

APPENDIX C

RULES AND STANDING ORDERS OF THE B.K.S. IYENGAR YOGA INSTITUTE OF SOUTHERN AFRICA

1) FUNCTIONS OF OFFICER BEARERS

- a) The Chair has the responsibility for:- chairing all General Meetings as well as other meetings of the Central Committee; representing the work of the Institute to outside bodies; coordinating the work of the Officer Bearers; facilitating communication between the Central and Sub Committees; signing the Central Committee minutes when they have been agreed as a correct record.
- b) The Secretary has the responsibility for:- the administration of the Central Committee; calling meetings of the Institute or Central Committee on agreed dates; keeping an accurate record of business conducted at any general meetings or meeting of Central Committee of the Institute; maintaining and publishing membership records.
- c) The Treasurer has the responsibility for:- the administration of the finances of the Institute in accordance with the instructions of the Central Committee; preparation of the annual budget in liaison with the Sub Committees; controlling expenditure to budget; proper keeping of the accounts of the Institute; having annual accounts reviewed and approved by the accountant in accordance with South African law and accounting procedure; giving receipts for monies received by the Institute.
- d) The Vice-Chair, as the “Chair Elect”, shall work closely with the Chair and assist with the performance of his or her office. In the absence or disability of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. The Vice-Chair shall assume other duties and powers for the Institute as may from time to time be assigned to him/her by the Central Committee.
- e) **There will be a 3 year cycle of elections for all four Office Bearers.**

2) MEETINGS AND PROCEEDINGS OF THE CENTRAL COMMITTEE AND THE SUB COMMITTEES

- a) The Central Committee shall hold a minimum of one meeting per year.
- b) A special meeting of the Central Committee may be called at any time by the Chair or by any two other members of the Central Committee together with an Officer Bearer upon not less than 7 days notice being given to the other members of the matters to be discussed. This meeting may take the form of a telephone or e-mail review and vote on points raised.
- c) There shall be a quorum when at least one third of the members of the Central Committee are involved with the meeting, provided at least one half of the regions are represented.
- d) Every matter shall be determined by a majority of votes. In the case of a deadlock the chair shall have a second or casting vote. Every matter shall be decided by a show of hands or by telephone or e-mail notification, but the Chair may order a ballot if it is practical to do so.
- e) If the matter is the election of a representative to the Central Committee, or a change in the Constitution of the Institute then it must be opened to a vote of all relevant members including a postal vote.
- f) The Central Committee shall keep minutes, in a book/s kept for the purpose, of the proceedings at meetings of the Central Committee and any Sub Committees.
- g) The Central Committee may from time to time, make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with the Constitution.

- h) The Central Committee shall ensure that Regional representation provides continuity for its membership.
- i) Sub Committee minutes will be circulated to the Central Committee and all Sub Committee Chairs, by the relevant Sub Committee Chair. They will be made available for scrutiny in the regions after approval by the Central Committee.
- j) The Chair of the Central Committee will be responsible for overseeing communication between Sub Committees, in particular ensuring the consistency and harmonisation of their recommendations.
- k) Regional Representatives shall communicate concerns and feedback from their general membership to the Central Committee or relevant Sub Committee/s. If such members are not satisfied with the response of such Sub Committee, the Regional Representative may ask the Chair or Secretary of the Central Committee to place the item on the agenda of the next meeting of the Central Committee.
- l) Members of the Central Committee and Sub Committees shall be indemnified whilst carrying out their duties for the Institute.

3). REGIONAL FINANCE

- a) All Regions shall maintain such banking account or accounts in the name of the Region, as deemed necessary.
- b) Regions are responsible for the collection of annual subscriptions for membership of the Institute and passing on the amount due to the Central Committee Treasurer within the first quarter of each financial year.
- c) Cheques for amounts outside the budget shall require approval from the Regional Committee and be signed by two members of this Committee, at least one of whom shall be a member of the Central Committee.
- d) The Regional Committee shall cause proper books of account to be kept with respect to all sums of money received and expended by the Region and the matters in respect of which such receipts and expenditure take place.
- e) The books of account shall be kept at such place and shall be available for inspection by Central Committee and regional members at such time as it shall decide.
- f) All such books of account shall form part of the finances of the Institute and shall be subject to the same controls and procedures as those of the Central Committee.
- g) The annual financial statement of each Region shall be forwarded to the Central Committee Treasurer at least one month before the Central Committee AGM.