



Constitution
Of
Western Province Majorette & Cheerleading Association

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| WPMCA Constitution | Revision | Version 1 |
| | Date | 20 August 2015 |



PREAMBLE

This document, the Constitution of the Western Province Majorette and Cheerleading Association (hereinafter also referred to as the “WPMCA CONSTITUTION”), acknowledges its affiliation to the South African Majorette and Cheerleading Association (hereinafter also referred to as “SAMCA”).

The Western Province Majorette and Cheerleading Association (hereinafter also referred to as “WPMCA”) formally adopts the Constitution, the Designations & Definitions and the Rules & Regulations of SAMCA.

CONSTITUTION OF THE MAJORETTE AND CHEERLEADING ASSOCIATION FOR THE CAPE TOWN UNICITY REGION.

1. Name

The name of the association shall be the Western Province Majorette and Cheerleading Association, hereinafter also known as “WPMCA”.

2. Office

The offices of the WPMCA shall be deemed to be either the physical address of the Regional office or that of the Regional Secretary.

3. Definitions

Unless inconsistent with the context, the following words / phrases / titles shall have the meaning ascribed to them in this clause:

- 3.1 The Majorette and Cheerleading Association shall mean the members defined in Clause (5) and its sub-clauses.
- 3.2 The term Adjudicator shall mean a person of adequate training and sufficient experience to adjudicate Majorette, Cheerleading and Baton Twirling competitions, the parameters of which are in accordance with the requirements of the South African Majorette and Cheerleading Association (SAMCA).
- 3.3 Coach shall mean the person or persons responsible for the training, development and control of a team.
- 3.4 Team shall mean the leader, sub-leader and squad members who comprise the team as more fully defined in the SAMCA Manual.
- 3.5 The “SAMCA Manual” shall mean the Rules Regulations and Guidelines published by SAMCA, as amended from time to time.

- 3.6 SAMCA shall mean the South African Majorette and Cheerleading Association, the unified controlling body of Majorettes, Cheerleading and Baton Twirling in South Africa.
- 3.7 Disciplinary Code shall mean the publication setting out the lodging of grievances and the disciplinary measures to be taken in the event of any violation of SAMCA rules and regulations governing conduct.
- 3.8 Words and expressions, importing the singular shall include the plural and any reference to one gender shall include reference to the other.

4. Objectives

Majorettes, Cheerleading and Baton Twirling have been established and exist for the better functioning and administration of the sport in the region and further to:

- 4.1 Maintain the activity on a competitive level by arranging regular league and Regional competitions;
- 4.2 Encourage non-affiliated teams to take up WPMCA affiliation;
- 4.3 Foster the objectives of Majorettes, Cheerleading and Baton Twirling as defined in the SAMCA manual;
- 4.4 Arrange and, if necessary, provide training courses and development seminars for:
 - 4.4.1 Adjudicators,
 - 4.4.2 Coaches,
 - 4.4.3 Majorettes, Cheerleaders and Baton Twirlers.
- 4.5 Encourage and promote high standards of
 - 4.5.1 display techniques;
 - 4.5.2 conduct, behaviour and ethics.
- 4.6 Develop an awareness of the activity amongst educational authorities and the public in general;
- 4.7 Ensure the activity is conducted within the strictest moral code and in a modest and dignified manner;
- 4.8 Promote the activity to the principals of schools without Majorette, Cheerleading and Baton Twirling teams;
- 4.9 Recruit suitable persons to develop as
 - 4.9.1 Adjudicators,
 - 4.9.2 Coaches.

5. Membership

- 5.1 Membership of Regional Association

The above Association shall consist of:

- 5.1.1 two representatives of each affiliated team which has paid its annual affiliation fees;
- 5.1.2 all affiliated Adjudicators who have paid their annual subscription fees;
- 5.1.3 associate members (any person outside of clause 5.1.1 or 5.1.2) who have been granted membership by the Regional Council, who are not involved in coaching, adjudicating or administering Majorettes, Cheerleading and Baton Twirling but who have, nevertheless, demonstrated a keen interest in the sport. Such associate members shall not need to pay annual subscription fees and shall not be eligible to vote;
- 5.1.4 honorary members who have been granted membership by the Regional Council, who in the opinion of the Council have rendered outstanding service to the sport of Majorettes, Cheerleading and Baton Twirling at Regional level. Such honorary associate members shall not need to pay annual subscription fees and shall not be eligible to vote.

5.2 Regional Council / Executive

The Regional Majorette and Cheerleading Association shall elect from its members:

- 5.2.1 a Regional Council / Executive on the basis as defined in 6.5.1 and 6.6.1 of the SAMCA Constitution. Elections shall take place at the Annual General Meeting of the Regional Council and shall follow the following model:

Composition of the Regional Council:

The Regional Council shall consist of the following office bearers:

- i. Chairperson: once elected, also takes office of the position of Vice-Chairman at Provincial Council level;
- ii. Vice-Chairperson;
- iii. Regional Treasurer;
- iv. Regional Chief Adjudicator;
- v. Deputy Regional Chief Adjudicator;
- vi. Regional Coaches' Representative;
- vii. Deputy Regional Coaches Representatives;
- viii. Regional Development Officer;
- ix. Regional Competition Manager;
- x. Athletes Commission Chairperson; - elected annually
- xi. The Secretary appointed by the Regional Council; appointed annually

Composition of the Regional Executive:

The Regional Executive ("Dagbestuur") consists of the following offices of the Regional Council:

- i. Chairperson
- ii. Vice-Chairperson;
- iii. Regional Treasurer;
- iv. Regional Chief Adjudicator;
- v. Regional Coaches' Representative;
- vi. Regional Development Officer;
- vii. Regional Competition Manager;

- 5.2.2 an Adjudicators' Board for Majorettes, Cheerleading and Baton Twirling:
A board of adjudicators ("MCAB") consisting of all affiliated adjudicators (including scorers), who have paid their annual subscriptions.
 - a) The Chairperson, who in addition shall also be the Regional Chief Adjudicator;

- b) Vice-Chairperson;
 - c) Chief Regional Scorer;
 - d) Not less than four, but no more than eight, ordinary members.
- 5.2.3 a Coaches' Board for Majorette, Cheerleading and Baton Twirling:
A Board of Coaches ("MCTB") consisting of all registered Coaches of all affiliated teams who have paid their annual subscriptions.
- a) The Chairperson, who shall also be the Regional Coaches' Representative,
 - b) Vice-Chairperson,
 - c) Not less than four, but no more than eight ordinary members.
- 5.2.4 a Competition Board for Majorettes, Cheerleading and Baton Twirling:
A Majorette, Cheerleading and Baton Twirling Competition Board ("MCCB") shall consist of:
- a) The Regional Competition Manager;
 - b) The Chairperson, who in addition shall be secundus to the Competition Manager;
 - b) Vice-Chairperson;
 - c) Not less than four, but no more than eight members.
- 5.2.5 a Development Board for Majorettes, Cheerleading and Baton Twirling:
A Majorette, Cheerleading and Baton Twirling Development Board ("MCDB") shall consist of:
- a) The Development Officer;
 - b) The Chairperson, who in addition shall be secundus to the Development Officer;
 - b) Vice-Chairperson;
 - c) Not less than four, but no more than eight members.
- 5.2.6 Secretary
- The Secretary appointed annually by the Regional Council.
- 5.3 Relationship to SAMCA**
- The WPMCA and its constituent members are affiliated to SAMCA. It shall have the right to nominate its own members to serve on the National Executive of SAMCA.
- 5.4 Co-options**
- Any Council / Executive may at any time co-opt persons, whether members of the Association or not, to undertake any task of whatsoever nature in fulfilment of the required responsibilities and functions.

6. Election of office bearers

The same broad principles applicable to the election of office bearers of SAMCA's National Council and National Executive shall also apply to the election of the Regional Council and Regional Executive. The Vice President is not elected in the same year as the President, to ensure continuity.

The members of the council shall hold office for a term of 3 (three) years, but shall not be entitled to serve for longer than 4 (four) successive terms, in same portfolio.

Any person elected to a position on the Council must vacate their position and retire by no later than the end of the calendar year during which they attain the age of 70 (seventy) years.

The Secretary of any Regional Council; will be appointed annually by the Council members and shall not have a vote.

The Regional Chief Adjudicator must be a current qualified Adjudicator and be affiliated to the Region.

The Regional Coaches Representative must be a current qualified Coach and be affiliated to the Region.

The following persons are deemed to be office bearers of the WPMCA and shall have a vote at ordinary meetings:

6.1 Regional Council

6.1.1 The Regional Council shall be elected at an annual general meeting of the WP Majorette and Cheerleading Association ("WPMCA"), as follows:

6.1.1.1 The Chairperson, Vice-Chairperson, Regional Treasurer, Regional Chief Adjudicator, Deputy Regional Chief Adjudicator, Regional Coaches' Representative, Deputy Regional Coaches' Representative, Regional Development Officer, Regional Competition Manager, shall be elected every third year at the Annual General Meeting of the WPMCA, by the members listed in Sections 5.1.1, 5.1.2 and 6.1.1.1

6.1.1.2 In case of any elected member referred to under 6.1.1 becoming ineligible, resign or for any other reason becomes unable to hold office for the entire period, the position can be filled by either co-option or through special Annual General Meeting, which shall be convened to elect new members to serve for the remainder of the unexpired period of the three year period.

6.1.1.3 The Athletes Commission Chairperson shall be elected annually at the Annual General Meeting of the WPMCA, by the members listed in Sections 5.1.1, 5.1.2 and 6.1.1.1, without a vote.

6.1.1.4 The Secretary shall be the WPMCA appointed official, without a vote.

6.1.2 Majorette, Cheerleading and Baton Twirling Adjudicators Board ("MCAB"):

The office bearers shall be elected as indicated:

a) The Chairperson of the MCAB shall be elected every third year at the Annual General Meeting of the Region by the members described in 5.1.1, 5.1.2 and 6.1.1.1

NB The Chairperson of the MCAB shall be *ex-officio* the Regional Chief Adjudicator of the Regional executive.

- b) Vice-Chairperson of the MCAB shall be elected every third year at the Annual General Meeting of the Region by the members described in 5.1.1, 5.1.2 and 6.1.1.1

6.1.3 Majorette, Cheerleading and Baton Twirling Coaches' Board (MCTB):

The office bearers shall be elected as indicated.

- a) The Chairperson of the MCTB shall be elected every third year at the Annual General Meeting by the members described in 5.1.1, 5.1.2 and 6.1.1.1

NB: The Chairperson of the MCTB shall be *ex-officio* the Regional Coaches' Representative of the Regional Executive.

- b) Vice-Chairperson of the MCTB shall be elected every third year at the Annual General Meeting by the members as described in 5.1.1, 5.1.2 and 6.1.1.1

6.1.4 Majorette, Cheerleading and Baton Twirling Competition Board (MCCB): The Regional Competition Manager shall be elected every third year at the Annual General Meeting by the members described in 5.1.1, 5.1.2 and 6.1.1.1

6.1.5 Majorette, Cheerleading and Baton Twirling Development Board (MCDB): The Development Officer shall be elected every third year at the Annual General Meeting by the members described in 5.1.1, 5.1.2 and 6.1.1.1

6.1.6 Eligibility for re-election. Upon expiry of their respective terms of office, each person having served on any WPMCA committee shall be eligible for re-election.

7. Functions of the Association

7.1 Committee Meetings

7.1.1 The Regional Executive Committee of the WPMCA shall meet at least once each month period during its term of office.

7.1.2 The MCAB, MCTB, MCCB and MCDB Committees shall meet at least once each month during their respective terms of office.

7.2 Minutes

Accurate minutes of all meetings of all committees shall be kept by the Secretary of the committee concerned.

7.3 Quorum

The quorum for all committee meetings shall be 60% of its elected members. Should no quorum be present at the start of any meeting, the Chairperson shall adjourn the meeting for one half hour. Those present once the meeting reconvenes shall be the quorum.

7.4 Absence of Chairperson

If the Chairperson is absent from a properly constituted meeting, the vice-chairperson shall preside over the meeting. Should both the Chairperson and the vice-chairperson

be absent, those present shall elect a chairperson from their number to preside over the meeting.

7.5 Voting

Any resolution proposed at a committee meeting shall be carried by a simple majority of votes of the duly elected members present at the meeting. The chairperson of any meeting shall have a deliberate and casting vote, which he may or may not exercise at his sole discretion.

7.6 Powers of the Executive Committee

The Regional Executive Committee shall be empowered to draw up by-laws to govern procedures at meetings, dates and venues of meetings, election or replacements of office-bearers, co-option of additional non-voting committee members and all other matters relative to the proper carrying out of the functions of the region. Such authority shall also be delegated to the regional sub-committees, being the MCAB, MCTB, MCCB and MCDB respectively.

Any rule contemplated in this clause must be constitutionally sound and conform to acceptable business morals and practice. Any rule formulated in terms of this clause shall be circulated and then tabled for ratification at the next Annual General Meeting.

7.7 Personal Liability

Any bona fide action of any member of the WPMCA in due performance of such person's duties in terms of this Constitution, or of any by-laws made there under, shall not subject such member to any personal liability of any kind arising out of such action or any omission by such member.

7.8 General Meetings

7.8.1 Annual General Meeting

All members of the Regional Association as defined in Clause 5.1.1, 5.1.2 and 6.1.1.1 shall have a vote. The AGM of the Regional Association shall be held every year at least a fortnight prior to the AGM of the relevant Province and the AGM of SAMCA. Notice of the meeting together with the agenda shall be sent to all members of the Association not less than 21 days prior to the date of the meeting. Members shall also receive the minutes of the previous AGM as well as the minutes of any Special General Meeting(s) held during the preceding year.

The business to be transacted at the AGM shall be:

- a) To consider and confirm the minutes of the previous AGM and of any Special General Meeting(s) held since the date of the previous AGM.
- b) To receive and consider the report of the Chairperson and the reports of the Chairpersons of the subsidiary committees.
- c) To receive and consider the report of the Treasurer for the previous year.
- d) To elect office bearers and members to the executive committee and sub-committees.
- e) to conduct any other competent business normally transacted at an AGM.

The quorum for the AGM shall be 60% of the members entitled to vote. Should no quorum be present at the start of the meeting, the chairperson shall adjourn the meeting for one half hour. Those present once the meeting reconvenes shall be the quorum.

7.8.2 Special General Meetings

All members of the Association as defined in Clause 5.1.1, 5.1.2 and 6.1.1.1 shall have a vote. A special general meeting shall be called by the Secretary upon receipt of a written request detailing the purpose of the meeting, signed by at least two members, each representing at least two different teams. Notice of the meeting, together with the agenda, shall be posted or delivered to all members of the Association not less than 21 days prior to the date of the meeting.

The quorum for a special general meeting shall be 60% of the members entitled to vote. Should no quorum be present at the start of the meeting, the chairperson shall adjourn the meeting for one half hour. Those present once the meeting reconvenes shall be the quorum.

8. Financial responsibilities

8.1 Assets

All property and capital funds of the Association of any kind shall belong to and be registered in the name of the Western Province Majorette and Cheerleading Association and shall only be utilised to the benefit or advantage of Majorettes, Cheerleading and Baton Twirling within its region.

8.2 Expenditure

Expenditure shall not be incurred without a minuted approval of the Regional Executive Committee. All payments shall be made by the Regional Treasurer after approval by the Regional Executive Committee.

8.3 Collection of Fees

The Regional Executive Committee, in association with its subsidiary committees shall be responsible for the collection of all membership and affiliation fees.

8.4 Determination of Fees

The Regional Executive Committee shall, from time to time, determine the fees to be paid by its members and affiliated teams.

8.5 Donations and Sponsorships

The Regional Executive Committee shall take all reasonable steps to interest the general public in the funds and finances of the Association and to obtain donations and/or sponsorships to further Majorettes, Cheerleading and Baton Twirling in the region, provided always that such donations and/or sponsorships shall not have any untoward or undesirable requirements attached to them.

8.6 Annual Accounts

The financial accounts of the Association shall be subject to audit each year and such audited accounts shall be published to the members of the Association, if not at the AGM, then as soon after as may be reasonably practicable.

All assets and development props must be accounted for annually. The Competition Manager and Development Officer will be accountable respectively. Assets and props must be checked and verified against the asset and development props registers. The treasurer is obliged to include confirmation to this effect in the Treasurer's report at the Annual General Meeting.

8.7 Modification of terms of payment

The Regional Executive Committee shall have the discretion to waive, reduce, or modify the terms of payment in respect of any team or member who, in their respective opinions, warrants special consideration regarding the payment of fees.

8.8 Deadline for payment of fees

Fees shall be paid on or before 31 March of each year or on such other date (earlier or later) as may be determined by the Regional Executive.

9. General responsibilities of the Association

The responsibilities of the WPMCA committees are:

9.1 The Regional Executive Committee

- a) General administration of the Association;
- b) Liaison with and representation at SAMCA;
- c) Liaison with the Education Department – School Sports;
- d) Financial matters pertaining to the Association;
- e) Communication to and between members, particularly sub-committees;
- f) To deliver training courses for adjudicators and coaches;
- g) To promote Majorettes, Cheerleading and Baton twirling and obtain media coverage;
- h) To arrange regional/national competitions;
- i) To arbitrate in disputes;
- j) To administer the Disciplinary Code;
- k) To confirm recommendations for the National Panel;
- l) To obtain and manage sponsorships and donations;
- m) To arrange and run the Annual General Meeting;

9.2 Majorette and Cheerleading Adjudicators' Board

- a) Recruitment of prospective adjudicators;
- b) Development and training of adjudicators;
- c) Regular appraisals of adjudicators;
- d) Setting of adjudicators' panels for competitions at Regional or National levels as may be appropriate;

- e) To adjudicate at league or national competitions;
- f) Communication to adjudicators;
- g) To set budgets;
- h) To assist with the arrangement of the Annual General Meeting and other meetings of adjudicators;
- i) To monitor behaviour, conduct and dress of adjudicators.
- j) To direct and place the competing teams in the correct order for the final march past and to assemble them in formation on the demarcated area for the prize giving ceremony;
- k) To control a team's entry into the waiting area;
- l) To attend briefings, de-briefings and all adjudicators' seminars;

In the event in any problem arising in respect of j - k above, to report to the Chief Adjudicator.

9.3 Majorette and Cheerleading Coaches Board

- a) Recruitment of prospective Coaches;
- b) Development and training of Majorettes and Cheerleading Coaches;
- c) The control of league competitions;
- d) The running of indoor and outdoor competitions;
- e) Liaison with schools;
- f) Communication to Coaches;
- g) To set budgets;
- h) To assist with the arrangement of the Annual General Meeting and other meetings of Coaches;
- l) To monitor behaviour and conduct of Coaches and teams;

9.4 Majorette and Cheerleading Competition Board

The competition manager's duties are to check:

- a) the uniform inspection area, waiting areas, chill areas and the demarcated area prior to the competition;
- b) the availability of change rooms at the competition;
- c) that a suitable and satisfactory public address system and separate audio playing facility are available;
- d) that suitable elevated seating is available for stand adjudicators, in a suitable demarcated area, in a direct line with the centre of the competition area;

- e) that a covered area, with seating for adjudicators and officials to use for comfort purposes at suitable breaks in the competition is available;
- f) that adequate refreshments are on hand for adjudicators and officials during programme breaks;
- g) the availability of keen, agile runners for the duration of the competition, who will carry out their duties under the supervision of the Chief Adjudicator;

In the event of any problem arising in respect of a - g above, the Competition Manager shall report to the Regional Chairperson.

9.5 Majorette and Cheerleading Development Board

Organise development seminars for

- a) Adjudicators;
- b) Coaches;
- c) Majorettes, Cheerleaders and Baton Twirlers;
- d) to develop the sport of Majorettes, Cheerleaders and Baton Twirlers throughout the region.

9.6 Constitutions, rules and regulations of member bodies

- 9.6.1 Any Regional Majorette and Cheerleading body wishing to associate with or to affiliate to SAMCA shall be prepared to ensure that its constitution accords in all substantive respects with the model constitution approved by SAMCA (as amended from time to time). When applying for association or affiliation, each applicant body shall submit its constitution to the SAMCA Executive for approval.
- 9.6.2 In the event of the constitution of an association or affiliated body conflicting with the model constitution approved by SAMCA, the constitution of SAMCA shall prevail.
- 9.6.3 The National Executive of SAMCA shall be advised at the same time as ordinary members of a Regional association or other affiliated body of any amendments proposed to the constitution of the said Regional association or affiliated body. Such amendment to the constitution shall only take place at the Annual General Meeting of the Regional Association, or affiliated body concerned or at a Special General Meeting called specifically for this purpose. This is to enable the National Executive of SAMCA to participate in the decision-making process.
- 9.6.4 Should the constitution of a Regional Association or other affiliated body be amended at any time, the National Executive of SAMCA shall immediately be furnished with the full details of such amendments.
- 9.6.5 The rules and regulations governing the conduct of participants in the sports, competitions, disciplinary matters and procedures agreed from time to time by SAMCA and its members shall be deemed to form part of this constitution and ipso facto to be binding on all member associations and affiliates of SAMCA.
- 9.6.6 The chairperson of the Regional Association shall have the power to suspend any member/s as detailed in 5.1.1, 5.1.2, 5.1.3, 5.1.4 or 6.1.1.1 pending the outcome of negotiations with regard to any disciplinary hearing

10. Authority

The ultimate authority and point of reference in all major decisions of the Regional Majorette and Cheerleading Association shall be the Regional Executive Committee.

11. Interpretation and disputes

In the event that any dispute cannot be satisfactorily resolved at the Regional level, then subject to ratification at a General Meeting of members by majority vote, the dispute shall be referred to SAMCA whose decision shall be final and binding.

12. Legal status

12.1 In all legal or other proceedings, the Regional Association shall sue and be sued in its own name and shall accept service at the office of the Association.

12.2 The Regional Association shall have the full status of a legal personality. The Chairperson, on authorisation of the Executive, shall sign all necessary documents and take such steps as may be necessary.

12.3 No member shall in his private capacity be personally answerable for any liabilities incurred on behalf of the Association or in performance of his duties on the Executive or on the Association's behalf

12.4 Only the Regional Executive shall, by means of a properly minuted resolution, have the right to commit or bind the Regional Association contractually.

13. Proxy votes

No proxy votes will be allowed

15. Amendments

The power to amend this constitution shall be 66.66% (sixty six and two thirds percent) majority vote of the persons present at a Special General Meeting, provided always that written notice of such proposed amendment is given to each member at least 21 days prior to the date of the duly constituted meeting.

16. Trophies

All trophies purchased by or donated to the Regional Association for the use at the Regional Championships and / or league competitions shall remain the property of the Regional Association.

17. Winding up

In the event of the dissolution or winding up of the Regional Association, any funds and assets shall be dealt with as decided by the members of the Special General Meeting called for this purpose.

18. Colours and Insignia

18.1 The Region shall be entitled to award its own distinctive colours to associate Majorettes, Cheerleading and Baton Twirling coaches, adjudicators and administrators according to

such criteria as may be decided from time to time by the Regional Executive and ratified by the Regional Council.

18.2 In addition, the Region shall be entitled to allow:

- (i) Individual members of associated or affiliated Majorette, Cheerleading and Baton Twirling teams;
- (ii) Coaches of associated or affiliated teams;
- (iii) Affiliated adjudicators;
- (iv) Office bearers of associated or affiliated bodies;
- (v) Associate members of the Region;

the sale of such blazers, badges, ties, jewellery or other official insignia as may be decided from time to time.

Items sold in terms of this clause shall be clearly and distinctively different from the colours awarded in terms of 18.1 so as to ensure there can be no confusion about the status of the wearers.

19. Qualification criteria to participate at Regional Championships (WP Championships)

- 19.1 Teams must participate at ALL competitions during the season as determined by WPMCA Regional Council.
- 19.2 Failing to comply with 19.1, teams will NOT be allowed to participate at the Regional Championships
- 19.3 By not participation at the Regional Championships, teams will NOT be eligible to participate at SAMCA National Championships.
- 19.4 Every member of every team must be registered with the Regional Association.
- 19.5 Final cut off for changing members of teams is 30 days prior to Regional Championships. The Regional Council must be informed of any such changes.
- 19.6 Regions must supply a complete list of ALL registered team members on request from SAMCA.

20 ARBITRATION

Should any dispute arise which involves the Union, its officials, any clubs affiliated with the Union, and any officials, players or members who are subjected to the rules of this Constitution, pertaining to any matter arising from the interpretation or implementation of the Constitution, or arising from the sports governed by this Constitution, then such dispute shall be referred to the Arbitration Forum of the Western Cape Provincial Government, to be dealt with in accordance with the Rules of that Forum.

The provision of Arbitration Act of 1965 shall apply to such arbitration proceedings, save to an extent modified by the Arbitration Forum rules.

Constitution accepted as the latest Revision, as agreed at the Annual General Meeting held on: 7 February 2018

A handwritten signature in black ink, appearing to be a stylized 'S' or similar character.

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Chairperson

Date: 7 February 2018