

# **CONSTITUTION OF ASSOCIAÇÃO PORTUGUESA DO KWAZULU-NATAL**

## **CHAPTER I**

### **DENOMINATION AND NATURE OF THE ASSOCIAÇÃO, ITS PURPOSE AND REVENUE**

- Art. 1**            Founded in accordance with the Law and under the present constitution as an Association for recreation, cultural and fund raising of National character, with political and religious neutrality, denominated as **ASSOCIAÇÃO PORTUGUESA DO KWAZULU NATAL**, established on the 21<sup>st</sup> of July 1975, based in Durban, and displaying on its flag the colours of the Portuguese National flag and the colour of Kwazulu Natal, and its main purpose is the following:
- Art. 2**        -     To bring together the Portuguese residents in the Province of Kwazulu Natal and cultivate amongst them, by all means, the ideal of love for Portugal and its traditions:
- Parag. 1**    -     Develop the intellectual and physical level of its members;
- Parag. 2**    -     Provide its members with recreational activities such as: picnic outings, excursions, theatre, sports and indoor games that are permitted;
- Parag. 3**    -     Fight for, defend and help, within its means, to better the moral and material level of its members;
- Parag. 4**    -     Enter into agreement, affiliate or accept affiliation of any other association of similar character within or outside of the Republic of South Africa, for mutual co-operation, joint ventures or reciprocal concessions;
- Parag. 5**    -     Apply for all the licences required by Law for the proper functioning of the Associação including the “Bar” and “Restaurant”.
- Parag. 6**    -     Sponsor or help the National or South African charity organizations and establish and promote friendship and interchange relations, between the two countries;

### **REVENUE FOR THE CLUB**

- Art. 3**        -     Entrance fees and subscription fees of members, donation of subsidies of any person or official entity, the takings of any public function, festivals and any other eventual gains.

## **CHAPTER II**

### **MEMBERS, MEMBERS ACCEPTANCE, TYPE OF MEMBERSHIP AND SUBSCRIPTIONS**

- Art. 4**        -     In terms of this Constitution any individual can become a member and can be accepted as such regardless of race, sex or nationality if he is known to be of good moral standing, and wherein in accordance with the conditions of the Constitution he is eligible.
- Single Parag.** - The application of persons under 18 years of age must be countersigned by the parents or guardian except in cases not provided for and that are adjudged acceptable by the Committee, conditional however to the limitations of the Law imposed in this country.

- Art. 5** - Application for membership will be countersigned by two full members, and will state name, age, marital status, profession, address, nationality and place of birth of the applicant and must be accompanied by the applicable entrance fee.
- Parag. 1** - The application for admission will be posted on the Club Notice Board and such list shall remain on display for the period of seven (7) days and during this period any member can object by presenting this in writing. At the end of this period the Committee in their first meeting will decide on the application, but approval should obtain the majority vote of the members present.
- Parag. 2** - Any applicant to whom admission was refused can be newly proposed after six (6) months from the date of his first refusal and cannot be accepted after having been rejected by two different Committees.
- Art. 6** - Class of members :
- \* FOUNDER
  - \* HONORARY
  - \* MERITORIOUS
  - \* PERMANENT, INCLUDING, RETIRED, ATHLETES AND COUNTRY,
  - \* CONJUGUAL (a)
  - \* PENSIONERS (OVER 65 YEARS OLD)
- Art. 7** - Founder members are considered to be the ex-members of the Clube Português do Natal and the União Recreativa de Cultura e Beneficência Portuguesa do Natal, that have kept their subscription fees up to date at APN, from the date of the merger of the two Clubs.
- Art. 8** - Honorary Members can be individuals of Portuguese or Foreign nationality, that due to their being assigned to high public duties for Portugal, for humanity, for the Portuguese Community and for the Associação Portuguesa do Kwazulu Natal, the General Assembly exceptionally wishes to honor, to whom will be bestowed a diploma designating the classification of member, registered in a special book.
- Art. 9** - Meritorious members are all individuals that offer a donation to the Association of an amount of not less than R20,000-00 (Twenty thousand rand) at one time.
- Art. 10** - Permanent members are those individuals according to article 4. Conjugal members are those whose spouses are already Permanent members.
- Art. 11** - Pensioner members are considered those members that have completed their 65<sup>th</sup> birthday and live off a Pension.
- Art. 12** - Athlete members are considered to be all members that partake in any type of sport for this Associação.
- Art. 13** - Country members are considered those members that reside outside Kwazulu Natal.

(a) Ammended in September 2009

(b) Ammended in March 2011

**SECTION 1  
SUBSCRIPTION FEES**

<b>Art. 13A</b>	-			
	<b>Members</b>	(Honorary	-	exempt
	"	(Meritorious	-	exempt
	"	( Permanent	-	R 400-00
	"	( Athlete	-	R 400-00
	"	( Country	-	R 400-00
	"	(Retired	-	R 300-00
	"	(Conjugal	-	R 200-00

} (b)

SUBJECT TO PERIODIC REVIEW

**CHAPTER III**

**DUTIES OF MEMBERS**

- Art. 14** - The duties of the members are:
- Parag. 1** - Pay weekly or annually the subscription fees as referred in the previous article, and payment cannot be in arrears for more than two months, except as provided in N° 7 of Art.15 and as such keep up to date any commitment with the Associação.
- Parag. 2** - Exercise with zeal, abnegation, and assiduity, without remuneration of any kind, the post for which elected, excepting in the case of an acceptable excuse.
- Parag. 3** - Look after the interests of the Associação and promote its expansion by contributing with the best of your endeavor and kindness.
- Parag. 4** - Abide by the disposition of the present Constitution and obey any decision imposed by regulations approved by the General Assembly or Committee.
- Parag. 5** - Advise of any change of address and advise in writing of your resignation when you no longer wish to be a member.
- Parag. 6** - Do not discredit or question, without proof, the integrity of the Governing Bodies or Members of the Associação.
- Parag. 7** - It is forbidden to have any argument inside the premises of Associação regarding political, religious or any other matters that may disturb the good conduct and harmony that ought to be maintained within the Portuguese Community, and furthermore may cause damage to property of the Associação.
- Parag. 8** - Attest your identity and type of membership whenever the employees require it for inspection or by the Governing Body of the Associação.
- Parag. 9** - Whenever a member is accompanied by a visitor, he will register his name in the visitors book designated for that purpose, signing it and the member will not leave the Clubhouse of the Associação unless accompanied by the same visitor.

(a) Ammended in September 2009

(b) Ammended in March 2011

## CHAPTER IV

### RIGHTS OF THE MEMBERS

- Art. 15** - Paid up members enjoy the following rights:
- Parag. 1** - Take part in the General Assembly, elect or be elected for the various posts or Committees in terms of Article 29.
- Parag. 2** - Request the General Assembly to convene, according to disposition N° 2 of Article 34.
- Parag. 3** - Appeal to the General Assembly, regarding acts and deliberations of the Committee that he may consider injurious to his rights.
- Parag. 4** - Participate with their families in the entertainment promoted by the Associação, family meaning wife, single daughters and sons under the age of eighteen years.
- Parag. 5** - Invite the same individual no more than twice a year without distinction of sex or nationality to attend any entertainment programme promoted by the Associação with prior authorization by the Committee and accepting full responsibility for any damage that the visitor might cause the Associação.
- Single Parag.** - In the granting or refusal of authorization referred in the article, the Committee should attend to the priority of the request, good standing of the invited person and the maximum number of invitations to be accepted at each function.
- Parag. 6** - Propose for admission of members in any of the classes foreseen in this Constitution in accordance with whatever is established in those.
- Parag. 7** - The members have the right to a copy of the Constitution and an identification card, and to be exempt from club fees when ill, unemployed, or absent from this Province for more than six months, provided prior advice is given in writing to the Committee stating the reason for this request. The interested member will pay a fee for a copy of the Constitution as determined by the Committee.
- Parag. 8** - Present to the Committee or to the General Assembly in the form of proposal or opinion any matter deemed to be of interest and use to the Associação.
- Parag. 9** - Examine the books and accounts of the Management during the period that they are made available for that purpose, or at any other time provided that this investigation is requested of the Management by ten or more paid up members, within their rights as club members.

## CHAPTER V

### PENALTIES

- Art. 16** - The following penalties can be enforced upon any type of member:
- Written reprimand
  - Suspension
  - Expulsion
- Single Parag.** - The application of penalties established in this article are to be carried out by the Committee.
- Art. 17** - No penalty can be enforced without the accused having been previously heard. If there is no hearing due to an unjustifiable personal excuse being made, this implies confirmation of the accusation.
- Art. 18** - The punished member has a period of fifteen days to inform the Committee, in writing that he wishes to appeal the punishment imposed on him and one month to present his recourse that will be presented to the General Assembly for confirmation, annulment or alteration of the penalty imposed. If, however the defaulter does not appeal within this period, the Committee will take a final resolution, notifying him in writing by registered mail, of its decision.
- Parag. 1** - The implementation of the penalty will follow immediately irrespective of any recourse.
- Parag. 2** - Only one appeal can be made to any penalty imposed.
- Art. 19** - Motives for enforcement of penalties are:
- Parag. 1** - Behaving without dignity within the clubhouse premises of the Associação, disobeying warnings by any member of the Committee and discrediting any member of same either within or outside of the Club premises.
- Parag. 2** - Express libelous or offensive statements at the General Assembly, or use unacceptable language.
- Parag. 3** - Not indemnifying the Associação for any damage caused or having accepted responsibility of same.
- Parag. 4** - Being in arrears more than two months subscriptions or any other amounts due and not settling within twenty days after notification by the Committee by registered letter.
- Parag. 5** - Making use of false declarations to benefit from privileges stipulated in No. 7 of Article 15.
- Art. 20** - Any member causing an infringement, whether covered or not in the previous numbers, may result in a provisional suspension by any member of the Committee until the next meeting of the Committee, and may remain suspended until the conclusion of the proceedings.
- Art. 21** - Two reprimands to the same member in the period of twelve months will lead to suspension for a period not less than six months. Two suspensions in his term as a member, implies expulsion.

(a) Ammended in September 2009

(b) Ammended in March 2011

- Art. 22** - Any member that is expelled, or that by any infringement of the Law of this Country is convicted with pending judgment, in injurious or less reputable litigation, will forfeit all rights as a member and can never be reinstated.
- Art. 23** - A member who loses his rights by way of No. 4 of Article 19 may only regain such rights when the subscriptions or debts are paid and submission of his re-application.
- Art. 24** - No member that having been expelled or resigned his membership will have the right to any reimbursement of monies paid to the club.
- Art. 25** - Any member expelled under Article 19 N° 4 is responsible not only for his debt, but also the judicial expenses that the Associação may have incurred to recover said debt.
- Art. 26** - There are no special observances for proceeding with litigations. However what is required is all the relevant information to conclusively prove litigation?

### GOVERNING BODIES

- Art. 27** - The Management Bodies of the Associação is comprised of:
- 1 - Board of the General Assembly
  - 2 - The Committee
  - 3 - The Fiscal Committee
- Art. 28** - There will be an annual election of the Managing Bodies for the Administrative Board. The election will be by secret vote and each member will be elected for the period of one year.
- Art. 29** - Members that may elected to the Managing Posts are, Full members, Meritorious and Retired members with a minimum of 3 years membership.
- Art. 30** - It is expressly prohibited for any member of the Administration Board to use the Associação in any way directly or indirectly or under cover of same, for any profitable activity or private business, or receive any remuneration for the fulfillment of duties, as stipulated in sentence No. 2 of Article 14.
- Art. 31** - The Members of the Governing Bodies can only be accepted into their mandate once they have signed the tenure presented by the President of the General Assembly.

### GENERAL ASSEMBLY

- Art. 32** - The General Assembly is the meeting of all members with full rights, whose subscriptions or debts to the Associação are up to date, and their decisions will be valid only when approved by absolute majority of the members present.
- Art. 33** - The Board of the General Assembly will comprise a President, a Vice-President, and a First Secretary and a Second Secretary.
- Art. 34** - The General Assembly meets:
- Parag 1** - Ordinarily before the second fortnight of March of each year, for the presentation of a

report and balance sheet and election of the Governing Bodies.

- Parag. 2** - Extraordinarily when the Board of Administration deems it necessary or at the request of at least fifty (50) paid up members.
- Art. 35** - Meetings of the General Assembly are convened with at least 15 days prior notification by the President or Vice-President, by means of notice sent directly to the paid up members, as well as copy posted on the Club's notice board, indicating the place and time where these meetings are to be held, as well as the Agenda, and furthermore will also indicate date and time of a new meeting, should the first meeting not result due to insufficient quorum.
- Single Parag.** - In the impossibility of the President or Vice-President to notify the convening of meetings, the President of the Committee will do same, or whoever represents that person.
- Art. 36** - No General Assembly called for the first meeting may commence the agenda unless the minimum number of fifty (50) paid up members is present, however the meeting can resume half hour later with any number of members.
- Parag. 1** - The Bar will be closed fifteen minutes prior to the time stated on the notification of meeting and will not reopen within the half hour lapse of time before of the second notification. It will remain closed until the conclusion of the meeting.
- Parag. 2** - Members exempt from paying subscriptions, as well as other class members not included in Article No. 29 may attend the General Assembly, but have no right to vote or partake in any way in the work sessions. Whenever possible they should occupy space reserved for them.
- Art. 37** - When a General Assembly is convened under No. 2 of Article 34 it may only commence at the proposed time if all the signatories are present, or if there is a minimum of (40) members present provided that all the absentees present proof of illness that justifies this absence. If these circumstances are not verified till the set time, the meeting is annulled and the absent claimant members, except those that due to illness and previously notified by medical certificate, will be impeded from requesting another meeting within the period of one year from that date.
- Single Parag.** - A request by members for an extraordinary meeting shall always clearly state the matter intended for discussion.
- Art. 38** - Once the General Assembly initiates the meeting relative to the matters for which it was convened, it cannot deliberate or take note on any other matter not related to this meeting.

## SECTION I

### THE GENERAL ASSEMBLY

- Art. 39** - Attributes of the General Assembly are :
- Parag. 1** - Election of Governing Bodies.
- Parag. 2** - Discuss and deliberate on the financial and accounts reports of the Committee and the opinion of the Fiscal Committee.

- Parag. 3** - Resolve matters put to the Assembly for mediation. .
- Parag. 4** - Decide in respect of the excuses presented by members elected in regards to duties they are unable to fulfill.
- Parag. 5** - Discuss, approve or reject, regulations that are deemed necessary for the good running of the Associação and interpret their composition.
- Parag. 6** - Confirm or annul resolutions taken by the Committee, in cases omitted in this Constitution.
- Parag. 7** - Authorize the Committee to execute what is established in No. 9 of Article 50.
- Parag. 8** - Alter the Constitution when two thirds of the members present deem this to be necessary and such intended alteration is part of the agenda indicated in the notice of the General Assembly.
- Art. 40** - Elections will be by secret vote and the majority wins. In the case of a tie, the President will have the deciding vote.
- Parag. 1** - Any paid up member can be represented at the General Assembly by any paid up member by signed proxy. His vote will be considered as if he were present.
- Parag. 2** - No member can represent or be represented at a General Assembly by more that one member covered by Article 32.
- Art. 41** - There will be no deliberation taken at the General Assembly on any subject except for those matters for which the meeting was convened, except those detailed in the following paragraph.
- Single Parag.** - The Chairman of the Board at the opening of the meeting will inquire from the members that makes up the General Assembly if any one wishes to deliberate on any matter other than those on the Agenda for the meeting and if affirmative, a maximum period of half an hour will be granted, immediately after which the meeting will begin its agenda.
- Art. 40** - When any of the members on the Board of the General Assembly wishes to participate in discussion of any matter then he should be substituted for this period of the discussion.
- Art. 43** - The representative of the Portuguese Consulate in the Province of Kwazulu Natal will be invited to be present at Important and Formal Assemblies.

## SECTION II

### BOARD OF THE GENERAL ASSEMBLY

- Art. 44** - Duties of the Chairman of the General Assembly :
- Parag. 1** - Convene the General Assembly meetings in accordance with the terms of this Constitution.
- Parag. 2** - Sign the approved minutes of the meetings that he attended and initial all documents that he deems necessary.



**Parag. 3** - Declare as finalized and end any discussion regarding any matters whenever he feels that there is no further clarification possible on the subject.

**Parag. 4** - Attend to matters at hand and resolve any matter put to him during the sessions of the Assembly.

**Parag. 5** - Establish order at the General Assembly while complying with the Constitution or any other general debate, not allowing discussion of matters not related to the agenda, and not allowing any member a voice to divert from the matters for which the General Assembly was convened.

**Parag. 6** - Requesting the expulsion from the room of any member that disturbs the meeting.

**Parag. 7** - Limit the time of each speaker.

**Art. 45** - Duties of the Vice Chairman:

Be present at all General Assembly meetings, substitute the Chairman when absent and unavailable, and sign the approved minutes of past meetings where he was present.

**Art. 46** - Duties of the 1st Secretary:

Compose, read and sign the minutes of the meetings, comply with any requests by the Board.

**Art. 47** - Duties of the 2nd Secretary:

Read the correspondence sent to the Board; assist the 1st Secretary with his duties, sign minutes of meetings that he attended, and takes notes of the order of members that requested to speak.

#### **THE COMMITTEE**

**Art. 48** - The Committee is the Governing Body responsible for the administration, control, discipline and propaganda of the Associação, as well as execution of the deliberations of the General Assemblies and all else in the definition of the Constitution, that is not specifically designated to other Governing Bodies.

**Art. 49** - The Committee is constituted by :

A President, two Vice-Presidents, First Secretary, Second Secretary, third Secretary, First Treasurer, Second Treasurer and eight full members as delegates for sports section, festivals or other.

**Art. 50** - Duties of the Committee jointly:

**Parag. 1** - Administer the funds of the Associação as determined in this Constitution, organize due bookkeeping and execute the deliberations of the General Assembly.

**Parag. 2** - Conduct the social life of the Associação and promote by any possible means the moral and material upliftment of club and its members.

(a) Ammended in September 2009

(b) Ammended in March 2011

- Parag. 3** - Enroll members referred in Article 6 that satisfy the conditions of the Constitution, apply Penalties as defined in Article 16 according to regulation in Article 17.
- Parag. 4** - Accept, suspend or dismiss any permanent, temporary or special task workers and appoint agents according to the needs, determine their rights and duties, determine their salaries or gratuities and demand guarantee conditions and value of the contracts.
- Parag. 5** - Compile a report and balance sheet of the term of administration and submit it to the approval of the General Assembly after it has been evaluated by the Fiscal Committee as well as examined by the members for a period of no less than fifteen (15) days.
- Parag. 6** - Elaborate and post monthly on the Clubs notice board the balance sheet of the previous month.
- Parag. 7** - Allow the members to view the books in accordance with No.9 of Article 15.
- Parag. 8** - Formulate regulations for the good management of the Associação, submitting them for approval of the General Assembly, and take any steps deemed necessary and omitted in this Constitution, assuring that the General Assembly is informed of such actions.
- Parag. 9** - Sell, lease, transfer, buy or acquire for the Associação, by any another form and with the consent of the Fiscal Committee, furniture or fittings, rights or privileges that the Associação may have means to acquire or sell establishing prices, terms and conditions, which are most convenient, provided that transaction amount does not exceed R10, 000-00(Ten thousand Rand). For amounts exceeding R10, 000-00 the approval of the General Assembly is required.
- Parag. 10** - Represent the Associação in the judiciary, sign for cases and annulment in litigation that the Associação may be involved in, give proxy and further make agreements or establish periods of settlement in relation to active or past debts.
- Parag. 11** - Initiate, conduct or quit any negotiation or agreements with any Government, Authority, Company, Society or Individuals for the achievement of the objectives of the Associação.
- Parag. 12** - Build, carry out necessary improvements to any property belonging to the Associação, as established in N° 9 of this Article.
- Parag. 13** - Accept donations, subsidies or bequests as noted in Article 30.
- Parag. 14** - Meet normally, at least twice a month to update matters on hand and extraordinarily at least once a month whenever the President deems it necessary or whenever a member of the Committee so requests.
- Parag. 15** - Maintain strict discipline amongst members and if necessary request intervention of the authorities.
- Parag. 16** - Organize the running of schools when the conditions permit or demand and a library for the members and families.
- Parag. 17** - Create whenever necessary, auxiliary committees, to which a member of the Committee will be part of as representative.

(a) Ammended in September 2009

(b) Ammended in March 2011

- Parag. 18** - Request the Chairman to convene the General Assemblies and always be represented at same by at least five of his members.
- Parag. 19** - Attend to all the complaints presented by the members as soon as possible.
- Parag. 20** - Enforce N° 7 of Article 15.
- Parag. 21** - Represent the Associação in all formal events when invited to do so.
- Parag. 22** - Authorize the Fiscal Committee to consult any accounting books or other documents of the Associação whenever requested.
- Parag. 23** - Execute the description foreseen in Article 2 at occasions and places that the circumstances present for the good of the Associação or the Portuguese Nation.
- Parag. 24** - Request from local Government the required licenses pertaining to the implementation of any objective of the Associação.
- Parag. 25** - Determine the amount that the Associação should contribute for charity organizations and institutions as referred in N° 6 of Article 2.
- Parag. 26** - Open and maintain, in the name of the Associação savings and current accounts at banks, construction companies and other institutions of trust and determine who will operate them.
- Parag. 27** - Support along with all public figures and competent proposers in all the needs and initiatives that are of interest to the Portuguese Community in South Africa.
- Parag. 28** - Promote and authorize the use of the premises for, conferences, educational and informative talks and meetings intended for study and discussion of matters of general interest, always excluding matters of political or religious nature.
- Parag. 29** - Organize and maintain updated the register of members.
- Parag. 30** - Present views in writing regarding matters of administration that has to be presented to the Fiscal Committee or General Assembly.
- Parag. 31** - Advise the General Assembly of all measures deemed necessary and that are not under your jurisdiction.
- Parag. 32** - Suspend from exercising their duty any members, or members of the auxiliary committees, if they fail to attend the meetings regularly without any justification, or for other reasons considered to be serious, informing the General Assembly of this action at the next meeting.
- Parag. 33** - All decisions of interest to the members should be posted on the notice board.
- Art. 51** - The Committee will use the capacity provided by N° 4 of the previous Article and preferably recruit remunerated personnel amongst the members residing permanently and legally in the Republic, requesting proof thereof.

- Single Parag.** - The personnel employed under the conditions of this article will be exempt from payment of subscriptions and will be prohibited from being elected or taking part in General Assemblies.
- Art. 52** - The Committee shall not meet with less than eight members and resolutions shall be decided by majority vote. In the absence of the President and Vice President, a member of the Committee shall take the chair.
- Art. 53** - Members of the Committee cannot take personal or joint responsibility for the obligations of the Associação, but they may answer personally or jointly to the Associação and to others for the non-execution of the duties assigned them and for any violation of the Constitution and Law regulations.
- Single Parag.** - Exempt from this responsibility are:
- Parag. 1** - The members that were not present at the meeting where the controversial resolution was taken, if such resolution is rejected by declaration in the Minutes or by any other authenticated manner, immediately they have knowledge of it.
- Parag. 2** - The members that voted or protested against such decision before they were requested to answer for same.
- Art. 54** - The responsibility of the Committee terminates 90 days after approval by the General Assembly of the balance sheet of its term, except if there is Criminal responsibilities.
- Art. 55** - The Committee, whenever deemed necessary, may employ the services of an accountant as well as entrust to the private Secretary when one is appointed, functions of a secondary nature, which under this Constitution are attributed to various members of the Committee.
- Art. 56** - Duties of the President :
- Parag. 1** - Manage the work of the Committee and coordinate the action of all of its members.
- Parag. 2** - Sign all correspondence addressed to official entities.
- Parag. 3** - Inform the Fiscal Committee and the General Assembly of the deliberations taken by the Committee, which may be contrary to that established in this Constitution.
- Parag. 4** - Execute and delegate to execute the deliberations taken by the Committee and all the mandates passed on by the General Assembly.
- Parag. 5** - Request the Chairman of the General Assembly to convene a meeting whenever convenient for a better fulfillment of the Committee mandate.
- Parag. 6** - Represent the Associação as a body at formal and official duties whenever invited.
- Parag. 7** - Convene extraordinary meetings of the Committee and schedule the day of the week such meetings should take place.
- Parag. 8** - Sign all cheques together with the treasurer and 1º Secretary.

- Art. 57** - Vice Presidents :
- Parag. 1** - Attend all sessions and substitute the President when he is unavailable.
- Art. 58** - Duties of the first Treasurer :
- Parag. 1** - Collect and check all monies generated, which shall be deposited in accordance with N° 26 of Article 50.
- Parag. 2** - Pay the accounts of the Associação after authorization by the Committee according to the legal documentation, signed by the President, one treasurer and 1st Secretary.
- Parag. 3** - Make sure that all the monies are entered in the cashbook, and together with the President balance these amounts at the end of every month with the amounts banked or in the safe.
- Parag. 4** - Elaborate and post on the clubs notice board the balance sheet of the previous month.
- Art. 59** - Duties of the 2<sup>nd</sup> Treasurer :
- Parag. 1** - Assist and substitute the first Treasurer in all his duties, whenever necessary or when called upon to do so.
- Parag. 2** - The Treasurer may not keep in the safe any amount in excess of Five Thousand Rand (5,000-00) and all payments above Five Thousand Rand (R5, 000-00) will be made by signed cheque as per conditions stipulated under N° 8 of Article 56.
- Single Parag.** - The Treasurers are responsible to the Committee for the funds they have been entrusted and as a body to the General Assembly.
- Art. 60** - Duties of the 1st Secretary :
- Parag. 1** - Take the minutes of the Committee meetings, write and sign all correspondence that is not addressed to official entities.
- Parag. 2** - Supervise all remunerated personnel of the Associação, as well as manage all the duties of the secretariat.
- Parag. 3** - Write newsletters and invitations for festivities and meetings that take place at the Associação with the approval of the President.
- Parag. 4** - File all documents and correspondence correctly and check the accounts of the Associação that has been given him by the Treasurer, together with the President.
- Art. 61** - Duties of 2<sup>nd</sup> and 3<sup>rd</sup> Secretary :
- Parag. 1** - Assist the President and 1st Secretary, complete and keep updated the register of members, filing all membership applications methodically and substitute the 1st Secretary whenever necessary.
- Art. 62** - Duties of the other Committee members :

- Parag. 1** - Assist any member of the Committee that requires help in fulfilling the duties allocated to him at the meeting.
- Art. 63** - It is the duty of all members of the Committee to promote and propose measures that they deem necessary for the improved administration of the Associação and to sign the minutes of every meeting.

## CHAPTER IX

### FISCAL COMMITTEE

- Art. 64** - The Fiscal Committee is comprised of a President, a Secretary and a Narrator and two members and their duties as a whole are:
- Parag. 1** - Give their opinion on the balance sheet and accounts presented by the Committee and on all the financial measures covered by N° 9 of Article 50.
- Parag. 2** - Examine the accounts and respective documentation at least once a month, and express in the minutes of the meeting their opinion regarding it.
- Parag. 3** - Attend the meetings of the Committee, where they will have consulting vote whenever deemed necessary or requested.
- Parag. 4** - Request a General Assembly meeting according to N° 2 of Article 34 and propose the resignation of the Committee if they fail to meet twice in succession due to lack of numbers or because they deviated from the conditions of this Constitution.
- Parag. 5** - Authenticate the monthly balance sheets; verify if the conditions of this Constitution are upheld by the Committee and request from them permission to check the accounts books and documents that they consider necessary in order to base their opinion.
- Art. 65** - The responsibility of the members of the Fiscal Committee terminates as designated in Article 52.

## CHAPTER X

### DISSOLUTION

- Art. 66** - The Associação can be dissolved by deliberation of the General Assembly convened for that purpose, when the revenue is insufficient to cover the expenses and there is no solution to rectify this situation.
- Art. 67** - If voted by not less than 90% of the members a liquidating committee will be nominated comprised of three members who will proceed with the liquidation of the assets in terms of the Law and the proceeds will revert in favor of the Portuguese of the Province in need.

**CHAPTER XI**

**GENERAL CONDITIONS**

- Art. 68** - The Associação cannot stand surety, and cannot be responsible for debts or commitments in favor of third parties.
- Art. 69** - The Associação will govern the Bar and all resulting profits will constitute income for the Associação.
- Single Parag.** - It may however be leased out but only by tender and proposals in closed envelopes as observed in Article 51.
- Art. 70** - In cases omitted in this Constitution the Committee will resolve in accordance with the Law and Regulations that govern similar organizations of this Country.