



## Starting a DA Youth Branch

Starting a DA Youth branch is a great way of staying in touch with likeminded young people in your area, and can be used as a platform to run DA activities in your community.

Youth branches are constituted on a constituency level. It is advised that you get in touch with your provincial office, which can guide you through the process of setting up a branch, but for information sake we have set out the procedure below.

The first step is to find 25 paid up DA members in your constituency under-31 who wish to form a youth branch. You then need to hold an inaugural AGM with a minimum of 13 of them to elect the office bearers for the branch. We have included a checklist for holding an AGM below. It is very important that all of these steps are followed to avoid challenges to the legality of the branch.

Please note that regulations referenced to the provincial constitution may vary slightly from province to province – please confirm these with your relevant provincial office.

Only the Western Cape and Gauteng provinces are divided into regions, the other provinces function from one provincial office.

### AGM checklist

**CONSTITUENCY:**

**DATE OF AGM:**

**VENUE:**

**PERSON TO OFFICIATE:**

	TASK	REFERENCE	DONE?
1	Have you <b>advised the Regional/Provincial Office?</b>	Fed Constitution	
2	Has the <b>Constituency head been notified?</b>	See relevant provincial constitution	



3	Are there <b>25 paid up members in the constituency?</b>	Fed Constitution	
4	Has notice been drawn up and sent to all members <b>14 days before AGM?</b>	Fed Constitution	
5	Remember <b>quorum for AGM is 13 paid up members</b>	Fed Constitution	
6	Who, appointed by Regional or Provincial Exec, will <b>officiate?</b>	Fed Constitution	
7	<b>Attendance Register</b> to be signed by all members attending.		
8	<b>Minutes of meeting</b> to be kept.		
9	The following <b>office bearers must be elected</b> at the AGM: <ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice-chairperson</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Additional Members (minimum 2)</li> </ul>	See relevant provincial constitution	
10	<b>Delegates must be elected at the AGM.</b> Do you know how many delegates and alternates must be elected for: <ul style="list-style-type: none"> <li>• Constituency</li> <li>• Regional Council</li> <li>• Provincial Council (To be arranged in 2010)</li> <li>• Provincial Congress</li> <li>• Federal Congress (To be arranged in 2010)</li> <li>• Metro Electoral College</li> </ul>	See relevant provincial constitution	



11	<b>Form for Contact details of all members</b> of Branch Executive and additional members must be completed		
12	<b>Form for Contact details of all delegates</b> and alternates must be completed		
13	<b>Full pack of docs to be submitted to the Provincial Office after successful launch of branch.</b> <ul style="list-style-type: none"> <li>• Branch AGM Checklist form</li> <li>• Copy of Notice</li> <li>• Copy of Signed Attendance Register</li> <li>• Copy of minutes</li> <li>• Copy of contact details forms</li> <li>• Copy of ALL delegates list &amp; contact detail</li> </ul>	See relevant provincial constitution	
14	<b>Dates and Venue of Branch Meetings</b>		