CONSTITUTION : KZN WETLAND FORUM

1. NAME
The forum shall be known as the KwaZulu-Natal Wetland Forum hereinafter referred to as the Forum.

2. OBJECTIVES
The primary objectives of the Forum shall be to:

2.1 Further the conservation and rehabilitation of Wetlands, by acting as an advisory body to DWAF, Working for Water, KZN Wildlife, landowners and land managers.

2.2 Act in liaison with and in an advisory capacity to DWAF, CMA’s and DAEA in the implementation of the regulations for the protection of wetlands in the KZN.

2.3 Advise on activities related to the protection, management, monitoring and reclamation of Wetlands.

2.4 Motivate the revision of regulations when deemed necessary.

2.5 Provide strategic direction in relation to all of the above.

2.6 Promote education initiatives pertaining to wetland use and management.

2.7 Identify research priorities and support their undertaking.

3. MEMBERSHIP OF THE FORUM
3.1 The Forum shall be constituted of a maximum of two representatives from:

Working for Wetlands (Wetlands Inc.)
DWAF 1 + alternate
DAEA 1 + alternate
CMA’s x 3
Umgeni & Umhlatuze Water Boards
KZN Wildlife
University of Natal
Sugar Assoc of SA (SASA)
Wildlife Society (WESSA)
Mondi Wetlands Project
North Coast Wetland Working Group
Crane Foundation
NCT Forestry Co-operative
Mondi Forests
SAPPI Forests
CSIR – Environmentek
Any other organisation with an interest in or whose members are using or working on wetlands for any purpose
3.2 Any Forum member resigning from or leaving government service or association shall be deemed to have resigned from the Forum with immediate effect, and the organisation he/she represents will be approached for a substitute.

3.3 All members shall serve in a voluntary (unpaid) capacity.

4. **OFFICE BEARERS**
The Forum shall elect from its members the following:
   
   Chairman  
   Secretary  

Provided not more than one of the foregoing office bearers shall be elected from the same organisation to serve during the same term of office.  
Office bearers shall serve for a two-year term. The retiring office bearer shall be eligible for re-election.

Secretarial services – WfWet and KZN Wildlife

5. **MEETINGS**
5.1 The Forum shall meet as often as is deemed necessary at a venue convenient to all its members.

5.2 The Forum shall meet not less than twice a year.

5.3 Notice of such meetings shall be given in writing fourteen days prior to such a meeting.

5.4 Minutes shall be circulated within 28 working days of the meeting.

6. **QUORUM**
The quorum of any meeting shall be 60% of the members. In the event of there being insufficient members to form a quorum at any meeting, the meeting shall stand adjourned to a date to be agreed upon. If at the adjourned meeting a quorum is not achieved, the business set down for discussion shall be referred to the office bearers for a decision.

7. **VOTING**
Motions shall be adopted by a majority vote. Each organisation shall have one vote. In the event of a tie the Chairman shall have a casting vote.

8. **MINUTES & CORRESPONDENCE**
The Secretary shall keep all correspondence and documents belonging to the Forum. The minutes and correspondence shall be open for inspection by any Forum member at all reasonable times. The minutes shall be certified correct by the Chairman at each meeting.
Minutes shall be circulated to all members of the Forum whether they attended the meeting or not, and any person or organisation who expresses an interest in receiving the minutes.

9. **RESIGNATION**
Any representative who wishes to resign shall do so in writing to the Forum. Upon a member resigning the secretary shall inform the relevant government department, statutory body or association etc. and request that a new representative be nominated to the Forum.

10. **AMENDMENTS TO THE CONSTITUTION**
A 60% majority vote of a full forum meeting shall be required to amend, alter or add to this Constitution. Notice of said proposals shall be furnished in writing by the proposer to the Secretary at least 21 days prior to the next meeting. The Constitution must be approved by the DWAF including all amendments.

11. **DISSOLUTION**
The Forum may be dissolved on a 60% majority vote of a full Forum. On dissolution of the Forum, the secretary shall be responsible for returning all records to DWAF archives.

Abbreviations used:

- **KZN** The province of KwaZulu-Natal
- **DWAF** The Department of Water Affairs and Forestry
- **DAEA** The Department of Agriculture and Environmental Affairs (KZN)
- **SASA** Sugar Association of South Africa
- **WESSA** Wildlife and Environment Society of South Africa
- **WfW** Working for Water