

## Draft.

### structure of the ANC Women's League.

#### Preamble

The ANC Women's League (ANCWL) functions as an autonomous body within the overall structure of the ANC, of which it is an integral part. It has the right to take and implement its own decisions as long as they do not contradict ANC policy on which it is based. The ANCWL will elect and recall its own leadership and delegates at all levels. The ANCWL shall have the right to raise and keep its own funds. At all levels the ANCWL shall coordinate its work with relevant ANC structures. The ANCWL will send, elect or appoint its representative to the different structures of the ANC, from ANC conference to the ANC branch committees.

#### The ANC Women's League structure

The ANCWL shall consist of the following organs:

1. The National Conference, which shall be the highest decision making body.
2. The National Women's League Executive Committee (NWLEC), which shall be the highest decision making body between the national conferences.
3. The National Women's Secretariat (NWS), which shall be the highest administrative

- body of the WL.
4. The Regional Conference, which shall be the highest decision making body of the WL in the region
  5. The Regional executive committee, which shall be the highest decision making body in the region in between regional conferences.
  6. The extended Regional Executive Committee meeting, ~~which shall consist of branch~~
  7. The Zonal meeting, which shall coordinate work of branches in a particular area.
  8. The branch, which shall be the basic organ of the ANCWL.
  9. The units, which shall be working groups of the branch.

### TASKS OF THE ANC WOMEN'S LEAGUE.

1. Shall spearhead the ANC in formulating national policies for the emancipation and advancement of women towards a non-sexist, democratic, non-racial and unitary South Africa.
2. Shall inform and transform ANC policy on women.
3. Shall implement the decisions of the ANCWL Conference.
4. Shall enunciate clearly the oppression of women in South Africa and mobilise the masses of women into the struggle.

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5. Shall organise the women into the ANC and the ANCWL.
  6. Shall mobilise women internationally and all progressive forces to support the ANC and Women's League politically, materially, morally and diplomatically.
  7. Shall lead ~~and~~ the ANC on all issues affecting women.
  8. Shall produce propaganda material
  9. Shall report regularly to the ANC.

### THE ANC WOMEN'S LEAGUE NATIONAL CONFERENCE

- a, Shall be the highest policy and decision making body of the ANCWL.
- b, shall be convened once in three years. An extraordinary conference can be called by a minimum of 7 regions.
- c, At least 90% of delegates to the conference shall come from branches of the Women's League in proportion to their membership. Special provision can be made to ensure adequate representation of areas where membership is reduced.
- d, The NWLEC may invite individuals who have made a special contribution to the struggle or who have special skills or experience to offer to the conference, their total number not to exceed ten per cent of delegates.
- e, All members of the NWLEC will attend conference as full delegates, with voting and speaking rights.

- f) The NWLEC may invite observers to the conference. *speaking Right No Voting*
- g) The NWLEC shall appoint a Conference preparatory committee which will circulate conference information in advance, determine the precise procedure for selection of delegat and indicate how the membership can ensure that their concerns are on the agenda.
- h) The conference rules of procedure shall be determined by the conference itself based on democratic principles.
- i) Voting on key questions, including election of office-bearers and members of the NWLEC, shall be by secret ballot.
- j) Shall elect the National Women's League Executive committee - viz: the National President, Deputy President, National Secretary, ~~National~~ Treasurer, National Organiser and General. 6 additional members, and confirm representatives (Regional Chairpersons), who will be part of the NWLEC.
- k) shall draw up a programme of action of the Women's League.
- l) shall set up specialised committees and assign specific tasks and duties to these committees.
- m) shall review national and international developments since the last conference of the League.

## THE NATIONAL WOMEN'S LEAGUE EXECUTIVE COMMITTEE

### TASKS


- a, Shall implement decisions of the conference, and recommendations from the regions.
- b, shall hold office for three years.
- c, Shall execute, supervise, monitor and direct the work and programme of action of the Women's League.
- d, The NWLEC shall have the right to co-opt new members to replace persons who cease to be members.
- e, The NWLEC shall meet at least four times a year.
- f, shall receive reports from the regional committees, <sup>Branches via Regional</sup> ~~branches~~, and representatives of the W
- g, Shall appoint a National Finance and Control Committee.
- h, shall appoint coordinators of the <sup>Administrative</sup> ~~the~~ National Women's League <sup>secretary and national representatives</sup> ~~committees~~, and direct their work.
- i, Shall convene <sup>specialise</sup> and make necessary preparations for the national conference.
- j, shall report to conference on the national state of organisation, implementation of the WL programme of action and on international work of the League, and submit a financial report.
- k, Shall review national and international developments since the last meeting of the NWLEC.
- l, Shall constitute and direct the work of the National Women's League Secretariat.

through which it shall conduct its work.

- m, shall report to the WL membership quarterly
- n, shall report to the ANC NEC at least twice a year on the state of organisation of the WL and recommend new initiatives
- o, shall manage and control all national property and funds of the League.

### Composition

shall consist of the National President, Deputy President, National Secretary, National Treasurer, National Organiser, the chairpersons of the regions, 6 additional members, and a representative from the National ~~Youth~~ League Executive Committee.



### THE NATIONAL WOMEN'S SECRETARIAT (NWS)

#### Tasks

- a, shall be the daily administrative organ of the WL.
- b, shall execute the tasks of the Women's League as laid down by conference and the NWLEC.
- c, shall coordinate, supervise and direct the work of the Women's League.
- d, shall receive and consider reports from all regions and representatives of the WL

- e, shall report to the NWLEC on the state of organisation, programme of action and international work of the WL and recommend new initiatives.
- f, shall appoint and direct staff members of the National office.
- g, shall meet at least once a week.

### Composition

shall consist of full-time members of the WL - based at the headquarters viz.

- i, The President.
- ii, Deputy President.
- iii, National Secretary
- iv, The Treasurer
- v, The National Organiser
- vi, Coordinators of the national specialised committees.
- vii, Administrative secretary.

The NWS - shall consist of the following offices:

- i, The Presidents' office (~~Private Secretary~~)
- ii, The Office of the National Secretary
- iii, The Office of the National Treasurer.  
" Organiser

### Office of the President

- i, shall consist of the national president, the Deputy and a personal secretary.
- ii, shall direct the work of the following

specialised committees.

a, emancipation

b, Publicity and information

### Tasks of the National Women's League President

1. Shall head the WL, the National Women's Executive committee and the National Women's secretariat.
2. Shall submit reports of the WL to the ARC.
3. Shall preside over meetings of the NWLEC and the NWS.
4. Shall supervise, and monitor the overall work of the WL.
5. Shall ensure collective work and collective decision making processes within the NWLEC and NWS.
6. Shall report regularly to the NWLEC.
7. Shall work full-time for the ARCWL and be based at the headquarters.

### Tasks of the deputy National President

1. Shall deputise for the National WL President in her absence.
2. Shall assist the Nat WL President in execution of her duties.
3. Shall work full-time for the ARCWL and be based at the HQ.



## Tasks of the Secretary of the Presidents office.

- ① shall assist the National President and deputy President in carrying out their duties.
- ② shall keep diaries of the national President and Deputy President.
- ③ shall be the personal secretary of the Nat. President and Deputy Pres.
- ④ shall liaise with the National Secretary and other National Committees and offices of the WL.
- ⑤ shall take notes for the President and deputy President.
- ⑥ shall be appointed by the NWLEC/NWS.
- ⑦ shall ensure that all correspondence to be attended to by the Pres. and Dep. Pres. is attended (~~Pay attention of Pres. Insecure all Correspondence~~

### Office of the National Secretary.

- i) shall consist of the National Secretary, the administrative secretary and staff members.
- ii) shall be the administrative office of the WL and the National office.
- iii) shall coordinate all WL and National office work.
- iv) shall liaise with departments of the INWC and the Youth League who do not have counterparts in the WL.
- v) shall deal with correspondence of the NWS.

## Duties of the National<sup>10</sup> Secretary.

- ① shall be the chief political administrator of the WL.
- (2) Shall take down minutes of the NWLEC and the NWS.
- (3) Shall deal with correspondence of the WL and pass it on to the relevant committees for attention.
- (4) Shall liaise with departments of the ANC who do not have counterparts in the WL.
- (5) Shall report or <sup>directly</sup> bring to the National President and Deputy Nat. Pres. and relevant Nat. committees on issues that need prompt attention.
- (6) Shall ensure the smooth running of the WL, the NWS by following up issues with the NWLEC members and NWS members and National committee coordinators.
- (7) Shall prepare NWLEC and NWS reports
- (8) Shall work full-time for the ANCWL and be based at HQ.
- (9) Shall report regularly to the NWS and NWLEC.
10. Shall prepare political <sup>political committee</sup> speeches of the WL.

## Duties of the Administrative secretary

- ① Shall record all incoming and outgoing correspondence and pass incoming mail to the national secretary
- ② Shall be responsible for the filling, typing of all WL documents and

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- correspondence.
- (3) Shall be responsible of all <sup>administrative</sup> staff matters.
  - (4) Shall take notes of all staff meetings.
  - (5) Shall supervise work of the administration staff members.

### THE OFFICE OF THE NATIONAL TREASURER.

- (1) Shall consist of the National Treasurer, Books, transport and logistics coordinator.
- (2) Shall direct the work of the specialised committee on fundraising and liaise with the committee on projects.

(3) ~~shall deal with matters regarding personnel~~ <sup>under Secretary office</sup>

#### Duties of the National Treasurer.

- i) shall prepare <sup>national</sup> budgets of the WL.
- ii) shall keep and bank funds of the WL.
- iii) shall be one of the 3 signatories of the WL - (others will be the National president and the National secretary.)
- iv) shall keep records of funds and equipment of the ANCWL.
- v) shall liaise with the ANC TGO, and all external and national donors.
- vi) shall prepare quarterly financial reports for the WL.

Duties of the <sup>12</sup>bookkeeper.

Duties of the transport officers.

Duties of the logistics officer.

## THE NATIONAL ORGANISERS OFFICE

- ① Shall coordinate all the work of organising the ANCWL nationally.
  - ② Shall devise mechanisms of recruiting new members and generally strengthening the organisational machinery of the ANCW.
  - ③ Shall keep all records regarding membership, branches, zonal and regional structures of the League.
  - ④ Shall promptly attend to all problems referred to it on matters of organisation.
  - ⑤ Shall coordinate campaigns launched by the ANCWL.
- (6) Shall consist of the National organiser, the campaigns secretary and 3 other staff members.

### Composition

1. National organiser.
2. Campaigns coordinator.
3. membership coordinator.

## SPECIALISED COMMITTEES OF THE WL.

The National Conference and the NWLEC shall set up specialised committees of the WL to carry out work of the Women's League. They will be as follows.

1. The National Women's Development Committee.
2. The National Committee on Women's Emancipation.
3. The National <sup>& children</sup> Committee for peace, justice, national & international solidarity/relations.
4. The National Fundraising Committee.
5. The National committee on media, information and publicity.
6. The National Conference shall set up additional specialised committees and assign specific duties to these committees.

ANC form special Reportment for children not just women - paper to be prepared for Conference ~~only~~

### 1. The National Women's Development Committee:

Duties *Each office in Secretariat*

- a) shall be responsible for the development of women focussing on education, <sup>Health</sup> training and projects.
- b) shall liaise with WL regions on matters regarding education, training and projects.
- c) shall liaise with the ANC and other service organisations dealing with education, training and projects.
- d) shall draw project proposals of the WL for national and international donors.
- e) shall report regularly to the NWS.
- f) shall encourage optimum utilization of the opportunities offered for women's political

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education through the various scholarship programmes.  
g) shall promote acceptance of the idea of affirmative action in favour of women in development and employment opportunities as a way of correcting historical injustices and inequalities.

Composition

shall be composed of:

1. Coordinator of the national Women's development Committee.
2. education officer.
3. Project officer.

## 2. The National Committee on Women's Emancipation

Duties

- a, shall focus on the laws, administrative practices and affirmative action programmes
- b, shall deal with leadership and skill development of women
- c, shall liaise with the ANC National Commission on women's emancipation.
- d, shall establish and coordinate a gender research committee.
- e, shall elaborate the manifestations of gender oppression for all racial groups and strategies on how these should be dealt with generally and specifically.
- f, shall give guidance on issues relating to South African Women's Emancipation.
- g, shall produce policy guidelines on issues affecting women with regard to customary/religious practices such as polygamy, lobolo, property and inheritance, land-use, widowhood, divorce, family relations etc.
- h, shall promote social and legal restraints to violence against women and girls viz wife-battering, rape and statutory ~~shall~~ care for children



defilement i.e. sexual contact with minors who are below the age of consent and other forms of sexual harassment.

- j. Shall promote social legislation towards the elimination of all forms of discrimination against women such as would be consistent with the development of our society.
- k. Shall promote family-life education which is targeted as much to women as it is to men.
- l. Shall promote conditions for balanced parental roles in nation-building.
- m. Shall assess the need and value of a Bill of Rights for the women of South Africa *Wananshate* schedule in Bill High charter not left out.
- n. Shall examine the existing ANC code of Conduct with a view to ensuring that it incorporates women-specific rights and protective measures as well as follow up to ensure implementation.
- o. Shall broaden the debate about women's place in society beyond the women's caucuses.
- p. Shall promote the establishment and the strengthening of a National Commission on Emancipation which will be an avenue for enabling the entire membership of the ANC to exercise its responsibility for the emancipation of women.
- q. Shall report regularly to the NW's.

### Composition

- Shall consist of:
- (i) Coordinator of the committee
  - (ii) 3 other full-time members

### 3. National Committee for Peace, Justice, national and international solidarity/relations

#### Duties: add amendment

- a, Shall focus on peace issues internally and externally and on international solidarity.
- b, Shall mobilise the international women's movement, progressive organisations, and individuals to support the struggle waged by the people of South Africa and the Women's League.
- c, Shall monitor the work of WL representatives in international and national women's organisations.
- d, Shall study the international and national situation and make recommendations to the Women's Secretariat on the selection and preparations of delegates to conferences and shall receive reports from such delegates.
- e, Shall keep the WL in close contact with national and international women's groups, including the broad anti-apartheid groups.
- f, Shall coordinate with the regional committees.
- g, Shall report regularly to the NWS.

#### Composition:

Shall consist of i) Coordinator of the Committee  
ii) ~~3~~ other staff members

#### 4 The National fundraising Committee

##### Duties:

- a, Shall focus on fundraising nationally and internationally for the WL.
- b, shall assess the material needs of the WL, as a whole, and find ways of meeting those needs.
- c, shall keep records on funds-raised by the WL.
- d, shall coordinate with the regional fundraising committees.
- e, shall draw guidelines on fundraising.
- f, shall report regularly to the NWS.
- g.

##### Composition

shall consist of: i, National coordinator for fundraising.  
ii, 1 other staff member.

#### 5 The National committee on media, information and publicity.

##### Duties.

- a, shall produce information and other propaganda material for women internally and internationally.
- b, shall deal with such aspects of the WL work as the radio, leaflets, briefings, periodicals, publication, films, press and training of publicity personnel.

- c, shall establish a resource centre and organise material to serve research needs of the WL.
- d, shall liaise with the regional Committees.
- e, shall liaise with the ANC DIP
- f, shall report regularly to the NWS

### Composition

- shall consist of: (1) coordinator of the Committee ~~who shall be the spokesperson,~~ of the ANCWL and editor of the Organ/Journal of the WL.
- (2) 5 other full-time members.

## REGIONAL WOMEN'S LEAGUE STRUCTURES

### THE REGION

#### TASKS

1. Shall ensure that all South African Women in the region are mobilised into functioning ANC branches and those of the WL.
2. Shall ensure that all members are grounded in policies of the movement and that members in the region discuss and understand current political strategies and tactics of the ANC and the WL, as well as the international situation.
3. Shall implement decision and recommendations of the WL in the region
4. Shall ensure that members participate in the formulation and evaluation of the policies of the ANC and the WL.
5. Shall raise funds for the WL and keep ~~1/2 (half)~~ for the region and hand in the other half to the NWS annually, to be discuss at Conference
6. Shall report quarterly to the ~~ANS~~ NWS

#### Composition

The regions of the ANCW shall correspond to the demarcation of the regions as set by the ANC.

## Organs of the Region

1. The Regional Conference
2. The Regional Women's Committee (RWC)
3. The Regional Women's extended <sup>meeting</sup> Committee.
4. The zonal coordinating structure.
5. The branch executive Committee (BEC)
6. The Branch.
7. The units.

## The REGIONAL CONFERENCE

1. Shall be the highest decision making body in the region.
2. Shall be held <sup>more often if requested by one third of all branches.</sup> once a year.
3. Shall elect the regional Women's executive committee, through a secret ballot.
4. Prior to the National Conference it shall nominate members of the NWLEC and finalise all regional input to National conference.
5. Shall try to resolve all political, social and other problems that members may face before passing them over to the NWC or NWLEC or National Conference.
6. The delegation at the regional conference shall reflect the participation of all branches, with special attention paid on securing adequate representation of areas where membership is reduced.
7. Shall be attended by members of the

- RWC who shall have full voting and speaking rights as ex officio participants.
8. Shall receive and consider reports from the RWC.
  9. Shall carry and develop ANCWL policies and programmes in the region.
  10. Pending the creation of branches and the holding of a regional Conference in any region, the NWLEC shall set up an interim regional ~~executive~~ Women's Committee for the area.

## THE REGIONAL WOMEN'S COMMITTEE

### Duties

1. Shall carry out decisions of the Women's League National structures and those of the regional conference and the extended regional meeting.
2. Shall elect the regional working committee, <sup>\*insert p. 10.</sup>
3. Shall mobilise ANC women into the ANCWL and organise them into functioning ANCWL branches.
4. Shall ensure that all ANCWL members are grounded in the policies of the movement and those of the ANCWL and that members in the region discuss and understand current political strategies and tactics of the ANC and the WL, as well as the situation internationally.
5. Shall ensure that members participate

which shall be a core group of the RWC and shall consist of not less than one quarter of its members, all of whom shall reside within fifty miles of the regional headquarters. It shall perform the duties and functions of the RWC to which it shall report. The working committee shall meet at least once a week.



- in the formulation and evaluation of the policies of the ANC and the WL.
6. Shall ensure that the women's Secretariat is acquainted with such political, social and other problems that members may face regionally. It shall however, try to solve these problems before passing them over to the NWS.
  7. Shall raise funds for the women's League.
  8. Shall second one of its members to the ANC Regional Executive Committee.
  9. Shall manage and control funds of the ANCWL in the region.
  10. Shall submit quarterly reports to the NWS on the state of organisation, the financial position of the region and such other matters as may be specified.
  11. Shall report to the regional conference and the extended regional executive meeting, and the branches.
  12. Shall meet at least once a month.
  13. Shall be in office for a period of <sup>three</sup> years.
- Composition of the RWC

1. The Regional conference will elect the RWC consisting of chairperson, deputy chairperson, secretary, treasurer, organizer and other persons, each of whom would liaise and carry out tasks of one of the special committees of the WL.
2. The organiser/secretary be a full-time

functionary of the WL.

### Duties of the Regional Chairperson:

1. Shall preside over all RWC meetings.
2. Shall see to the implementation of tasks assigned by the higher and lower organs of the WL.
3. Shall supervise and monitor the overall work of the WL in the region.
4. Shall ensure collective work and collective decision making processes in the region.
5. Shall submit reports of the WL to the ANCWL NWS and the ANC in the region.
6. Shall report regularly to the RWC and the membership in the region.

### Duties of the RWC Secretary:

1. Shall take minutes of the meetings of the RWC and the extended RWC meetings.
2. Shall keep records and decisions, documents, correspondence etc. of the RWC.
3. Shall liaise with the NWS on behalf of the RWC.
4. Shall liaise with the secretaries of the WL branches in the region and ask for two monthly reports, including feedback, on all activities of the women's branches, to be discussed by the RWC.

5. Shall be the administrator of the RWC.
6. Shall in consultation with the chairperson, convene meetings of the RWC.
7. Shall prepare reports of the RWC.
8. Shall report to the RWC.

### Duties of the deputy-Chairperson:

1. Shall deputise the chairperson in her absence.
2. Shall assist the chairperson in carrying out tasks.
3. Shall report regularly to the RWC.

### Duties of the Treasurer

1. Shall be responsible for raising material support for the WL.
2. Shall keep records of funds raised.
4. Shall report regularly to the RWC.
5. Shall prepare two-monthly **financial** reports for the RWC.

### Duties of the regional organiser

1. Shall coordinate all the work of organising the WL in the region.
2. Shall devise mechanisms of recruiting new members and generally strengthening the organisational machinery of the ANC.
3. Shall keep all records regarding

membership, branches & zonal structures of the WL.

4. shall coordinate campaigns in the region.

5. shall report regularly to the RWC.

### Coordinators for the WL committees.

See duties from national committees.

### THE ZONE

#### Duties.

1. Shall bring together branches in a particular area (viz. town, rural area, city) for the sole purpose of coordination of work developed in the branches or area.
2. Shall identify common problems and launch campaigns around them.
3. A zonal structure will be constituted by two representatives from the branches who will carry out mandates from branches and report back to the branch.
4. Shall facilitate cooperation among women in meeting the objectives of the Committees of the WL.

## THE BRANCH

### Duties

1. Shall be the basic organ of the ANCWL.
2. Shall consist of not less than 20 paid-up ANC women members.
3. Shall be the organ at which regional and national programmes and projects are delivered.
4. Every member of the League shall belong to a branch.
5. Every branch shall be registered with the RWC
6. Shall meet at least once a month.
7. Shall be the place where members exercise their basic democratic rights to discuss and formulate policy
8. Shall be the basic unit of activity for members.
9. Shall elect annually a branch chairperson, secretary, treasurer, organiser, education <sup>of projects</sup> officer, political education officer and 3 other members of the committee. Election shall be by secret ballot.
10. For purposes of small discussion and working groups the branch shall be divided into units.
11. Shall raise funds for the WL, and keep  $\frac{1}{2}$  for the branch & submit  $\frac{1}{2}$  to the RWC - annually.

### Branch executive Committee

1. shall compose of 9 elected members viz. chairperson, secretary, treasurer, organiser, education <sup>and projects</sup> officer, political education

officer and three other committee members.

2. Shall carry-out day-to-day affairs of the branch;
  3. Shall raise funds for the WL and keep  $\frac{1}{2}$  for the branch and submit the other  $\frac{1}{2}$  to the RWC.
  4. Shall submit reports on its work and activities to the branch meetings.
  5. Shall report 2 monthly to the RWC.
  6. Shall look after the funds of the branch.
  7. Shall elect a representative of the RWC to sit in the ANC branch committee.
- Duties of the branch chairperson

1. Shall preside over branch meetings and those of the Branch Committee.
2. Shall ensure the implementation of tasks assigned by higher organs of the WL.
3. Shall supervise and monitor the overall work of the WL in the branch.
4. Shall ensure collective work and collective decision making processes in the branch.
5. Shall submit branch reports to the RWC and the ANC branch committee.
6. Shall report regularly to the branch committee of the WL.

## Branch Secretary

1. Shall take minutes of the branch and the branch committee.
2. Shall keep records and decisions, documents and correspondence etc. of the branch.
3. Shall liaise with RWC and the ANC branch on behalf of the branch.
4. Shall liaise with the convenors of the units, and compile regular reports from their reports.
5. Shall be the branch administrator.
6. Shall in consultation with the chairperson convene meetings of the branch.
8. Shall prepare branch reports.
9. Shall report to the branch committee.

## Branch Treasurer

1. Shall coordinate and initiate fundraising activities in the branch for the WL.
2. Shall keep all records of funds raised by the branch.
3. Shall report regularly to the branch.
4. Shall prepare two-monthly financial reports to the branch and the RWC.

### Branch organiser.

1. Shall coordinate all the work of mobilising and organising women in the branch into the ANCWL.
2. Shall devise mechanisms of recruiting new members and those of strengthening the branch organisationally.
3. Shall keep all records regarding membership of the WL in the branch, including potential membership.
4. Shall coordinate campaigns in the branch.
5. Shall report regularly to the branch executive of the WL.

### Branch political education officer.

1. Shall strengthen the women's League and raise higher the political consciousness of women in the ANC.
2. Shall liaise closely with the various special committees of the WL at regional level.
3. Shall ensure that the branch follows a political programme of action.
4. Shall monitor the development of all branch members.