



Association of Certified Fraud Examiners  
South Africa Chapter (Number 91)

## Notice of 2016 Annual General Meeting

Notice is hereby given that the Annual General Meeting (AGM) of the South African Chapter of the Association of Certified Fraud Examiners will be held on:

**Date:** 25<sup>th</sup> of October 2016

**Time:** 09:30

**Venue:** Sandton ICC

For ease of reference herewith a time schedule:

**13 July 2016: nominations open**

**22 August 2016: Nominations close**

**22 August 2016: Submission of proposal/resolution close**

29 August 2016: résumé and Manifesto of each candidate will be posted on the website

29 August 2016 – 7 October 2016: Resolutions to be voted on will be posted on the website

**25 October 2016: Announcement of results at AGM**

### Nominations for the 2016/2017 ACFE SA Chapter Board of Directors

Notice is hereby given that Nominations for the Board close on **22 August 2016**.

**In terms of Article VI & VII of the ACFE Chapter Bylaws the following regulations apply:-**

Every paid up member of the ACFE South African Chapter shall be entitled to nominate or second a candidate for election to the Board:

### How the Board of Directors will be elected according to the ACFE SA Memorandum of Incorporation:

The Board of Directors of the ACFE SA will comprise at least 04 elected directors, no more than 15 elected non-executive directors, and no alternate directors each of whom is to be elected –

In addition to the elected directors, there will be 04 automatically co-opted *ex officio* directors of the ACFE SA. The *ex officio* directors will be the Chairpersons of the respective Regional Interest Groups or any other committee member nominated by such committee should the Chairperson not be available, being:

1. Western Cape
2. Kwazulu-Natal
3. Johannesburg
4. Pretoria

## **Qualifications for Candidates:**

- All candidates must be paid up members of the SA local chapter, and must have been members of the chapter for a minimum of two (2) years;
- Only Certified Fraud Examiners (CFE), being members in good standing of the Association of Certified Fraud Examiners International, may hold the office of President, Vice President and Training Director. The Board may vote to allow Associate Members to hold the office of Vice President;
- Associate members, being members in good standing of the Association of Certified Fraud Examiners International, may hold all other positions;
- Affiliates shall not be eligible to hold any Chapter office, but may serve on committees;
- The elected officers of the Chapter shall consist of a President, Vice President, Secretary, and Treasurer. However, the Board of Directors shall have the option to combine the offices of Secretary and Treasurer into one position and designate one person to conduct both functions. These officers, together with the Immediate Past President and Legal Counsel will form the Exco;
- Officers and Directors may be re-elected to successive terms in either the same or a different office. The Exco serves a term of three (3) years;
- Each appointed officer and director of the Board or office may be re – elected to successive terms. The Exco will serve for a 3 year term, where after they will qualify to be re-elected at a members meeting. Similarly, the Past President will automatically serve on the Board as a non-executive director for a 3 year term.
- Non-Executive directors of the Company will serve for a 3 year term, where after they will qualify for re-election at a members meeting.
- Any elected non-executive Board member may only serve a maximum of 6 consecutive years as Board member, where after he/she will observe a 2 year cooling-down period.
- The Board shall always consist of an odd number of Directors. The Board of Directors shall consist of the Chapter Officer positions designated above plus at least three other at large positions;
- The Chair (President) will be selected by the board during the first Board meeting, after which remaining portfolio allocations will be made;
- There is no limit on number of nominations.

## **ADDITIONAL REQUIREMENTS**

To ensure responsible voting and accountability of officers, the following will apply:

- Each candidate, whether or not having served previously on the Board, must submit a manifesto, informing voters why they should be elected, what position they would like to hold, what actions they intend and their vision for the chapter.
- Those candidates who have previously/currently served on the board will in addition submit a report detailing what they have accomplished in their term of office and their attendance records of ACFE SA Events as well as Board and Regional meetings.
- All candidates will attend the AGM at their own cost.
- The nominee, if successful, will be required to enter into a service level agreement with the Chapter relating to their performance as a Board member.

## **NOMINATIONS VERIFICATION**

On closure of nominations, the Chapter will conduct a verification exercise to determine the list of candidates that qualify for the election. In order for each nomination to qualify, it must satisfy the following conditions:

- The nomination must be lodged on the prescribed Nomination Form (**please see attach**);
- Both the Proposer and the Nominee must be paid up members of the South African Chapter of the ACFE;
- The Nominee must be a paid up member of the ACFE International (Associate or CFE);
- The Nominee must signify his/her willingness to accept nomination by signing the prescribed nomination form and providing an abridged résumé;
- The Nominee must signify his/her willingness to enter into a service level agreement with the Chapter relating to his/her performance as a Board member;
- The nomination form must reach the ACFE SA on or before **22 August 2016**

On completion of the verification process, all Nominees and members will be advised of the outcome of the nomination process.

## **The Annual General Meeting and Voting:**

To comply with the international standards of the ACFE and in order to streamline this meeting, the elections and voting on major issues (if any) will take place by Postal Ballot via our website. At the AGM we will announce the results of the Postal Ballot and introduce the Board of Directors for the next term of office. The AGM will take place at 09:30 on Tuesday the 25<sup>th</sup> of October 2016.

### **Proposals and Resolutions**

Every paid up member of the ACFE South African Chapter shall be entitled to submit (propose) or second Proposals or Resolutions to be voted on by the membership of the Chapter. Proposals or Resolutions should be submitted by **22 August 2016**, be in writing (text format) and must be signed by a proposer and a seconder, both being members in good standing of the local chapter, any submissions received after this date will not be voted on during the Postal Ballot, but may be discussed by the General Assembly at the AGM.

### **VOTING:**

Please note that only members of the Local Chapter in good standing will be eligible to vote. If you have not applied for membership or settled your dues please do so immediately. For any inquiries please contact the ACFE Office at (012) 3461913 **or email Janine at [janine@acfesa.co.za](mailto:janine@acfesa.co.za)**.

### **VOTING PROCESS:**

Once the nomination process has been completed, an election will be held by Postal Ballot from **29 August 2016 – 7 October 2016**.

### **GENERAL COMMENTS**

Members are requested to give proper thought to who they nominate and vote for. The Board of Directors primarily represent the general membership, and play an important role in deciding on the direction and policies of the ACFE SA Chapter. As such it is important that members trust the Candidate to adequately represent their interests, and those of the organization as a whole.

While there are no formal regulations in this regard, the policy has always been to encourage nominations from across all sectors, regions, etc. to ensure diversity. It is also preferable that large companies and organizations refrain from submitting multiple nominations from their own ranks. It has to be noted that ACFE SA Directors does not represent their company or specific organizations, therefore it is acceptable to have more than one candidate from a specific

organization. But in the interest of fairness and diversity it is not desirable to have too many members from the same establishment on board.

Nominees should have a passion for the industry and the ACFE, and be willing to spend large amounts of their time and resources without compensation. It is therefore important that they also have the backing of their employer, colleagues and family.



*Be part of the change & nominate yourself or someone  
who would have a positive impact on the ACFE SA*