

ANNEXURE 4: EXAMPLES OF CONSTITUTION

CONSTITUTION OF THE WESTERN ENVIRONMENTAL COMMUNITY FORUM

1. NAME:

The name of the Association is the Western Environmental Community Forum (**hereinafter referred to as the WECF**).

2. REGISTERED OFFICE:

The registered office of the WECF is located within the boundaries of the western demarcated regions of the Greater Johannesburg Unicity.

3. AREA OF OPERATION

The WECF confines its activities to the western areas under the jurisdiction of the regional authorities of the Greater Johannesburg Unicity. This incorporates the surrounding areas which includes the cultural and recreational highlights within a central area of influence. However, the WECF may change its boundaries of operation if deemed necessary.

4. DEFINITION OF THE ENVIRONMENT

The National Environmental Management Act (Act 107 of 1998) for South Africa defines the term environment as follows:

“The word environment refers to the conditions and influences under which any individual or thing exists, lives or develops. These conditions and influences include:

- X The natural environment including renewable and non-renewable natural resources such as air, water, land and all forms of life
- X The social, political, cultural, economic , working and other factors that determine people’s place and influence on the environment
- X Natural and constructed spatial surroundings, including urban and rural landscapes and places of cultural significance, ecosystems and the qualities that contribute to their value.
- X Culture, economic considerations, social systems, politics and value systems determine the interaction between people and the environment, the use of natural resources, and the values and meanings that people attach to life forms, ecological systems , physical and cultural landscapes and places. People are part of the environment and are at the centre of concerns for its sustainability “

5. VISION

The vision of the WECF is to change positively the attitudes of the individuals in the community, encompassing the private and public sector of the western demarcated regions of the Unicity and surrounding areas (approximately 50km radius incorporating the cultural heritage and recreational highlights), towards the environment. The word environment refers to the conditions and influences under which any thing or individual exists, lives or develops.

6. MISSION

The mission of the WECF is to create a positive consciousness of the environment and all forms of environmental influences. These include influences that affect people and their needs. This includes the natural environment, safety and security thereof, health, social, cultural, technological, natural and economic variables. The aim is to preserve and beautify the environment in order to ensure quality of life for all stakeholders of the demarcated Unicity regions and identified surrounding areas with their cultural and recreational highlights which includes the development of tourism.

7. PHILOSOPHY

The WECF has the philosophy of encouraging as many organisations and individuals in the community area of influence stipulated, to take hands and create environmental awareness within the community. To be representative, numbers of members standing together should be large enough to create collective representation for this vision. To encourage a standing together, mutual benefits must be offered to members by the WECF and between members of the WECF, so that a strong representative body can be formulated.

8. GUIDING PRINCIPLES

The following principles, derived from the National Environmental Management Act (Act 107 of 1998) shall guide the functions and activities of the WECF:

- 8.1) The principle of quality of life for all in their daily living and working environment
- 8.2) The principle of equitable access to land and natural resources
- 8.3) The principle of the integration of economic development , social justice and environmental sustainability
- 8.4) The principle of more efficient use of energy resources.
- 8.5) The principle of sustainable use of social, cultural, economic, technological and natural resources

9. ROLE OF THE WECF

- 9.1) To bring stakeholders together with regard to an active participation in addressing environmental management within the western region.
- 9.2) To provide input and guidance with regard to integrated environmental management within the western region.
- 9.3) To provide input and guidance with regard to sustainable development and planning within the western region
- 9.4) To monitor activities related to the development of environmental management initiatives in an area of influence.
- 9.5) To initiate programmes and projects, to promote environmental awareness and sustainable development
- 9.6) To engage communities and other stakeholders in programmes and projects.

10. AIMS AND OBJECTIVES

The general aim of the WECF is to promote and ensure sustainable development based on integrated and co-ordinate environmental management within the western region.

The following key objectives are relevant:

- 10.1) To ensure the development and implementation of integrate environmental management systems in both public and private sectors.
- 10.2) To ensure that public awareness and education programmes relating to integrate environmental management is developed and implemented.
- 10.3) To identify an develop structures , processes, procedures and programmes to ensure effective and appropriate participation in environmental governance.
- 10.4) To promote better understanding of sustainable development amongst all stakeholders within the western region.
- 10.5) To monitor and report on the state of the environment within the western region.
- 10.6) To initiate and develop mechanisms to enhance communication and information dissemination amongst all stakeholders , interest groups, organisations and individuals.
- 10.7) To mobilise financial and physical assistance for the purpose of achieving the objectives of the WECF.
- 10.8) To encourage the local authority, business sector and other organisations and institutions to participate in the activities of the WECF and to support it financially.

11. MEMBERSHIP AND VOTING RIGHTS

The following organisations and persons may become members of the forum:

A) AFFILIATE MEMBERS:

The following community organisations amongst others to be invited as affiliate members are:

- X Local Authorities
- X Community Welfare Organisations
- X Community Organisations representing the business sector
- X Educational Institutions
- X Environmental Management Organisations
- X Recreational Entertainment and Cultural Organisations
- X Organisations representing different forms or technological advancements such as engineering, production, manufacturing and information technology
- X Publicity Associations and Local Community Media
- X Other individuals or organisations not mentioned above who wish to apply for affiliate membership.

An individual representative, with the relevant qualifications, experience and expertise from such community organisations, who has been invited to affiliate to this Forum, may also be nominated for the Management Committee.

B) CORPORATE MEMBER CATEGORIES

Personnel size employed/contracted to an organisation is suggested for the measurement criteria of determining the following corporate categories. This includes : Permanent, Casual and Contract personnel.

Size of Corporate Categories Criteria	Size of Staff	Other
1. Start up business business	All sizes	<12 months
2. Micro	0-9	
3. Small	10-19	
4. Medium	20-49	
5. Large	50-99	
6. Macro	100-199	
7. Corporate	200-299	
8. Mega	300 +	

C) LIFE CORPORATE MEMBERS

Life Corporate Members whose applications for membership are accepted and whose subscriptions are paid.

D) LIFE MEMBERS

Life Membership whose applications for membership are accepted and whose subscriptions are paid.

E) SCHOLARS AND FULLTIME STUDENTS:

Scholars and fulltime students whose applications for membership are accepted and whose subscriptions are paid.

F) INDIVIDUALS AND SCHOOLS

Individuals and schools whose applications for membership are accepted and whose subscriptions are paid.

G) HONOURABLE MEMBERS

Members who are selected by the Management Committee on the grounds of their contributions towards the improvement of the environment and presented to the Annual General Meeting for consideration.

12. ENVIRONMENTAL EVENTS:

Schedule of important dates of the Environmental Calendar for annual compulsory awareness events and activities in each strategic environmental community to be considered for projects by the WECF:

a) World Wetlands Day	2 February
b) National Water Week	23 March
c) Social Upliftment Day	16 April
d) World Environment Day	5 June
e) World Desertification Day	17 June
f) World Population Day	11 July
g) Arbor Day	3 September
h) World Ozone Day	16 September
i) World Habitat Day	3 October

j) National Marine Day

3 November

13. ENVIRONMENTAL CODE OF CONDUCT:

All prospective members, before applying for membership will be made aware of the WECF's ethical code of conduct which must be adhered to at all times, This code of conduct is as follows:

- 13.1) Accept the vision, mission , aims, guidelines, role and definitions as reflected in this constitution, concerning the conservation of the environment in all its forms and undertake to be totally aware thereof and conform thereto.
- 13.2) Stand for fair, equitable dealing, honesty, integrity, responsible behaviour and reject all acts characterised by bad faith, deception, fraud , corruption, scams, oppression, conning or bribery.
- 13.3.)Accept that representation of the products and services as mutual benefits offered by this WECF to its members should be truthfully made, scrupulously fulfilled and build sustained relationships with an between all community citizens, role players, interest groups, stakeholders and community organisations.
- 13.4) Undertake to avoid any truthful or misleading statement in publicity or advertising, in all or any of its from concerning the WECF or members thereof.

14. MEETINGS OF MEMBERS:

14.1) Annual General meeting:

- 14.1.1) The members of the WECF meet annually at a place and time as decided upon by the Management Committee. The meeting shall be held within four months after the end of the WECF's financial year. Members are to be given at least 28 days notice of the meeting and a quorum shall be 7 members.
- 14.1.2)The aim of the meeting shall be to receive the President's report, to elect the management Committee(every 2 years), to consider the financial report to appoint the auditors for the Management Committee and to consider matter relating to the general activities of the WECF.
- 14.1.3) The member of the Management Committee shall be elected for a two year term of office. Half of the members of the Committee retire annually on a rotation basis, but will be eligible for re-election,. The president shall serve a maximum period of two consecutive years. The first Management Committee elected after the establishment of the WECF shall determine which members are to retire in the first year after the election to commence the rotation basis.

14.2) Special General Meetings

- 14.2.1) A special general meeting is held if considered necessary by more that half of eh members of the Management Committee

14.2.2) A minimum of ten members with voting rights may request a Special General Meeting. The Management Committee is compelled to convene such a meeting should such a written request, signed by a minimum of ten members, be lodged at the registered office of the WECF. A quorum shall be 25 % of the total membership.

14.2.3) At a Special General Meeting annually the issue or issues for which the meeting had been convened shall be discussed.

14.2.4) The notice of the Special General meeting shall apply mutatis mutandis to the Annual General Meeting as per section 34.2.1. The notice shall stipulate those matters to be discussed.

14.3) Voting Procedures at General Meetings

14.3.1) Voting shall be a show of hands except where members request a secret ballot.

14.3.2) The President shall have a deliberate and in the case of cessation of votes a casting vote except where voting refers to persons. In the event of a second cessation of votes over a person it will be decided by lot.

15. MANAGEMENT OF THE WECF

15.1) The management and control of the WECF is vested in the Management Committee. It will have the power to appoint such officers and staff and appoint or establish such sub-committees and working groups as it deems fit and delegate appropriate responsibilities, authority and powers to them. Similarly, it will have the power to dissolve any sub-committee or body, or dismiss or terminate the appointment of any employee which or whom it has appointed.

15.1.1) The Management Committee shall consist of

- One representative appointed by and from within the Councils, of the Local Authority within the WECF operation
- Maximum of 12 other persons, elected at an Annual General Meeting, from members of the WECF

15.1.2) The Management Committee meets at least ten times per year to consider all matters concerning the activities of the WECF, to consider action plans for the following action period, to approve payments and to present any other matters of importance deemed necessary by the Management Committee.

15.1.3) The Management Committee shall at first meeting after having been elected, which will be held within 7 days of the Annual General Meeting. Elect a President and Vice-president and other office bearers.

15.1.4) If the President is not present or unable to preside the Vice-President shall take the chair. If the Vice-president is also not available, the meeting shall elect a chair.

15.1.5) The quorum of the Management Committee shall be 7 members present./

- 15.2) The Management Committee will establish such activity target and publish such detailed operating instructions, as it deems necessary for effective control and administration.
- 15.3) No Management Committee Member may vote on any issue where a vested interest lies or take part in discussion held around areas of vested interest or benefit.
- 15.4) Funds available for investment only with registered financial institutions as defined in section 1 of the Financial Institutions Investment of Funds Act, 1984 or in the acquisition of securities listed on a licensed stock exchange as defined in the Stock Exchange Control Act 1985/

16. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE:

- 16.1) To carry out the objectives of the WECF
- 16.2) To raise funds for this purpose
- 16.3) To receive, hold, invest and dispose of monies and gifts in the best interest and to the benefit of the WECF
- 16.4) To open bank accounts for the investment of funds and for administering daily operations. The signatories shall be the President and one other members of the Management Committee, unless other arrangements are made by the Management Committee
- 16.5) To appoint and dissolve sub-committees.
- 16.6) To exercise powers of co-option

17. DISQUALIFICATION OF MEMBERS OF THE MANAGEMENT COMMITTEE:

A member of the Management Committee shall vacate office if he or she :

- 17.1) Fails to attend three consecutive Management Committee Meetings
- 17.2) Ceases to be an appointed representative or organisation, unless the Management Committee decides to retain him/her as an individual member of the Management.
- 17.3) Resigns his/her office by notice in writing to the President.
- 17.4) Is removed by a resolution in writing by a two thirds majority of the members of the Management Committee.

18. RECORDS AND FINANCIAL STATEMENTS

- 18.1) The financial year of the WECF shall end at the last day of February of each year.
- 18.2) The Management Committee will accept a specific fiduciary responsibility for the accurate control of funds and for absolute accountability to its members, its donors and its affiliated bodies.
- 18.3) The Treasurer or a competent person duly authorised and appointed by him/her shall receive all monies payable to the WECF and is authorised to pay out of the funds of the WECF any expenditure which may be reasonably incurred in giving effect to its objects and which has been approved by the Management Committee.
- 18.5) In absence of the Treasurer, the signature of the President or Vice President of the Management Committee and one other person of the Management

Committee shall suffice.

- 18.6) The Treasurer shall ensure the keeping of a proper set of books for the WECF which shall include all records by the Auditors.
- 18.7) The Treasurer will be responsible for drawing up the operational Annual Budget, for ensuring that financial targets are met, for preparing financial reports for the Committee meetings and for presenting appropriate Statements of Accounts and Balance Sheets of General meetings of members.

19. DISSOLUTION

The WECF may be dissolved at any time by two thirds majority resolution of the members at a General Meeting,.

Funds of the WECF at the time of dissolution shall be utilised as follows:

- X By means of a majority decision be transferred to another organisation actively involved in similar objectives.
- X Should there be not other organisations with similar objectives in existence, then the funds are paid over to worthy organisations to be decided upon by the General Meeting.
- X The funds are to be spent within the Western Metropolitan area only.

20. LIABILITY OF MEMBERS

Liability of members towards the commitments of the WECF is restricted to the annual membership fee.

21. SECRETARIAT

- 21.1) A secretariat is to be appointed by eh WECF, until an administrative office for the daily operation of the WECF has been established.
- 21.2) The WECF at an Annual General Meeting shall decide on the way minutes of its meetings are to be kept and on other administrative matters and procedures incidental thereto.
- 21.3) The secretariat shall in good time mail to each member to his/her last known postal address, or by such means as the WECF may from time to time determine, a written notice setting out the time, date and place of each meeting, the matters to be considered at the meeting and any other information if deemed necessary to enable a member to prepare for a meeting.

22. NEGOTIATION OF GOOD FAITH

The members of the WECF shall in the event of any disputes arising as to the implementation or interpretations of this agreement or from the recommendations or findings of the WECF on any matter relating to this issue currently or in future to be considered by the WECF, make every effort to resolve them by negotiating in good faith.

KENILWORTH RACECOURSE

Environmental Advisory Committee Constitution

1. Preamble

The Environmental Advisory Committee has been established as a condition of the approval of the application for rezoning of the Kenilworth Racecourse land (Erf 65238), owned by Gold Circle, from Community Facility to Subdivisional Area, by the local authority, City of Cape Town Municipality. This rezoning of land was required in order for development to take place.

2. Name

The name of the organisation is the Kenilworth Racecourse Environmental Advisory Committee.

3. General

In this constitution unless inconsistent with the text:

“Authorising Agencies” means the authorities responsible for authorisation of the EMP, and any changes thereto.

“Council” means the local authority, City of Cape Town: Cape Town Administration or its successors in title.

“EAC” means the Environmental Advisory Committee

4. Role of the EAC

4.1 The primary functions of the EAC are:

- a) To ensure the effective management of all precincts at the Kenilworth racecourse and the conservation of all heritage elements of the cultural landscape, including historical elements such as buildings, structure and existing mature trees, through assessing the contents of the construction and operational phase EMPs (as part of the EMS) for all precincts and the independent environmental consultant's review of compliance with the EMPs.
- b) To ensure implementation of the operational phase EMPs (as part of the overall EMS)
- c) To ensure the effective management of the conservation precinct
- d) To approve proposed changes to the EMP documents and to recommend changes to environmental management strategies where applicable on site.
- e) To liaise with the ECO, owners, bodies corporate and managing authorities of all precincts on issues of environmental management.
- f) To receive reports of environmental management on site from the Environmental Site Officer during construction phase
- g) To vet EMPs for all precincts
- h) To review the results of the independent environmental consultant's audit of all the EMPs and forward this to the City of Cape Town
- i) To ensure the implementation of the auditor's recommendation where applicable
- j) To assess at agreed intervals the owner's compliance with the EMP and provide input on associated matters, when required through review of the independent consultant's report
- k) To agree on the selection of the ECO, his role, powers and function on site, and to approve the appointment by the Owner of the environmental control function for each precinct, with City of Cape Town giving final approval of the Environmental Control Officer
- l) To ensure that the Environmental Control functions are coordinated between various precincts
- m) To act within the parameters outlined in the conditions of rezoning, consent (for the quarantine facilities) and DECAS' authorisation. The Environmental Management System, comprising EMP sub-plans for the precincts, is at all times to be in line with the intentions contained in the abovementioned conditions.
- n) To ensure that fund raising mechanisms are put in place in terms of the

existing fund raising legislation

o) To manage the funding of the conservation precinct (precinct 4) as provided by the development in Precincts 1 and 2, and any other sources

4.2 The EAC shall at all times be empowered to require any person involved with the project to temporarily cease any activity by which the environment is or may be seriously damaged, endangered or detrimentally affected, and ensure that such persons take the necessary action, within a period specified by the EAC to eliminate, reduce or prevent the damage or detrimental effect.

5. Structure and Operation

5.1 The EAC shall consist of representatives of each of the following organisations:

§ Local Authority

§ Western Cape Nature Conservation Board

§ Botanical Society of South Africa

§ Wildlife and Environment Society of South Africa

§ Land Owners

§ Developers/ Body Corporate of each development

§ Gold Circle

§ SA Horse Import/ Export Council

identified as constituent organisations by the authorising agencies, and included as part of the conditions of authorisation, along with other organisations agreed on by the EAC

5.2 Should any of these organisations wish to decline from becoming involved, they are to notify the chairman of eh EAC in writing.

5.3 The EAC shall elect a chairman at the first meeting and as often as the office of chairman shall become vacant,. If the chairman of the EAC is not present at eh meeting, the members of the EAC shall elect one of their number to act as chairman for that meeting.

5.4 The EAC shall elect a secretary at the first meeting and as often as the office of secretary becomes vacant. If the secretary of the EAC is not present at any meeting, the members of the Committee present shall elect one of their number to act as secretary for that meeting.

5.5 The secretary shall keep the minutes of every meeting to be circulated to all members of the EAC prior to the following meeting. Minutes from eth previous meeting are to be confirmed as correct at the start of each meeting.

5.6 The EAC shall hold such meetings as it may deem fit and may adjourn a meeting from time to time, provident that it shall meet at least once every three months. The EAC shall control and regulate its meetings in such a way as it may deem fit.

- 5.7 All questions before a meeting of the EAC shall be decided by the majority of the members voting thereat and in the even of an equality of votes the Chairman shall have a casting vote in addition to his deliberative vote.
- 5.8 The EAC shall decide the date, place and hour of the next meeting of the EAC at each meeting, failing which the chairman shall so decide.
- 5.9 The secretary shall at least 7 days before a meeting of the board notify all members of the place, date and hour of such meeting.
- 5.10 40% of the member of the EAC shall form a quorum and no business shall be transacted unless the quorum is present.
6. Disqualification of Members of EAC
 - 6.1 A member of the EAC who is absent without leave of the EAC from 3 consecutive meetings of the EAC shall cease to be a member of the EAC unless the EAC at the following meeting condones such absence, provided that such person may be re-appointed as a member of the EAC.
 - 6.2 Any member of the EAC who desires to resign there from shall lodge his resignation in writing to the secretary of the EAC.
7. Amendments to Constitution
 - 7.1 All members of the EAC are to be notified of any proposed changes to the Constitution
 - 7.2 An amendment to the constitution must be approved by a two-thirds majority of those present at the EAC meeting following notification of the proposal
 - 7.3 The authorising agencies are to be notified in the event of any changes to the constitution.

JUNE 2001

DRAFT DOCUMENT FOR DISCUSSION PURPOSES ONLY
29 JULY 2002

DRAFT CONSTITUTION FOR ASSOCIATIONS

1. TITLE

The name of the ASSOCIATION shall be
(hereinafter referred to as “the ASSOCIATION”).

2. LEGAL STATUS OF THE ASSOCIATION

- 2.1 The ASSOCIATION is liable only for its own debts and any assistance granted to any person or body, whether corporate or un-incorporated, shall not render it liable for the debts of such person or body.
- 2.2 The ASSOCIATION may sue or be sued in the named of its Chairperson for the time being in any court of law in the Republic of South Africa. All processes of law, notices and the like shall be regarded as sufficiently served on the ASSOCIATION is served on the Chairperson personally.
- 2.3 The Chairperson shall not be personally liable for any loss suffered.

2.4 The area of operation of the ASSOCIATION shall be the area of
(provided description of the area and where applicable a map of such area
should be attached to this Constitution)

(Hereinafter referred to as “the Area”)

3. SPECIFIC AIMS AND OBJECTIVES

The specific aims and objectives of the Association are as follows:
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.....
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4. MEMBERSHIP

Members of the ASSOCIATION shall be open to every member of the
community within the Area over the age of 18 years.

5. ELECTION OF MEMBERS

- 5.1 An application for membership shall be made to the Secretary of the
Association in writing on a prescribed form
- 5.2 The committee shall have the sole discretion to approve or reject an
application for membership. If rejected the unsuccessful Applicant will have the
right to request written reasons for refusal.
- 5.3 Immediately after a member is elected, the secretary shall enter the name in
the register of members.

6. MEMBERSHIP FEES

- 6.1 Members shall pay a subscription fee on not less than R..... per member per
annum.
- 6.2 Subscription fees shall be due and payable by a member on joining the
ASSOCIATION. Thereafter subscriptions shall be paid annually in advance of
the Annual General Meeting.
- 6.3 The annual subscription fee may be amended at an Annual General Meeting
of the ASSOCIATION by a majority of members present.
- 6.4 No member shall be entitled take part in or vote at any meeting including the
Annual General Meeting or propose or second any resolution or purpose or
second any candidate for membership whilst in arrear with his or her
subscription or any other liability to the ASSOCIATION.

7. LIABILITY OF MEMBERS

The liability of each member shall be limited to his/her subscription and to any
other debt owing by such member to the ASSOCIATION.

8. SUSPENSION AND EXPULSION

- 8.1 Any member who breached the Code of Conduct, or refuses or neglects to carry out any resolution duly passed by the Committee or who in the opinion of the Committee gives the ASSOCIATION a bad name, may either be suspended by the Committee for such period as it may determine, or may be expelled from the ASSOCIATION.
- 8.2 Written notice of suspension or expulsion shall be given to member. In the notice of suspension or expulsion, it shall state which provision of the Constitution has been contravened by the member.

9. VOTING

Members shall be allowed to vote at any properly constituted general meeting . Members have to be present in person to vote.

10. RESIGNATION OF MEMBERSHIP

A member may resign from the ASSOCIATION at any time. Notice of resignation must be given in writing.

11. MANAGEMENT

- 11.1 The ASSOCIATION shall be administered by a Management Committee (referred to as the "Committee") consisting of at least the Chairperson, Deputy Chairperson, Secretary, Treasurer (hereinafter referred to as the "Office Bearers") and the members elected at the Annual General Meeting.
- 11.2 The Committee shall hold at least 10 meetings per annum.

12. DUTIES OF OFFICE BEARERS

12.1 The Chairperson

The Chairperson, as leader of the ASSOCIATION, chairs all the ASSOCIATION's meetings.

12.2 Deputy Chairperson

The Deputy Chairperson takes over the Chairperson's tasks and duties when the Chairperson is not there.

12.3 Treasurer

12.3.1 The Treasurer must keep a record of all the money that comes into the ASSOCIATION as well as what money is spent by the ASSOCIATION. The treasurer must also keep an inventory of the assets.

12.3.2 Treasurers must ensure that all monies of the ASSOCIATION be timeously deposited into Bank Account.

12.4 Secretary

The secretary is responsible for making sure that the ASSOCIATION's administration runs smoothly. The secretary must keep proper records and minutes of all meetings as well as prepare and give notice of all meetings of the

ASSOCIATION.

13. ELIGIBILITY OF OFFICE BEARERS FOR RE-ELECTION

At every Annual General Meeting, the Chairperson, Deputy Chairperson, Secretary and Treasurer (the Office Bearers), shall retire from office, but shall be eligible for re-election.

14. VACANCIES ON THE COMMITTEE

- 14.1 In the event of the death or incapacity of the Chairperson, the Deputy Chairperson shall become the Acting Chairperson.
- 14.2 The office of Deputy Chairperson shall be taken over by one of the other Office Bearers. Any other vacancies on the Management Committee shall be filled by co-option.

15. COMMITTEE MEMBERS ABSENT WITHOUT LEAVE

Any member of the Committee who is absent from more than two consecutive ordinary meetings of the Committee without notice shall cease to be a member; provided that the Committee may grant a member leave of absence from not more than three consecutive ordinary meetings of the Committee.

16. REGULATION OF QUORUM AT COMMITTEE MEETINGS

The committee may meet together for the despatch of business, adjourn or otherwise regulate its meetings. A quorum shall be 50% plus 1 of the total membership of the Committee.

17. MINUTES OF MEETINGS

The committee shall ensure that minutes are kept of all meetings. These minutes must record the date and place of the meetings as well as details of any decisions which were taken by the Committee.

18. GENERAL AND ANNUAL GENERAL MEETINGS

At least twice each year general meetings of the members shall be held within the Area. One of these meetings must be constituted as the Annual General Meeting. Copies of all accounts and reports of the ASSOCIATION must be available for inspection by the members and interested parties at the Annual General Meeting. Notice of any resolution to be proposed at the Annual General Meeting other than ordinary business must be lodged with the Secretary at least seven (7) days before the date fixed for such meeting.

19. NOTICE OF GENERAL AND ANNUAL GENERAL MEETINGS

Not less than fourteen (14) days written notice of the day, hour and venue of the

General Meeting as well as the Annual General Meeting shall be given to each member.

20. SPECIAL GENERAL MEETING

The Committee may at any time call a Special General Meeting of members by giving not less than seven (7) days notice, specifying for what purpose the meeting is being called. The Committee shall in like manner call a Special General Meeting upon receipt of a requisition signed by fifteen (15) members of the ASSOCIATION specifying the purpose for which such meeting is to be called. Subject to the powers of the Committee, no business other than that specified shall be transacted at such meeting, but any resolution strictly relating to such business may be submitted to such meeting.

21. QUORUM AT GENERAL MEETINGS

A quorum for an Annual General meeting or a Special General Meeting called by the Committee shall be fifteen (15) members. If there is no quorum within fifteen (15) minutes after the time fixed for the meeting, it will be postponed on the same day and hour of the following week and at such adjourned meeting the members present shall be deemed to be a quorum for the transaction of all business of the meeting.

In case of a Special General Meeting, called by requisition of members, if no quorum be present, it shall be definitely be dissolved.

22. VOTING AT ALL MEETINGS

Every question submitted to a meeting shall be decided by a show of hands, except where a majority of members call for a ballot. The Chairperson shall have a second or casting vote when the number of votes cast for and against are equal.

23. FINANCES

The ASSOCIATION must ensure that all funds are timeously deposited into a bank account in the name of the ASSOCIATION.

Any financial transaction shall require two of three authorised signatories, one of whom must either be the Chairperson or the Treasurer.

24. CODE OF CONDUCT

24.1 The Code of Conduct shall be binding on all members and office of the ASSOCIATION.

24.2 The following Rules of Conduct shall be observed:

- (i) Members must at all times conduct themselves at meetings in a dignified and orderly manner. Any member who persists in conducting himself/herself in

appropriately must leave the meeting immediately when so ordered by the Chairperson.

- (ii) All members and/or Office Bearers shall comply with the aims and objectives and the Constitution of the ASSOCIATION,.
- (iii) No member and/or office bearer of the ASSOCIATION shall conduct himself/herself in such a way as to bring the ASSOCIATION into disrepute.
- (iv) No member and/or office bearer shall influence or attempt to influence the ASSOCIATION in its consideration of a decision on any matter before it so as to gain some direct or indirect benefit, whether in money or otherwise for himself or herself or any other person or body with whom or which he or she is associated.
- (v) No member and/or office bearer of the ASSOCIATION shall directly or indirectly accept any gift, reward or favour whether in money or otherwise as a consideration for voting in a particular manner on any matter before the ASSOCIATION.
- (vi) No member and/or office bearer shall use the office facilities and/or equipments of the ASSOCIATION for his/her personal use.
- (vii) No member and/or office bearer for the ASSOCIATION will be allowed to carry or display firearms or weapons at any meeting.

25. AMALGAMATION AND DISSOLUTION

25.1 The ASSOCIATION may enter into partnership or amalgamate with any entity or ASSOCIATION with the same or similar objects. The movable property of the ASSOCIATION may be sold and the ASSOCIATION wound up, or reconstructed, by the resolution of the majority of not less than two-thirds of the votes of the members present in person at a Special General Meeting; provided, however, that not less than thirty (30) days special notice of the meeting to consider such question, of partnership, amalgamation, winding up or reconstruction shall be given and that such notice clearly sets forth the objectives of the meeting and provides further that no less than 20 % of members eligible to vote shall be present at any such meeting.

If at any meeting properly called, as aforesaid, the requisite number of members shall fail to attend, then the meeting shall stand adjourned to the same time and place in the next following week. Special notice of the adjourned meeting shall be given by the Secretary and at such adjourned meeting any member or members present shall be deemed to be a quorum and shall have full power to act.

25.2 If upon dissolution of the ASSOCIATION, there remain any assets whatsoever after the satisfaction of all its debts, liabilities and obligations, such assets shall not be paid to or distributed among its members, but shall be given to a similar public organisation operating in the Area or to such body/ bodies as may be decided by the Director of Fundraising in the event of the members of the ASSOCIATION being unable to agree upon an appropriate organisation.

.....
CHAIRPERSON

Date:

.....
GENERAL SECRETARY

Date:

**PLACE WHERE THIS CONSTITUTION WAS
ADOPTED:.....**

DATE OF WHICH THIS CONSTITUTION WAS ADOPTED:.....