



# Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue  
Laudium, Pretoria 0037  
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354  
PBO Ref No.: 930014581

P.O. Box 14368  
Laudium, Pretoria 0037  
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

## PROCEDURE ON MANAGEMENT OF SAMAJ MEMBERSHIP DATABASE

### 1. RATIONALE

The Constitution of the Shree Pretoria Hindu Seva Samaj makes provision for elections to be held every two years (see clause 5.1). One of the fundamental pre-requisites for the hosting of elections is the existence of a valid, up-to-date database of members who are over 18 years of age and reside in the greater Tshwane Metropolitan Municipality.

### 2. FREQUENCY

The Samaj database needs to be updated annually between the periods January to March every year. In this way the database will be up-to-date in time for elections that take place in April/May each year. However, the database should also be updated when events such as births & deaths take place during the course of the year.

### 3. TEMPLATE OF MEMBERSHIP DATABASE

A template of the membership database should be created and contain the following fields: Surname, First Name, Birthdate, Main email address, main cell number, Spouses Name, Spouses Birthdate, Spouses email, Spouses cell no., Unmarried Children 1, Child 1 birthdate, Child 1 email address, Child 1 Cel no (these fields repeated for all other children), Home Address, Home tel, Business (Work) address, Business tel, postal address.

### 4. PROCEDURE

During January to March, the administration office is required to communicate with every person on the Samaj membership database to update the information, taking due cognisance of any changes due to births, deaths, marriage, relocation, etc. Should responses not be received via email communication, the office should follow up with telephone calls. The membership database should also be adjusted when funeral notices of members are sent out to the community.

***This procedure was adopted at a meeting of the Executive Committee of the Shree Pretoria Hindu Seva Samaj held on Tuesday 19 February 2019***

**SPHSS PRESIDENT**

19 February 2019

**DATE**