



## INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN APPLICATION FOR MEMBERSHIP

The IWC of Cape Town is a Friendship Club for women from all over the world who currently reside full or part time in Cape Town. We all meet monthly at Kelvin Grove Ballroom for meetings with a guest speaker, while our Interest Groups meet in smaller numbers throughout the month. We look forward to having you join us as a member. IWC Cape Town is part of an International Women's Club network of friendship Clubs that includes 63 countries.

**Please note that the IWC is strictly not a business network organization.**

Please complete all details and supply copies of all relevant documents as listed on the sixth page of this application form. **Please write with clear handwriting.**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

☎ Home: \_\_\_\_\_ ☎ Work: \_\_\_\_\_

☎ Mobile: \_\_\_\_\_ ☎ WhatsApp: \_\_\_\_\_

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

Nationality (as shown on passport): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Are you a permanent resident of South Africa? \_\_\_\_\_ YES / NO

How long have you lived in Cape Town? \_\_\_\_\_

How long have you lived in South Africa? \_\_\_\_\_

Other countries in which you have lived? \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

Other nationalities/passports held: \_\_\_\_\_

Where did you hear about IWC Cape Town?:

- Friend
- Search engine.
- IWC web site
- You have been a member of another International Women's Club abroad
- Other (please expand below)

# INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN

Please supply us details for an emergency contact in the unlikely event of an emergency please fill in the information below:

Name of contact in South Africa : .....

Relationship to yourself: .....

WhatsApp contact number : .....

Mobile number with International Code (if applicable) .....

To ensure compliance with the Protection of Personal Information Act, the International Women's Club of Cape Town, requires your express consent to provide your details to the Kelvin Grove Country Club.

Please tick the box that the information we have about you is correct and that you are happy for us to share this information with Kelvin Grove

Please tick the box to indicate that you have and read understood the Constitution of the IWC

Please tick the box to indicate that you have and read understood the Code of Conduct of the IWC

## **APPLICANT:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PROPOSER:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECONDER:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ADD A COPY OF YOUR  
SOUTH AFRICAN ID AND/OR YOUR  
PASSPORT/S TO THIS EMAIL**

**Career /Resumé:**

**Interests & Hobbies:**

# INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN

## ACTIVITY & INTEREST GROUPS:

Please tick which activities you are interested in:

Book Clubs

Garden Group

French Conversation

Art & Design Group

Coffee Around CPT

Friday Lunch Club

Sunday Lunch Club

Italian Conversation

Jazz Group

Hiking/ Walking Group

Ballet Group

Spanish Conversation

Late Shift

Mahjong

Hiking

One Dish Club

Wine Appreciation

Tennis Club

Movie Club

Tourism around CPT

Music Appreciation

Hotel Confidential

International Cuisine

Supper Club

German Conversation

## **Please indicate the name you would like printed on your Club Badge:**

(eg. Your first name might be "Elizabeth", but you prefer to be called "Liz", and surname is compulsory)

Dear Applicant,

We would like to take a moment to emphasize the importance of volunteering within our club and how it directly affects our operations and overall success. Our club is run by our members for our members.

Volunteers play a vital role in various aspects of our club's functioning, ranging from organizing events and activities to managing administrative tasks. Without the generous contributions of our members, it would be challenging to maintain the vibrant and engaging environment that we strive to provide for everyone.

We encourage all applicants to consider becoming active volunteers within our club. Volunteering is not only a way to give back but also an opportunity to make a lasting difference. We value and appreciate the commitment of our members who volunteer, and we look forward to working together to create an exceptional experience for all.

## INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN

**Your Contribution:** Tell us how you can contribute positively to our club's success in Cape Town. Share any skills, talents, or ideas you have that could enhance our activities and events. The board looks favourably on applicants who can demonstrate a commitment to enriching and contributing to our club's environment.

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**Future Involvement:** In what capacity are you prepared to help the club in the future? Please tick one or more areas where you would like to contribute:

- Membership
- Secretary
- Social Media
- Area Representative
- Philanthropy
- Sourcing Speakers
- Finance
- Group Leader

**Why You're Interested:** Briefly explain why you're excited to volunteer with our friendship club. How do you envision making a difference and connecting with others in our community?

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. Thank you for your consideration, and we hope to welcome you as an active member and volunteer in our club.

# INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN

## **ATTENDANCE AS A GUEST:**

A candidate for membership must attend one monthly meeting as a guest, either of a current member or per request of a Board member. Members who are eligible to join the Club may only attend a maximum of two meetings/outings before applying for membership.

## **PROPOSERS AND SECONDEES:**

It is the responsibility of the applicant to find a proposer and seconder and to obtain the signatures of both on her application form. Both proposer and seconder must be current members in good standing of the Club, and whose membership has been valid for more than 12 months. You may also be requested to attend an informal interview with the President and/or other Board Members.

## **SOCIAL MEDIA:**

NB: The IWC uses social media to communicate within the Club. Pictures from events and participants may be posted from time to time. Please be aware that by joining you expressly give permission for us to include your image where relevant.

## **WhatsOn WhatsApp:**

IWC uses WhatsApp as its main communication tool. On approval of an application, the candidate will be furnished with an IWC cell phone number which the new member must save onto their cell phone to ensure that the member is able to receive information via a WhatsApp Broadcast message.

If you use an international number for WhatsApp, please ensure that it is listed on the application form above.

To ensure you receive Broadcast Messages a joining member must:

1. create a new contact in their cell phone and
2. confirm in writing /email with membership that they have done so.

**Website:**([www.iwccapetown.co.za](http://www.iwccapetown.co.za))

On approval of an application, the candidate will be furnished with a password to access the Members Only section of our website. The website hosts our monthly Newsletter of activities. Pictures from events and participants will be posted from time to time.

## **Facebook:**

The IWC has a Private Facebook Group for Members Only, which is updated regularly with important and interesting news of our Club i.e., membership changes, general meetings, events, outings and activity groups.

## **MEMBERSHIP DIRECTORY:**

The Membership Directory is for the personal and social use of the IWC members only for IWC matters; by joining you are deemed to have given the Club express consent for your personal information to be included in the membership list. It is strictly not to be used for commercial purposes.

# INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN

## **APPLICATION PROCESS:**

- Please return the completed application form to our **2024 Membership Chair** preferably by email:

**Jane Mohan**

**Cell Phone: +44 7941 224938**

**Email: [membership@iwccapetown.co.za](mailto:membership@iwccapetown.co.za)**

***Please do not forget to add a copy of your passport or South African ID***

- **South African Born Applicants:**
  - Please furnish a photocopy of the first page of your South African Identity Book with this Application Form.
- **Foreign Born Applicants:**
  - Please furnish a photocopy of the first page of your Passport, a copy of your South African Identity Book (if applicable) or Temporary Visa (if applicable) with this Application Form.

NB: Please be aware that on occasions we have a waiting list for South African born members as we need to keep a ratio of 33% SA / 66% International within the membership makeup, to comply with our Constitution.

- You will be advised via email when your application has been processed and approved by the IWC Board
- On approval our Treasurer will send you an invoice by email.
- If you have paid by 19<sup>th</sup> day of the month, we will endeavour to introduce you at the following Monthly General Meeting.
- Both the joining fee and the annual subscription fee must be received within 21 days of your acceptance advice, or your application will be considered to have lapsed.

## **JOINING FEE:**

01/10/2023– 30/09/2024: R825.00 plus Annual Subscription R825.00 = R1,650.00

***Please do not make any payment until you have been accepted and received the invoice and Approval Letter.***

## **BADGES:**

It is mandatory for all members to wear their badge at ALL events and activities organized by the IWC. A red dot is placed on new members' badges and should not be removed for at least one year. This visual cue allows other members to approach and welcome the new member, introduce themselves, and offer assistance or guidance if needed.

# INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN



## ***CONSTITUTION OF INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN***

### ***ARTICLE I – NAME***

The name of the organisation will be the International Women's Club of Cape Town "the Club". The Club's shortened name will be IWC Cape Town.

### ***ARTICLE II – AIMS***

- a) The aim of the Club is to promote friendship among women of all nations and to give support to philanthropic projects.
- b) Within the IWC Cape Town, diversity, equity, and inclusion are at the core of our values. We strive to foster a spirit of friendship and belonging within our membership. We welcome, without prejudice, women from all demographics both international and South African.

### ***ARTICLE III – MEMBERSHIP***

- a) The membership of this Club shall consist of women interested in and willing to cooperate in achieving the Club's purposes.
- b) A candidate for membership is required to have attended at least one, but no more than two Club events as an invited guest and shall thereafter be proposed and seconded by two members of the Club each having at least one year's standing with the Club. The Membership Chair will check the application for membership which will be considered by the Executive Board. Approval of a candidate will be at the discretion of the Executive Board and the decision will be final.
- c) The Board, at its discretion, shall exercise the right to terminate a membership of any member for any reason whatsoever, including without limitation, if the Executive Board finds any member's conduct prejudicial to the aims and objectives of the Club as provided in Article II – AIMS herein, and the decision will be final.
- d) Foreign born national residents in Cape Town will be eligible for immediate membership at the discretion of the Board, if there are vacancies pursuant to Article III (b) herein.
- e) The membership ratio of two-thirds international and one-third South African members shall be maintained. Where a South African born member holds dual nationality, they must still be classed as South African when the ratio is calculated. Only those members who are foreign born nationals are to be counted as International Members.
- f) Membership shall not exceed 500 and a waiting list will be kept for all applicants not accepted immediately.
- g) Those women who attended the organizational meeting on October 12, 1976, shall be Charter members.
- h) Those women who attended the first public meeting on February 3, 1977, shall be Founder members.



## **INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN**

- i) At the discretion of the Board, an Honorary Life Membership may be proposed only for members of the Club for exceptional service to the IWC Cape Town. Honorary Members' annual fees are waived, and they are not included in the calculation of the two-thirds international and one-third South African ratio.
- j) The membership list is for the personal and social use of the IWC Cape Town members only for IWC Cape Town matters, subject to the member's express consent to their personal information being included in the membership list. It is not to be used for commercial purposes.
- k) Members may not sell their membership rights.

### ***ARTICLE IV – MEETINGS***

- a) The Club shall meet monthly from February to November inclusive, on the first Thursday of the month unless otherwise decided by the Executive Board.
- b) Twenty-five members present at monthly general meetings and at the Annual General Meeting shall constitute a quorum for the transaction of business.
- c) The Annual General Meeting for the election of officers and submission of written reports by officers shall be held in October each year in addition to the monthly meeting.
- d) All members and their guests attend monthly meetings and group activities at their own risk. The IWC Cape Town cannot be held liable for any loss or injury incurred by a member or guest at any meeting or event.

### ***ARTICLE V – THE EXECUTIVE BOARD***

- a) Officers elected by members shall make up the Executive Board.
- b) The elected officers shall be the President, the Vice President, the Secretary, the Treasurer, the Membership Chair, the Speaker Chair, the Philanthropy Chair and the Media Chair. A total of three consecutive years on the Board may be served by any one member, whereafter members may be re-elected or co-opted to the Board after a stand down period of one year. Nominees for President should have at least one year's Board experience.
- c) All Board members should appoint a deputy to assist and/or take over duties when necessary, in their absence, but without voting powers on the Board. In the event that a Board Member has to step down, either temporarily or permanently, the Board can agree, by unanimous decision, to co-opt a Club member to fill that position. The co-opted member shall have the same voting rights as all existing Board Members.
- d) Nominations for officers, duly proposed and seconded by members of at least one year's standing and accompanied by the nominee's consent shall reach the Nomination Committee in writing in time for presentation in the newsletter for the October meeting.
- e) Elections shall be done by members or designated proxies available to the board two days in advance of AGM.
- f) The composition of the Executive Board referred to in (a) above must comprise at least three persons, who are not connected in relation to each other and who accept the fiduciary responsibility of the Club. No single person directly or indirectly may control the decision-making powers relating to the Club.

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## **ARTICLE VI – DUTIES A – EXECUTIVE BOARD**

- a) The PRESIDENT shall preside at all meetings of the Club. She shall appoint all special committees and shall exercise general supervision over the affairs of the Club. She shall appoint a person to audit the Treasurer's report annually.
- b) The VICE PRESIDENT shall stand in for the President and oversee the Area Reps and Activity Groups. An additional Second Vice-President may be co-opted by the Executive Board when required.
- c) The SECRETARY shall book the General Meeting venue at the start of the Club year and meeting rooms as required on an ad hoc basis as requested by the President. She also will record the minutes of all meetings (Board and General meetings) and act as custodian of all records unless specifically assigned to others. She shall be responsible for displaying copies of the newsletter and last General Meeting Minutes at following IWC Cape Town meeting.
- d) The TREASURER shall receive and disburse all Club funds on approval of the Executive Board. She shall maintain the bank accounts and shall present written reports to Board meetings. All transactions should be co-signed and approved by the President.
- e) The SPEAKER CHAIR shall be responsible for the monthly speakers (and technical support), guests' bookings and the booking of accommodation and organize facilities for the monthly meeting.
- f) The MEMBERSHIP CHAIR shall be responsible for compiling a membership and general club information directory. She also needs to organize the new members' coffee mornings and check applications for membership which will be considered by the Board. Approved new member information should be sent to the respective Area Reps. In addition, she shall appoint a Deputy to be responsible for the General Meeting Registration Process. The registration team will be selected by her and report to her.
- g) The PHILANTHROPIC CHAIR shall investigate suitable Non-Profit Organisations suggested by the members and recommend those suitable for donations, said organisations must be registered with the Department of Social Development.
- h) The MEDIA CHAIR shall manage the Club website, working with the designated website technician. She will also manage the IWC Cape Town WhatsApp message service to be used only for IWC Board related matters. She will also manage and police our Social Media Platforms as per IWC Cape Town rules to be used exclusively by IWC Cape Town members and only on IWC Cape Town issues or activities. She will handle any other Media for IWC Cape Town promotion or advertising beyond the club.
- i) The Newsletter and the Directory shall be the shared responsibility of the Executive Board. Roles shall be assigned by the President as she deems appropriate.

Any financial liability incurred by Executive Board members whilst carrying out their duties in their capacity as Executive Board members shall be indemnified by the Club as long as such duties have been carried out in good faith and in the reasonable belief that any actions were in the best interests of the Club.

## **B – ADMIN SECRETARY**

An Administration Secretary may be appointed by the Executive Board, if considered necessary, but the Secretary usually will do this job.

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## **C – NOMINATION COMMITTEE**

The Nomination Committee will comprise of the previous year's president, plus two former Executive Board members who are to be appointed by the current Executive Board. The Nomination Committee members may not be nominated for the incoming Executive Board.

## **ARTICLE VII – FINANCES**

- a) The yearly subscriptions and entrance fees shall be established by the Executive Board.
- b) The entrance fee and yearly subscription shall be payable prior to admission to membership. Thereafter, the yearly subscription may be paid at the A.G.M., the general meeting held in November of each given year, or by EFT no later than 15<sup>th</sup> November each year. Members whose yearly subscriptions are not fully paid up by November 15<sup>th</sup> each year automatically relinquish their membership.
- c) Members who fail to comply with their obligations as set out in (b) above shall automatically relinquish their membership. Any member whose membership is relinquished due to non-payment by November 15<sup>th</sup> of any given year may apply to rejoin upon payment of a fee as determined by the Executive Board.
- d) The Executive Board shall be empowered to vote upon advice from the Treasurer, up to R5,000.00 during any club year for a worthy purpose(s) without prior vote by the membership.
- e) The Club's financial year shall be October 1 to September 30 of each given year.
- f) All activities of the Club must be carried out in a non-profit manner.
- g) No remuneration may be paid to any person that is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered, nor may any remuneration be determined as a percentage of any amounts received or accrued at the Club.
- h) The Club will not distribute any surplus funds to any person.
- i) The Club may not be part of a tax avoidance scheme.
- j) Any financial liability incurred by the Executive Board members whilst carrying out their duties in their capacity as Executive Board members shall be indemnified by the Club, as long as such expenses were approved by the Board and such duties were carried out in good faith and in the reasonable belief that such actions were in the best interests of the Club.

## **ARTICLE VIII – AMENDMENTS**

- a) The Constitution may be amended at the Annual General Meeting by a two-thirds vote of the membership present, provided the proposed amendments have been published in the previous month's newsletter.
- b) No amendments may be made which would have the effect of making the Club cease to exist.

## **ARTICLE IX – DISSOLUTION/WINDING UP**

- a) The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
- b) When the Club closes down, it must pay off all its debt and, if there is property or money left over after doing so, it should not be paid or given to members of the organisation, but transferred to another recreational club, which is approved by the Commissioner of Inland Revenue, or to a public benefit organisation as defined in terms of Section 30 of the Income Tax Act.

# INTERNATIONAL WOMEN'S CLUB OF CAPE TOWN

We are part of an international club. Every time we appear in public wearing our name badges, we automatically represent the IWC and everything we do has an impact on our image.

- **FRIENDSHIP FIRST:** Our most valuable asset within the club is friendship. Please handle the relationships you have within the club with care. If you have an issue about a member, think it through first and preferably have a quiet word with the member herself. If this doesn't work, write to the board so we can assist the conversation.
- **ALWAYS WEAR YOUR BADGES:** Please wear them to ALL events, outings and IWC activities as well as our monthly General Meetings. It helps us to remember each other's names.
- **WELCOME NEWCOMERS:** If you notice a red dot on someone's badge, it means she is new to IWC. Please actively extend the hand of IWC friendship and greet her. Show her around. Make her feel wanted and welcome.
- **IN PUBLIC VENUES:** Treat our hosts (and any staff involved in looking after us) with respect and grace.
- **AT MEMBERS' HOMES RESPECT PROPERTY & PRIVACY:** You are a guest and guest rules apply. Please treat their home with the utmost respect.
- **TREAT FACEBOOK WITH CARE:** Yes, we know. It is a social media site for IWC members and their opinions! However, reputations can be made or ruined in this very public forum.
  - A need to comment? Please keep your comments short.
  - It is not the place to start a war. Please refrain from criticising the club, a specific event, or a member of the club on Facebook. Rather write to the board and discuss your issue.
  - No personal advertisements or promotions, no business networking, no photos unrelated to IWC activities. If you have something you would like to share that falls outside the club, please send an email to the board secretary.
- **RESPECT KELVIN GROVE AS OUR OFFICIAL HOME:** We are guests at this very exclusive country club. The staff in the ballroom and the dining areas are generally professional and helpful and deserve good manners from anyone wearing an IWC badge.
- **AREA REPRESENTATIVES & GROUP LEADERS:** The ladies who volunteer to be the area reps or to take on the job of group activity leader do so in the name of caring and friendship. They form the backbone of IWC. Please acknowledge their efforts. If you have a problem, please be tactful or contact the board.
- **MANNERS MAKETH THE (WO)MAN:** When attending a group event or monthly meeting, please mute your cell phone and offer your full attention to the event. It is just good manners!