per annum. The Director shall give members at least ten (10) days written notice of a Management Committee meeting.
- 11.11 The quorum at such meetings shall be one (1) more than half the members. In the event of there not being a quorum present, the meeting shall continue. Decisions taken shall be ratified at the next meeting when a quorum is present.
- 11.12 In the absence of the Chairperson, one of the Vice-Chairpersons shall preside. In the event of these officials being absent from a particular meeting, the Management Committee shall appoint a Chairperson from the members present for that meeting.
- 11.13 The organisation will continue to exist even when its membership changes and there are different office bearers.
- 11.14 A simple majority of those members with voting rights present at a Management Committee meeting shall be necessary to carry out any decision or pass any resolution.

12. STANDING AND SUB COMMITTEES

- 12.1 In order to facilitate its work the Management Committee shall have power to appoint sub committees, and to determine the terms of reference and to appoint the Chairpersons of such sub committees who shall not be paid employees.

- 12.2 Sub committees so appointed may co-opt members from within or without the Council and such members shall have the right to vote in the committee to which they are appointed.
- 12.3 Such sub committees shall report their recommendations as directed or to the next meeting of the Management Committee.
- 12.4 The Chairperson of the Association, or either of the two Vice-Chairpersons as designated by the Chairperson and Provincial Director, shall ex officio be a member of all sub committees.

13. POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall have all such powers as are necessary for the proper attainment of the objects set out in clause 3 above and shall, in particular, have the following express powers:

- 13.1 To delegate such of its powers to the Management of the Association for the proper management of the Association and the achievement of the duties of the Management Committee.
- 13.2 To delegate certain powers to the Executive Committee subject to ratification by the Management Committee
- 13.3 To acquire, hire, exchange, mortgage, encumber, let, dispose of or otherwise deal in movable and immovable property and rights of any description.
- 13.4 To collect and raise monies by way of bequests, donations, grants, collections or any other approved manner.
- 13.5 To maintain and improve immovable property and to build and/or renovate and/or demolish any buildings or other structures thereon.
- 13.6 To accept any donation in kind.
- 13.7 To raise or borrow money including by way of overdrafts for the purpose of the Association.
- 13.8 To invest money which is not immediately necessary for the objects of the Association in State or Municipal securities, registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act No. 39 of 1984 or in the acquisition of securities listed on a licensed Stock Exchange as defined in the Stock Exchange Act No. 1 of 1985.
- 13.9 To appoint a Provincial Director to head the management of the Association and also such further salaried staff as may be necessary to administer the organisation. Such appointments to be on such Service Conditions as the

Management Committee shall decide. The Provincial Director shall be a social worker and shall be responsible to the Management Committee.

- 13.10 To enter into contracts and agreements for the use and benefit of the Association.
- 13.11 To institute and defend actions and proceedings at law.
- 13.12 To appoint sub-committees, which may include associate members.
- 13.13 To carry out any other activities necessary for administering the Association.
- 13.14 To utilise any property or income solely in the furtherance of its aims and objects and is prohibited from transferring any portion thereof directly or indirectly in any manner whatsoever so as to profit any other person other than by way of the payment in good faith of reasonable remuneration to any officer or employee of the Association for any services rendered to the Association.
- 13.15 To carry out any other activities necessary for carrying out its objectives, with the exception of carrying on any activity which is commensurate with commercially run businesses, speculation transaction, and dividend stripping activities as well as letting of property on a regular or systematic basis.
- 13.16 No donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purpose and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of section 18A. Provided that a donor (other than a donor which is an approved public benefit Association or an institution, board or body which is exempt from tax in terms of section 10(1)(cA)(i) which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.
- 13.17 To do everything necessary for the proper and businesslike control and conduct of the affairs of the Association.

14. DUTIES OF THE MANAGEMENT COMMITTEE

The management and control of the affairs of the Association shall vest in the Management Committee which shall have full powers and authority to do any act, matter or thing which could or might be done by the Association excepting such matters as are in the rule specially reserve to be dealt with at a Provincial Council Meeting of the Association.

- 14.1 Minutes of the meetings of the Management Committee shall be kept and that the names of all members present and who have apologised shall be recorded therein.

- 14.2 All monies received by the Association shall be promptly and without abatement deposited in a bank account/s registered in the name of the Association.
- 14.3 Proper books of account shall be kept which reflect financial activities of the Association including the acquisition or disposal of any movable or immovable property.
- 14.4 All payments shall be approved by the Management Committee who may delegate the approval of payments to at least two (2) signatories appointed by the Management Committee provided that at least one signatory shall be a member of the Management Committee. Payments shall be paid by cheque or electronic bank transfer, signed and/or authorised by two persons appointed by the Management Committee.
- 14.5 No member of the Management Committee may have any direct or indirect interest in or benefit from any contract, which the Management Committee may conclude.
- 14.6 An audited balance sheet and statement of income and expenditure is submitted to the authority as stipulated in any relevant legislation.
- 14.7 No funds shall be raised by the Association for any other purpose except those laid down in the Constitution and no money or property is used for any other purpose.
- 14.8 All documents and statements of accounts shall be retained for a period fixed by the Management Committee and not less *than five (5) years after audit*.
- 14.9 All accounts, books, registers, and minutes of meetings shall be available for inspection by members of the Management Committee and any statutory officials.
- 14.10 Names and addresses of Management Committee members shall be submitted to the relevant state departments.
- 14.11 The Management, Executive and Employees of the Association shall be prohibited from using its resources either directly or indirectly to support, advance or oppose any political party or organisation.
- 14.12 The Management Committee shall have the power to nominate members of the Management Committee to sign and execute all necessary documents to enable transfer to be taken or passed on property purchased or sold, disposed of, mortgaged or pledged provided however the transfer of ownership falls within the powers of the Association and such power has been delegated to the Management Committee.
- 14.13 All income and assets of the Association from whatsoever source shall be used only for the attainment of the objects of the Association. No portion thereof may directly or indirectly, by way of dividend, bonus or any other means, be paid or transferred to members of the Management Committee. Notwithstanding the

content of this clause the proper and reasonable reimbursement of committee members for all and any reasonable expenditure and subsistence and travelling costs involved in the performance of service and duties on behalf of the Association shall be attended to by the Management Committee.

Such officers, officials or persons as may be appointed by resolution of the Management Committee from time to time shall sign all agreements, Powers of Attorney and other documents entered into for and on behalf of the Association.

15. DUTIES AND FUNCTIONS OF REGISTERED BRANCHES

Every existing and any future Registered Branch (hereafter Branch) shall:

- 15.1 Be registered in terms of the Nonprofit Organisations Act 1997 (Act 71 of 1997).
- 15.2 Provide social welfare services in respect of persons with physical disabilities.
- 15.3 Accept the Constitution, Rules and Regulations of the Association and abide by them.
- 15.4 Ensure representation at each properly constituted meeting of the Provincial Council, the Management Committee and any other committee on which a Branch has an elected member with the intention of ensuring proper and full deliberation and decision making on the affairs of the Association and any of its committees.
- 15.5 Abide by all decisions properly taken in respect of all matters which are rightfully the functions or objects of the Association.
- 15.6 Implement to the best of its ability any decisions of the Provincial Council and its Management Committee.
- 15.7 Furnish to the Provincial Director of the Association the annual report and annual financial statements of the Branch on or before 30 September of each year.
- 15.8 In general participate in the activities of and cooperate with the Association and the Management Committee in the terms as contemplated in this Constitution to promote the interests of the Association for the benefit of persons with physical disabilities within the area of operation of the Association.
- 15.9 Conduct its activities in accordance with the terms of its constitution, the terms and provisions of which shall not be in conflict with the terms and provisions of this Constitution.
- 15.10 Notify the Association of any changes to their Constitution, or any change of office bearers.
- 15.11 The policies accepted by the Association shall be adhered to and implemented by Branches.

- 15.12 Branches shall uphold such minimum standards as may be required by the Association. These will include:
- upholding the principles and ethics of social welfare such as non-discrimination and equity in service delivery;
 - upholding of all legislation, especially that which is relevant to the welfare sector and to fair labour practices;
 - ensuring that their staff members adhere to their Basic Service Conditions which must comply with the Basic Service Conditions Act.
 - the stipulations of the Non-Profit Organisations Act, as well as any other relevant legislation concerning funds;
 - accept professional supervision / consultation in the social work field from the Association and any other inspection which may from time to time be considered necessary by the Management Committee.
 - recognising Provincial staffing structures and their lines of communication and authority.
- 15.13 Branches shall not unreasonably reject prospective clients or refuse to render services and make every effort to ensure that all sections of their communities are represented in their services and committees.
- 15.14 Branches, their members and employees shall ensure that they do not act in a manner detrimental to the image of the Association.
- 15.15 Prior to any approach by Branches or individual members of Branches to State or Provincial departments on issues on which the Association has a policy, such Branches shall consult with the Association.

16. DEFAULT BY REGISTERED BRANCHES

- 16.1 A Branch shall be in default of its obligations under this Constitution should it fail to comply with the requirements hereof and its obligations as set out in clause 18 above, and without detracting from the generality of the aforesaid, shall be in default should it:
- 16.1.1 Fail to ensure representation, without apology accepted by the relevant committee, at three consecutive meetings of the Management Committee, or a meeting of the Provincial Council or a meeting of any sub committee to which a Branch is named as a participant.
 - 16.1.2 Act contrary to the well being or good name of the Association.
 - 16.1.3 Willfully not implement decisions of Provincial Council or the Management Committee.

- 16.1.4 Fail to meet its obligations as a registered welfare organisation providing services for persons with physical disabilities or as a registered Non-Profit organisation.
- 16.1.5 In the event that a Branch be in default as contemplated in 19.1. above the Provincial Director, upon the instruction of the Management Committee, shall by notice in writing, sent by prepaid registered post, require of such defaulting Branch that it rectify its default and breach of the provisions hereof (which default and breach shall be set out in such registered letter) within 30 (THIRTY) days of the date of dispatch of such notice.
- 16.1.6 In the event of failure by a defaulting Branch to rectify such default as required by the notice referred to in the previous sub article, then the Association, either itself or through the Management Committee, shall, until such time as the defaulting Branch rectify its default and breach, be entitled to:
- (a) Institute an enquiry as to the manner of operation of and the reason for default by any defaulting Branch so as to establish the cause of and attempt to rectify such default.
 - (b) Withhold any benefits which may in the ordinary course of events flow from or through the Association to such Branch.
 - (c) Require of such defaulting Branch that it suspend immediately any activity, which it is conducting on behalf of the Association.
 - (d) Suspend the defaulting Branch from participation in the activities and functions of the Provincial Council, its Management Committee or any sub-committee.
 - (e) Require of such defaulting Branch the immediate repayment of the full outstanding balance of any loan by the Association to such Branch, notwithstanding the original repayment terms established in respect of such loan.
 - (f) In the event of the failure of a defaulting Branch to rectify its breach after due notice as contemplated in 19.1.5 above, the Management Committee shall be entitled to revoke the membership of and the participation in the functions and activities of the Association by a defaulting Branch.
 - (g) Such revocation shall be reported to the applicable Government Departments and the Director of Nonprofit Organisations.
 - (h) The Association shall encourage and shall be entitled to establish an appropriate substitute Branch or include the geographic area covered by such defaulting Branch with the area of jurisdiction of any other existing Branch.

17. ASSETS

- 17.1 All property, movable and immovable, owned by the Association shall be registered in the name of the Association by the Management Committee.

The Management Committee shall have the powers referred to in Clause 14 above.

18. TRUSTEES

- 18.1 The Association shall appoint three (3) Trustees who shall not be paid employees and who shall hold office for a period of two (2) years or such shorter period as may be determined by Council and shall automatically retire at the end of such period but shall be entitled to be re-appointed.
- 18.2 In the absence of one Trustee it shall be competent for the remaining two Trustees to perform all the functions and to exercise all the powers of the Trustees.
- 18.3 It shall be competent for the Executive Committee to fill any vacancy amongst the Trustees and any persons so appointed should hold office for the remainder of the period of office of the person in whose place he has been so appointed.
- 18.4 The Trustees of the Association in terms of resolution by the Management Committee shall have the power to sign and execute all necessary documents to enable transfer to be taken or passed on property so bought or sold, disposed, mortgaged or pledged, provided a Resolution granting them the necessary authority is passed by the Management Committee.

Whenever required, the Director, and failing him/her, the Chairperson, and failing him/her, the Vice-Chairperson may certify that such a resolution has been duly passed.

19. PROVINCIAL COUNCIL MEETINGS

- 19.1 The Management Committee shall arrange a Provincial Council Meeting of members (clause 11.1 above) within six (6) months of the end of each financial year.
- 19.2 The Provincial Director shall give members at least 21 days notice of a Council Meeting. The notice shall include an agenda which must include
- 19.2.1 Presentation of the Annual Report and audited financial statements for approval.
 - 19.2.2 Appointment of the Management Committee.
 - 19.2.3 Appointment of an auditor who is registered with the Public Accountants and Auditors Board

- 19.2.4 Any other business of which written notice in terms of clause 22.2 has been given.
- 19.2 The quorum for the Provincial Council Meeting shall be half plus one of the members of the Council.
- 19.3 In the event of there not being a quorum present, the meeting shall be adjourned for seven (7) days. The members present at such an adjourned meeting shall constitute a quorum. The Hon. President shall preside at the Provincial Council Meeting.
- 19.4 In the absence of the Honorary President, one of the Honorary Vice-Presidents shall preside and failing him then the Chairperson or one of the Vice-Chairpersons. In the event of all these office bearers being absent, the meeting shall appoint a Chairperson from amongst its members by simple majority vote.
- 19.6 All the decisions taken shall be taken by a simple majority.
- 19.7 At a Provincial Council Meeting, each member shall be entitled to one vote, such vote may be cast in a manner as may be determined by the Management Committee and the vote of the majority of the members present or represented at any properly constituted meeting shall be deemed to be the decision of the meeting; no person other than a member duly authorised in writing shall represent any member or members not present at any such meeting.

20. FINANCIAL YEAR

The financial year shall be from the 1st April to the 31st March each year.

21. BRANCH MEETINGS

A Branch meeting shall follow Provincial Council Meetings. This meeting will serve as a forum for discussion between Branches and affiliated organisations. The meeting can propose resolutions for the attention of the Management Committee. The Chairperson of the Management Committee shall be the Chairperson of this meeting or failing him one of the Vice-chairpersons. In the event of all these officials being absent, the meeting shall appoint a Chairperson from those members present.

22. SPECIAL PROVINCIAL COUNCIL MEETING

A Special Provincial Council meeting may be called by the Management Committee or by any fifteen (15) members eligible to vote at such meeting, on requisitions signed by them, addressed to the Provincial Director and stating the business which they desire to be considered at such meeting. The Provincial Director shall give at least ten- (10) days

notice of such meeting in writing to all members of the Association. Such notice shall state the business to be brought before such meeting. The business of which notice shall be given shall include the business stated in the requisition and may also include other business specified by the Management Committee.

23. AMENDMENT OF THE CONSTITUTION

The Constitution may be amended at a Provincial Council Meeting or at a Special Provincial Council Meeting. No alteration or addition shall be considered unless at least one (1) months notice thereof has been given to all members. Such notice may be given by ordinary post. The notice convening any such meeting shall specifically state the nature of the amendments to be proposed and the reasons therefor.

A two-thirds (2/3rds) majority of all present at such meeting shall be necessary to carry any proposed amendment.

Amendments to the Constitution must be submitted to the Director of Non-Profit Organisations for approval.

24. DISSOLUTION

24.1 The Association may be dissolved if at least two-thirds (2/3rds) of the members present and voting at a Provincial Council Meeting of members convened for the purpose are in favour of dissolution.

Not less than twenty-one days notice shall be given of such meeting and the notice convening the meeting shall state clearly that the question of dissolution of the Association and disposal of its assets will be considered. If there is no quorum at such a Provincial Council Meeting (see Clause 8.3), the meeting shall stand adjourned for not less than twenty-eight (28) days and the members attending such an adjourned meeting shall constitute a quorum.

24.2 If upon dissolution of the Association there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its members but shall be given to one or more other registered welfare organisations preferably having similar objects and which are themselves exempt from income tax in terms of section 10(1)(cN) of the Income Tax Act, as may be decided by the members at the Provincial Council Meeting at which it was decided to dissolve the Association. In default of such decision, assets shall be paid or distributed in accordance with Section 14 of the Non-Profit Organisations Act, Act No. 71 of 1997.

Signed this _____ day of _____ in the year _____

by

PROVINCIAL DIRECTOR