



## **WCASA MEMBER APPLICATION FORMS & REQUIREMENTS**

On application, a non-refundable APPLICATION FEE of R200.00 (Two hundred Rand) is required. Please note that no documentation will be processed without payment of this application fee. On approval, an annual membership fee of R 1 500.00 (One thousand five hundred Rand) is required. WCASA reserves the right to charge 2% interest per month, 90 days after the date of invoice.

Kindly note that applications will be pended for SIX months from date of receipt. If the requirements are not received within this time frame, membership cannot be awarded and the application will lapse. The application fee is not refundable.

Please fill out the WCASA Application Form in block capitals. Your application should also include a WCASA Letter of Insurance Compliance and a Tax Clearance Certificate. Application forms must be completed, with all relevant documentation and application fees and be sent to:

Shop 56 & 57, Dorp Street Square, Bosman's Crossing, Lower Dorp Street, Stellenbosch, 7600

### **REQUIREMENTS FOR MEMBERSHIP**

- Operational i.e. Trading
- Legal
  - Be a legal entity (PTY/Ltd, cc, Trust, etc)
  - Be registered for tax
  - Own trade name
  - State that the business complies with statutory requirements
- Insured
  - Have sufficient insurance
- Application form and fee
  - Agree to abide by WCASA Code of Conduct
  - Upon signature of application form the applicant agrees to abide and adhere to the Code of Conduct of the WCASA.
- Experience
  - Minimum of 3 years practical experience in Hotel, Hospitality, Events or Wedding industry.
  - Tertiary Education
  - Minimum of 80 successfully executed events with a minimum of 10 positive points of feedback from clients.



**WEDDING COORDINATION ASSOCIATION OF SOUTH AFRICA APPLICATION FORM**

Membership Application Form - PRIVATE AND CONFIDENTIAL

Full Company name:

\_\_\_\_\_

Full Trading name:

\_\_\_\_\_

Full name of contact person (preferably owner):

\_\_\_\_\_

Designation: \_\_\_\_\_ Cell: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Physical address (of office): \_\_\_\_\_

Province/Country \_\_\_\_\_

MEMBERSHIP REQUESTED:

\_\_\_\_\_



## **1. Why WCASA: Credibility, Stability, Integrity**

The WCASA (Wedding Coordination Association of South Africa) is a member driven association, representing the private sector of the incoming wedding industry in Southern Africa. WCASA is a non-profit association, dedicated to providing and maintaining the highest possible standards within the wedding coordination industry of Southern Africa.

The WCASA is a benefit to businesses within the wedding coordination industry as it successfully aligns them with a high calibre association. It also benefits clients who wish to experience wedding coordination at its best. By dealing with a WCASA accredited member, clients achieve peace of mind and the guarantee that they are receiving the best possible services within the industry. This type of organisation is vital in maintaining and promoting a thriving wedding coordination industry.

WCASA's aim is to set the highest possible standards for the coordination industry in South Africa. It will supply a measure of accreditation that each member needs to comply with in order to bear the WCASA logo. The logo is a symbol of credibility, stability and integrity that ultimately provides both clients and the trade with peace of mind when it comes to dealing with wedding coordinator and credible coordination partners.

WCASA has a daily impact on all aspects of the wedding coordination industry, from local clients seeking a reputable coordinator to foreign clients who wish to marry in South Africa. Not only does it set the standards for a world class wedding coordination industry in South Africa, it serves as a powerful information and networking tool for those who strive to make our industry both competitive and credible.

## **2. Member Benefits:**

As a non-profit member-driven association, WCASA represents wedding coordinators working within Southern Africa, servicing clients who are getting married within the borders of Southern Africa. Being part of WCASA enables a member to enjoy the benefits of extensive networking and becoming recognised, both locally and internationally, as quality wedding coordinators.

- Listing of each WCASA member on the WCASA Membership List and Website, which is freely accessible and distributed when requested.
- The WCASA website has been designed to include icons that members can utilize their listing as a marketing tool. Members and non-members can find out about potential business partners via the website because all details of every company and its compliance are listed.
- Members have networking opportunities with fellow members and others from the industry when attending meetings and the National AGM.
- Members can benefit from the member-to-member special deals.
- Use of the WCASA logo by members, along with their membership number, is a highly recognized endorsement of good business practice, and offers instant credibility in the local and international market. The logo will be provided to all WCASA members.
- WCASA communicates to all members via the website or email. A blog will offer a space to post up-to-date news and trends.
- WCASA promotes and represents the views of the Wedding Coordination Industry. WCASA also offers assistance to both the public and members in dealing with complaints against any Wedding Coordination company or service providers.

**The benefits of belonging to WCASA change according to the trends and needs of the industry and members are notified accordingly.**



### 3. A Member:

- 3.1 A member of the Association may, subject to that which is set out elsewhere in this constitution, either be a natural person or an artificial legal entity, recognised by law ("artificial persona").
- 3.2 An application for membership shall be made, in writing, in the form prescribed by the Committee from time to time and addressed to *The Secretary of the Association*. All applications shall be considered and decided by the Committee which may, in its absolute discretion, refuse an application for membership and need not state the grounds for such refusal, subject always to the applicant's rights not to be unlawfully discriminated against, as provided for in terms of the Constitution of the Republic of South Africa ("CRSA"). The Committee shall have the right to delegate the powers herein provided for, to one or more persons, in the Committee's discretion.
- 3.3 The membership will:
- 3.3.1 Endure for ONE calendar year from the date of joining in all cases where the Committee has not determined a renewal date in terms of clause 3.4 below; and
- 3.3.2. Endure until the forthcoming renewal date, in the event of the Committee having determined a renewal date in terms of clause 3.4 below;
- Provided that, in either case, such membership may be automatically renewed annually, subject to payment by the member of the annual membership fee as determined in accordance with this Constitution, by not later than 30 (THIRTY) days after the member's annual membership falls due for renewal.
- 3.4 The Committee shall have the right, at any time and from time to time, to determine a date upon which the membership of all members shall terminate, subject to rights of renewal as more fully set out in clause 3.3 above (herein referred to as "the renewal date"). Where the Committee has determined a renewal date, then:
- 3.4.1 All existing members at the time, shall be entitled to a pro rata refund of membership fee for the year in question, which entitlement shall accrue on the forthcoming renewal date and be applied automatically in reduction of the member's membership fee for the immediately following year unless the member ceases to be a member, in which event the member shall be entitled to a refund of the sum in question, on written request; and
- 3.4.2 Members, who join after determination of a renewal date, shall pay a reduced membership fee for the year, in which they first join, calculated, pro rata, in the same ratio as the number of days remaining to the forthcoming renewal date bears to a full year.
- 3.5 Each member shall be listed on the register kept within the WCASA.
- 3.6 Membership fees shall be determined by the Committee from time to time and any changes shall, in the case of existing members, be applicable from the date of the forthcoming renewal of membership.



- 3.7 Subject to the provisions of the WCASA, the Committee shall have the right to reprimand, fine, suspend or expel any member or refuse to renew any membership, without stating its reasons therefore.
- 3.8 The membership of members who are artificial personae shall be subject not only to the terms and conditions stated in this Constitution but to such additional terms and conditions as the Committee may resolve, from time to time, provided that under no circumstances shall any such member have more than ONE vote for the purposes of voting at meetings of the Association.

All WCASA members are entitled to attend meetings as well as the WCASA AGM (Annual General Meeting). Members will be required to state on the application form which meetings they would like to attend.



## **WCASA CODE OF CONDUCT**

All Members of the Wedding Coordination Association of South Africa (hereinafter referred to as Members) shall comply with the Association's Code of Conduct as hereunder:

### **1. AIMS**

- 1.1 To ensure that the public receive the best possible service from Members.
- 1.2 To maintain and enhance the reputation, standing and good name of the Association and its Membership.
- 1.3 To encourage the continuous growth and development of the Wedding Coordination industry consistently with the above aims.

### **2. PRINCIPLES**

- 2.1 This code is designed to regulate any activities of Members between themselves and members of the public;
- 2.2 This code recognizes the necessity for enforcement of its standards and practices and embodies measures and procedures by which Members can uphold observance of the Code under the authority of the Executive Committee of the Association.

### **3. CONDUCT BETWEEN MEMBERS AND THE PUBLIC**

#### **3.1 Standard of Service**

- (i) Members shall maintain a high standard in serving the public and shall comply with all relevant statutory requirements.
- (ii) Members shall make every effort to ensure that accurate information is provided to enable clients to exercise an informed judgment in making their choice of facilities.
- (iii) Members shall act in a highly professional manner, be timely and transparent at all times.

#### **3.2 Advertising**

- (i) No advertisement, document, website, email, statement or other publication, whether in writing or otherwise, shall contain anything which is likely to mislead the public.

#### **3.3 Complaints**

- (i) Complaints shall be dealt with promptly and efficiently and in the event of a dispute with a client, every effort shall be made to settle the matter amicably and as quickly as possible. Where complaints are of such a nature that reference to a Principal is necessary, a Member shall use his best endeavour, acting as intermediary, to bring about a satisfactory conclusion.

#### **3.4 Transactions and Correspondence**

- (i) Transactions with clients shall be treated as confidential and correspondence shall be dealt with promptly.



#### **4. MEMBER DUTIES**

- 4.1 Members shall give a full service to the Clients they represent and shall conform to all lawful and reasonable instructions issued to them as agents of such Clients.
- 4.2 Member shall always carry out contractual obligations in an honourable manner and observe the Code of Good Business Practice.
- 4.3 Members and their staff shall make themselves conversant with the tariffs, rules and regulations of the Principals with whom they have dealings and vice versa.
- 4.4 Members should accept or release accommodation and other reserved services as quickly as possible and within the periods stipulated by the Principal.
- 4.5 Members shall always endeavour to adhere to truthful statements and to good taste when called upon to express opinions of any other wedding organization.
- 4.6 Members will always settle supplier's accounts promptly and within the period specified of payments becoming due.
- 4.7 Whenever a complaint or grievance by a client involves any Principal, Members will give the Principal concerned every opportunity to make a full investigation before taking any action against the Principal or seeking to publicise the grievance.

#### **5. CONDUCT BETWEEN MEMBERS AND FELLOW MEMBERS**

- 5.1 Members should endeavour to use qualified service providers and other WCASA members as business partners whenever possible.
- 5.2 Members shall deal fairly with one another and shall not damage the reputation of, nor disparage the business practices of or services offered by fellow members.
- 5.3 Members will not use the services of transport operators who do not have the necessary licences to operate tourist services as required by authorities.
- 5.4 Members shall not allow non-licensed companies or individuals to utilise their licences with the object of circumventing the Operating Licence Board regulations.

#### **6. INFRINGEMENT AND ENFORCEMENT**

- 6.1 Any Member becoming aware of unethical practices on the part of fellow Members should advise the WCASA Executive Committee, providing full information and evidence of the alleged malpractices.
- 6.2 In the event of an infringement of this Code of Conduct, all facts pertaining to the alleged infringement will be fully examined by the Association's Executive Committee.
- 6.3 The Member against whom an allegation has been made shall provide, at the request of the Executive Committee, such further information or documentation as may be required within such period as may be specified.



6.4 The Executive Committee shall, before reaching any final conclusions, give the Member concerned the opportunity of making representations either personally or in writing in cases where disciplinary action if imposed can result in a reprimand and, or, fine or expulsion.

6.5 The Executive Committee's decision in regard to a reprimand, fine or expulsion shall be taken in terms of the Constitution and shall be binding on the Member concerned.

## **7. GENERAL**

7.1 Members shall familiarise themselves and their staff with the provisions of this Code of Conduct.

7.2 Members shall observe not only the letter but also the spirit of the Code of Conduct and its ethics and ideals thus giving true significance to the aims and objectives of the Association.

7.3 All advertising material and brochures produced by Members must indicate membership of the Association and carry the WCASA logo. Members must also display the WCASA logo in a prominent position in their business premises.

7.4 Registered Wedding Coordinators are allowed to post some of their recent work and achievements on a blog, within limitation and sizes as prescribed by the secretary.

## **8. COMMITTEE**

8.1 Composition

The committee shall consist of 5 (FIVE) members, including:

- (a) A President
- (b) 2 Vice-Chairmen;
- (c) A Secretary

8.2 The office bearers of the committee shall be decided upon and elected by the new committee and not by the A.G.M.

8.3 They shall also decide upon and appoint an external auditor as treasurer.

8.4 No person may be an Executive Committee member in the event that his/her spouse or any other immediate family member is employed by the Association on a full-time or part-time basis and in any capacity whatsoever. This clause shall not preclude the Association from paying an Honorarium to any spouse or immediate family member who performs voluntary work for the Association on a casual basis at any time.

8.5 The Executive Committee may resolve that an Executive Committee member shall be entitled to:

- 8.5.1 payment of an annual honorarium in such amount as the Committee may recommend and the Annual General Meeting may adopt; and/or



- 8.5.2 payment of out-of-pocket expenses or other disbursements in such amounts as the Committee may, from time to time, determine; and/or
  - 8.5.3 payment in good faith of remuneration for services rendered to or on behalf of the Association (apart from those services ordinarily expected of a Committee member) in such amounts as the Committee from time to time may determine or agree to.
- 8.6 All Committee members shall annually and not later than the first meeting after their election to office in any year, in writing, declare any commercial or other conflicts of interests which they may have with the Association, in such form as the Committee, from time to time, may stipulate. Nothing herein contained shall preclude anyone from being a member of the Committee, notwithstanding that he or she may have conflicts of interest with the Association, provided that the person concerned declares such conflicts and the Committee is nonetheless satisfied that the Association is not substantially prejudiced thereby and provided further that the member concerned shall excuse himself/herself from all voting in regard to all issues in which he or she may have a conflict of interests.
- 8.7 Only members of the association in good standing may be elected to the committee.
- 8.8 The committee may fill any vacancy in their number or co-opt any other additional member/s, provided that the number of other additional members shall not exceed 10 (TEN). Any member so co-opted shall hold office until the next A.G.M. when he shall retire and be eligible for re-election.
- 8.9 Vacation of office  
A member shall cease to hold office as a committee member if:
  - 8.9.1 by notice in writing he resigns his office;
  - 8.9.2 he is or becomes of unsound mind or surrenders his estate as insolvent;
  - 8.9.3 he is convicted of an offence which involves dishonesty;
  - 8.9.4 by resolution of a general meeting of the association he is removed from his office.
- 8.10 Committee meetings and procedures thereof
  - 8.10.1 The committee shall meet at such time and place as shall be decided by it from time to time provided that it shall meet at least once every 3 (THREE) calendar months.  
  
Written notice shall be given to all committee members as are within the Republic of any proposed meeting. Special meetings of the committee may be called by the Chairman or in his absence, the Vice-Chairman.
  - 8.10.2 3 (THREE) committee members may at any time convene a meeting of the committee by giving notice to the other committee members in writing and not



less than 10 (TEN) days before the proposed meeting, which notice shall specify the reason for calling such a meeting; provided that in cases of emergency such shorter notice as is reasonable in the circumstances may be given.

- 8.10.3 Not 3 of the members of the committee shall constitute a quorum at any meeting. If a quorum is not present within 30 (THIRTY) minutes of the appointed time, such meeting shall stand adjourned to the same day of the following week at the same time. If thereafter the number of members falls below the number necessary to form a quorum, the remaining members may continue to act but only for the purpose of convening a general meeting of members.

If the President vacates his office or is removed there from by members at a general meeting, then the Vice-Chairman shall automatically become the chairman and he shall hold office for the remaining period in respect of which the first mentioned Chairman was elected. The committee shall then elect a new Vice-Chairman at the meeting following immediately upon the vacation of office by the former Chairman.

- 8.10.4 All matters at any committee meeting shall be determined by a majority of those present and voting. In the event of an equality of votes, the Chairman of any meeting shall have a casting as well as a deliberative vote.

- 8.10.5 The committee shall keep minutes of its meetings.

- 8.10.6 The committee may make decisions by way of telephone, e-mail or other means of communication. The procedure for making such decisions shall be determined by the committee.

#### 8.11 Powers of the committee

The management and administration of the association shall vest in the committee which may exercise all such powers of the association and do on behalf of the association, all such acts as may be exercised and done by the association itself and as are not by its constitution required to be exercised or done by the association in general meeting. Without in any way limiting the generality of the foregoing, such powers shall include but not be limited to, the following:

- 8.11.1 generally to deal with the property and funds of the association for the objects and purposes of the association;
- 8.11.2 to operate banking accounts with all powers required by such operations;
- 8.11.3 the making of and entering into and carrying out of contracts or agreements for any of the purposes of the association;
- 8.11.4 the employment and payment of agents, servants and any other parties;
- 8.11.5 the making, amendment and repeal of rules, regulations and by-laws which shall be binding upon members and on all persons participating in an event organized or sanctioned by the association as if they form part of this constitution;



- 8.11.6 the levying of a subscription payable by members as provided in clause 5 hereof;
- 8.11.7 the investment and re-investment of monies of the association not immediately required, in such manner as may from time to time be determined by the committee;
- 8.11.8 to buy, sell, let or hire, exchange, transfer, receive by way of donation or otherwise movable and immovable property including debentures, stocks and shares; and to invest the funds in government or municipal stock, mortgage bonds, on fixed deposit or otherwise in banks, building societies or like financial institutions; to borrow money on the security of immovable property and pass mortgage bonds on the same;
- 8.11.9 to institute and defend legal proceedings on behalf of the association in the name of the association and for that purpose to sign and execute any necessary Powers of Attorney;
- 8.11.10 to form sub-committees and to delegate such powers to such committees as it may deem necessary.