



## Newsletter 3, February 2014

### President's Message

Talofa and Greetings to all SAME members. Malo le soifua – lagi e mama i tou Afioga.

This is the end of my third year as your President. The year 2013 was one of positive development for SAME. The Trade Show in New Zealand in November 2013 was very successful and right now the SAME Office is meeting with all the participants to find out the benefits they individually may have achieved from this event.

In September we opened our physical office in Apia and today this is starting to function effectively to maintain communications with you the Members. The Office is also taking on most of the administrative and financial systems tasks required to manage your trade association.

At the AGM this year we are looking at some constitutional changes, these are primarily minor corrections but there are four which have rather more complex changes. These resolutions for the AGM are included in this newsletter and further explanations are included on the website, see information provided below.

Malo le fa'amaopopo - Soifua

***Funefeai Oliva Vaai,***  
***President, SAME***

### AGM Update

The Constitution is now available on the SAME Website (*click here* [Constitution](#)). The SAME Office and the EC have reviewed the Constitution and explanations for the changes from the review are also on the website (*click here* [Constitution Resolutions papers](#)). See also the last page of this newsletter for the Resolutions from a review of the Constitution to be discussed at the AGM.

Below is a list of documents which will be available on the website to support the AGM. It is requested that you read these documents prior to the AGM so that they do not have to read out during the meeting. However there will be time for discussion on these documents. This will assist in keeping the AGM to a reasonable time.

Document Name
Agenda
Minutes from 2013
President's Report 2013
Treasurers Report - Audited Accounts - Budget 2014
Resolutions from Constitution Review for AGM (9)
Strategic plan (Review – 2014)
Work plan - 2014
Donations Policy <a href="#">SAME Policies</a>

Recruitment Policy <a href="#">SAME Policies</a>
Staff and EC Commitment & Performance Policy <a href="#">SAME Policies</a>
EC Position Descriptions (5) <a href="#">SAME Position Descriptions</a>

If you wish to be part of the Executive Committee or have someone you wish to nominate, the nomination form is on the website (*click here* [Nomination Form](#)).

**Please note** with nominations you need three signatures, yours, another member and the person you are nominating or two people who support your nomination. **Nomination forms must be at the SAME office by 4 p.m. Wednesday 17<sup>th</sup> March 2014.**

All the papers and documents you require for the AGM are now up on the Website: (*click here* [AGM Papers](#)). There will be some late papers and you will be advised when these are available on the website

However, if you wish to have your papers emailed or posted to you, please contact us on [office@same.org.ws](mailto:office@same.org.ws) or phone us on 842 2910.

### **Training opportunities for you:**

A questionnaire asking about training that you might find useful in your business will be sent to you very shortly. Would you please complete this form, it is provided in both English and Samoan, so we can see what you might require and how SAME can help you to access this training.

We would like to receive your completed forms back by 7<sup>th</sup> March 2014.

### **Upcoming Events**

- Executive Committee Meeting 23<sup>rd</sup> April, SAME Office (Rm 21, L2, Methodist Arcade, Beach Road, Apia).
- SAME Members meeting 30<sup>th</sup> April 2014, 5.30 p.m., Venue TBC.

### **Next Members Meeting**

SAME Members meeting 30<sup>th</sup> April 2014, 5.30 p.m., Venue TBC

### **2014 SAME Membership Fees Due**

**Pay at the SAME office or direct credit, just contact us ph: 842 2910 or email [office@same.org.ws](mailto:office@same.org.ws) for the account number**

Invoices were emailed to you in January, reminder notices are due out shortly.

### **NB:**

If you did not pay your membership fees in 2013 you cannot vote at this AGM

**Resolution 1: Object 2.(d)** which requires clarifying

2.(d) to provide support for its members and visitors in locating rooms, books, papers, information and accommodation

**Resolution 2: Common Seal:** Article 5:

THE Association shall have a seal bearing the words “Samoa Association of Manufacturers and Exporters” which seal shall be in the custody of the SAME office, in their secured storage and shall not be used except in pursuance of a resolution of the Executive and in the presence of the Secretary and one other member of the Executive.

**Resolution 3: Membership:** Article 7 (b): Shall be changed to read:

Each new candidate for membership shall sign an application for election and an agreement to be bound, if elected, by the rules of the Association. Every such application, including the fee, shall be sent or delivered to the SAME Registered Office wherein it will be recorded, scanned and forwarded electronically to the Secretary and shall be considered at the first meeting of the Executive after delivery of such application, when the majority of Members present of the Executive then present may admit the candidate as a member. Such admission, with payment of the proper subscription, will constitute membership.

**Resolution 4: Honorary and Life Members:** Article 8: to be amended to read:

THE Executive shall be empowered to elect Honorary Members. Honorary Members may have a voice but shall have no voting rights at Annual, Extraordinary General and Executive Meetings. They may hold office on the Executive Committee, with voting rights solely as a result of that position, and have voting rights at monthly meetings. Such Honorary Memberships shall be confirmed annually at the Annual General Meeting.

By a three-fourths majority of Executive Members present at any duly convened meeting of the Executive, the Association may elect to Life Membership of the Association any individual Member who has given long and valuable voluntary services to the Association. A Life Member shall become a member of the Advisory Council, with full voting rights, shall have full voting powers at all meetings of the Association, excluding the Executive Committee, but shall be eligible for any office on the Executive Committee, with voting rights solely as a result of that position, and shall not be liable for any subscription.

**Resolution 5: Meetings:** Article 11.(a) Annual Meeting - correction to doubled up wording in this Article.

There shall be an annual meeting for each financial year. The date of such annual meeting shall be determined by the Executive but must be held not later than the thirty first day of March following the financial year to which the meeting shall relate. The Annual Meeting shall:- ....

**Resolution 6: Management:** Article 14 (d) – redundant words in here that need to be removed.

The Executive shall have power to fill ~~(except in circumstances applicable to Article 11 © 4 above)~~ all vacancies caused by resignations or otherwise which appointment shall hold for such time as determined by resignations or otherwise which appointment shall hold for such time as determined by the Executive but not beyond the date of the following Annual General Meeting .

**Resolution 7: Sub-Committee:** Article 14. A second paragraph shall be added to the current paragraph to include:

One such Sub-Committee shall be the Advisory Council which is called together by the Executive Committee as required to seek advice and historical input from Life Members and others with specific and deep experience in the areas of specific interest to SAME Members. Life Members are automatically members of this Sub-Committee with full voting rights.

**Resolution 8: Duties of Officers:** Article 16 re-number paragraphs due to mis-numbering and a

repeated paragraph. Change Article numbering 16(b) to 16(g)

**Resolution 9: Duties of Officers:** Article 16 (g): taking account of the paragraph number changes and to be split into two.

Paragraph 1 to be re-numbered but the wording to be unchanged to be:

**16(g) (i)** The Treasurer shall take charge ~~of all receive~~ of all books of account, papers and records pertaining to financial matters and shall receive and keep a true record of all moneys received and expended.

Paragraph 2 to be re-numbered, the paragraph split into two and wording changed to be:

**16(g) (ii)** All monies received shall be paid into a bank account and all amounts **paid out** in excess of \$50.00, **excluding petty cash**, shall be made by cheque **or internet banking** signed or **electronically authorised** by the Treasurer **(or in the Treasurer's absence any one of the other three signatories)** and (until appointment of a full-time CEO) be counter signed **or electronically authorised** either by the President, **Vice President** or Secretary.