

# Rules and Procedures for Garden Centre Association (GCA)

## 1. Name:

Garden Centre Association of South Africa (**GCA**)

## 2. Logo:



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

## 3. Mission Statement:

To promote and strengthen the retail association and the members businesses by enabling communication and the raising of retail standards.

## 4. Goals:

- 4.1. To promote co-operation and a good attitude towards **SANA** and the green industry.
- 4.2. To strive for co-operation between retailers and between retailers and suppliers, in order to develop unity within the green industry.
- 4.3. To supply information to members relevant to the retail association.
- 4.4. Support regional development. Create forums in which members can discuss regional and national issues.
- 4.5. Support the National Garden Centre Association competition.
- 4.6. To market our brand to the public.

## 5. Membership:

- 5.1 Membership is only open to **SANA** members as per **SANA** requirements.
- 5.2 **GCA** membership and **SANA** membership to be paid as per **SANA** instructions.
- 5.3 Membership to the **International GCA** is compulsory. All members are obliged to pay the annual **IGCA** membership fee irrespective of when they join.
- 5.4 Membership is made up of retail members i.e. Principal members and of GCA partners.

## 6. Voting:

### Establishing a quorum:

A quorum will consist of 15 retail members or combination of 30 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.

- 6.1 Only retail members will be entitled to vote on retail issues. Other matters will be open to all members including voting of regional committee members.
- 6.2 All Principal members are entitled to one vote irrespective of the number of branches. GCA partners are entitled to one vote per company.
- 6.3 Voting will take place by the raising of hands or by ballot if a sensitive matter. 50% +1 will be regarded as a majority.
- 6.4 If no majority is attained, the chairperson will have the determining vote.

## 7. Nomination of office bearers:

- 7.1 The regional chairpersons will form the committee.
- 7.2 The committee must elect a national chairperson.
- 7.2 The chairperson will stand for a two-year period, after which a new chairperson must be elected.
- 7.3 The chairperson can serve a maximum of two consecutive terms.

## 8. Funds

**SANA** allocated funds will be used for national administration needs. A portion of these funds may be used for National brand marketing. Additional expenditure from these funds must be approved by the **GCA** committee.

## 9. Financials:

Financial statements will be presented at the SANA AGM.

## 10. Regional GCA:

The formation of a region must be approved by the **SANA** Board and are seen as a branch of **GCA**. In order to remain as a **GCA** region the members of that region must hold a minimum of three members meetings a year. All retail members must indicate to which region they want to be members of failing which the committee will allocate them to a region. GCA partners are members of all regions.

- 10.1 Regions must run autonomously with a retail chairperson that is elected by members from that region.
- 10.2 Each region must have their own house rules which can not be in conflict with the national house rules.
- 10.3 Regions can not refuse members.

## 11. SANA Constitution:

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