



# SANA

South African Nursery Association  
Suid-Afrikaanse Kwekersvereniging

P O Box 514, Halfway House, 1685  
Telephone: 072 994 5368 Mobile: 082 780 7628  
Fax: 086 718 7268  
E-mail: info@sana.co.za  
Nonprofit Organisation Registration number: 031-316-NPO  
VAT No: 4240116287

## NATIONAL HOUSE RULES: GARDEN CENTRE ASSOCIATION OF SOUTH AFRICA (GCA)



Colours: green - pantone 347 Typeface: Arrus BT bold lime/yellow ~ pantone 396

### 1. Mission Statement

To promote, strengthen, communicate and raise industry standards within the association and members businesses.

### 2. Goals

1. To promote co-operation and a good attitude towards **SANA** and the green industry.
2. To strive for co-operation between retailers and between retailers and suppliers, in order to develop unity within the green industry.
3. To supply information to members relevant to the retail association.
4. Support regional development. Create forums in which members can discuss regional and national issues.
5. Support the National Garden Centre Association competition and Life is a garden campaign.
6. To market GCA to the public.

### 3. Membership

1. Membership is only open to **SANA** members as per **SANA** requirements and instructions.
2. Membership is made up of retail member's i.e. Principal Members, Retail Full Additional Members and of **GCA** partners who are Full Additional Members.

### 4. Meetings

1. The Annual General Meeting is to be held annually to coincide with the **SANA** AGM at the annual Convention.
2. Only SANA members are allowed to attend GCA meetings.
3. SAGIC members are able to attend as guests and must be documented as such in the attendance register.



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## 5. Voting

### Establishing a quorum:

Quorums will consist of 10 retail members or combination of 20 retail members and GCA partners.

If a quorum is not present within fifteen minutes after the time for which the meeting was convened, the meeting shall be postponed for one hour, and if there is then no quorum present, the meeting shall proceed and the members present shall constitute a quorum.

1. Only retail members will be entitled to vote on retail issues. All principal members are entitled to one vote irrespective of the number of branches. **GCA** partners are entitled to one vote per company.
2. Voting will take place by the raising of hands or by ballot if it's a sensitive matter, and 50% +1 will be regarded as a majority.
3. If no majority is attained, the chairperson will have the determining vote.

## 6. AGM, Meetings and Nomination of office bearers

1. The AGM is to be held annually to coincide with the SANA AGM at the annual Convention. The AGM must elect a national chairperson, and vice-chairperson if so required.
2. The chairperson and vice-chairperson will stand for a two-year period, after which a new chairperson (and vice-chairperson if so required) must be elected.
3. The chairperson and/or vice-chairperson can serve a maximum of two consecutive terms.
4. The chairperson and/or vice-chairperson will constitute the committee and will preside over member meetings as and when these are called with the support of the SANA appointed administrator. The Chairperson will represent all GCA Members on the SANA EXCO.

## 7. Regional

1. Where applicable, the formation of a branch must be approved by the SANA EXCO and is seen as a branch of GCA. In order to retain status, members of that branch must hold a minimum of two member meetings a year, including a formal meeting where the chairperson is elected or confirmed.
2. Branches must run autonomously with a GCA Principle Member chairperson that is elected by members from that region. The Branch Chairperson will stand for a two-year period, after which a new Branch Chairperson must be elected. Elections take place with a majority vote of Members present at the meeting.



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3. Each branch cannot operate in conflict with the national house rules.
4. Branches cannot refuse members.
5. No meetings to be scheduled after the SANA Thanksgiving Dinner in November.

## 8. SANA Constitution

This Association abides by the SANA Constitution & code of conduct.

Updated 2013