



SOUTH AFRICA

NATIONAL / GAUTENG

CONSTITUTION OF THE JEEP CLUB SOUTH AFRICA

CONTENTS

PART A - JEEP CLUB SOUTH AFRICA

1. NAME
2. OBJECTIVES OF THE CLUB

PART B - JEEP CLUB SOUTH AFRICA AND ALL CHAPTERS

3. MAIN OBJECTIVES OF THE CLUB AND ALL CHAPTERS
4. DEFINITION OF WORDS
5. SPECIAL CONDITIONS
6. LIABILITY OF MEMBERS
7. AFFILIATION
8. NUMBER OF MEMBERS
9. MEMBERSHIP AND TYPES OF MEMBERSHIP
10. REQUIREMENTS FOR MEMBERSHIP
11. QUALIFICATION FOR MEMBERSHIP
12. APPLICATION FOR MEMBERSHIP
13. REGISTRATION AND ANNUAL MEMBERSHIP FEE
14. DISQUALIFICATION OF MEMBERS
15. RESIGNATION OF MEMBERS
16. RIGHTS OF MEMBERS
17. LIST OF MEMBERS
18. GENERAL MEETINGS
- 18.1 ANNUAL GENERAL MEETING (AGM)
- 18.2 SPECIAL MEETINGS
- 18.3 MANAGEMENT COMMITTEE AND DISCIPLINARY MEETINGS
- 18.4 NOTIFICATION OF MEETINGS
19. PROCEEDINGS AT MEETINGS
- 19.1 SPECIAL MATTERS
- 19.2 QUORUM
- 19.3 NO QUORUM PRESENT
- 19.4 CHAIRPERSON AT MEETINGS
- 19.5 POSTPONEMENT OF MEETING
- 19.6 MEMBERSHIP FEES AND AMENDMENT OF THE CONSTITUTION
- 19.7 RESOLUTIONS
- 19.8 SELECTION PROCEDURE
- 19.9 NUMBER OF VOTES
- 19.10 ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS
- 19.11 MINUTES OF MEETINGS
20. MANAGEMENT COMMITTEE
- 20.1 COMPOSITION
- 20.2 ELIGIBILITY FOR ELECTION AS CHAIRPERSON
- 20.3 VICE-CHAIRPERSON AND OTHER MEMBERS OF THE MANAGEMENT COMMITTEE
- 20.4 ELIGIBILITY FOR ELECTION AS MANAGEMENT COMMITTEE MEMBERS

- 20.5 PROCEDURE FOR THE ELECTION OF THE MANAGEMENT COMMITTEE
- 20.6 TEMPORARY VACANCIES
- 20.7 AUTHORITY OF THE MANAGEMENT COMMITTEE
- 20.8 EMPLOYMENT OF OFFICIALS AND WORKERS
- 20.9 BANK ACCOUNTS
- 20.10 POWER OF ATTORNEY
- 20.11 MEETINGS OF THE MANAGEMENT COMMITTEE
- 20.12 SUB-COMMITTEES
- 21. CLUB SECRETARY
- 22. ACCOUNTS
- 23. AUDITORS
- 24. NOTIFICATION
- 25. DISSOLUTION
- 26. SETTLEMENT OF DISPUTES

PART C - ADDENDUM TO THE CONSTITUTION OF THE JEEP CLUB SOUTH AFRICA

CHAPTERS

- C1 JEEP CLUB SOUTH AFRICA - KZN

CONSTITUTION OF THE JEEP CLUB SOUTH AFRICA

PART A - JEEP CLUB SOUTH AFRICA

- 1. **NAME**
The name of this organisation will be the "JEEP CLUB SOUTH AFRICA" also referred to as the "Jeep Club SA", "Jeep Club ZA" or the "Jeep Club RSA", here forth referred to as the "Club".
- 2. **OBJECTIVES OF THE CLUB**
 - 2.1 The objectives of the Club are the following:
 - 2.1.1 To coordinate, represent and promote the Club and all its chapters.
 - 2.1.2 To approve, admit and monitor chapters of the Club in order to insure uniformity and adherence to guidelines as set by the manufacturers of "Jeep" and/or their representatives in South Africa.
 - 2.1.3 To provide a service to all chapters by making available uniform e-mail, Internet, newsletter and other facilities.
 - 2.1.4 To assure that the Club and all chapters strive to uphold the main objectives as set out in Part B.

PART B - JEEP CLUB SOUTH AFRICA AND ALL CHAPTERS

- 3. **MAIN OBJECTIVES OF THE CLUB AND ALL CHAPTERS**
 - 3.1 The main objectives of the Club are the following:
 - 3.1.1 To coordinate the owners of all four-wheel drive vehicles that carries the name "Jeep and "Willys" into an association of four-wheel enthusiasts.
 - 3.1.2 To plan and execute functions like pleasure drives and gatherings during which members can be trained and encouraged to make optimum use of their four-wheel drive vehicles.
 - 3.1.3 To promote safety by the compliance to the Act on Road Traffic and accompanying Regulations and all future amendments to the Act as it may change; to contribute towards the protection of our national resources like land, water, mountain forests and fauna.
 - 3.1.4 To promote environmental friendly behavior and ensure that the Club members adhere to all Rules and Regulations as set by Government and other relevant Associations and Organisations as may be applicable.
 - 3.1.5 To lend assistance in case of any national or local disaster when requested to do so.
 - 3.1.6 To generate funds by either collecting membership fees or otherwise operating the Club effectively and to get involved with other non-profit organisations wherever an organisation without gain may demonstrate involvement.
 - 3.1.7 To lease or obtain property.

- 3.1.8 To associate with any other clubs, societies or organisations with similar aims on provincial or national level.
- 3.2 The ancillary objectives of the Club are the following:
 - 3.2.1 Any ancillary objective that may be necessary to enable the Club to achieve its main objectives.
 - 3.2.2 The Club will be impartial, non-political and non-profitable.
 - 3.2.3 The Club will not discriminate against race, colour, religion, nationality, sexual relations, age or disability.

4. DEFINITION OF WORDS

In this constitution meaning;

- 4.1 "Jeep" - a vehicle that display the factory or trade name "Jeep" and/or "Willys" or qualify to join the Jeep Club South Africa based on the specifications as set out under "requirements for membership" with specific reference to modified and replica vehicles.
- 4.2 "Club" - the Jeep Club South Africa and its chapters.
- 4.3 "Chapter" - a club operating as a division / branch of the Jeep Club South Africa which holds its own meetings.
- 4.4 "Colours" - the official colours of the club namely Jeep Green (Pantone 574) and Light Yellow (Pantone 7499).
- 4.5 "Secretary" - any person appointed to execute the secretarial functions of the club.
- 4.6 "Republic" - the Republic of South Africa (RSA).
- 4.7 "Member" - a person who's membership fee is fully paid and against whom no disciplinary action is pending.
- 4.8 "Family members" - the member, his/her registered companion and children under the age of eighteen (18) years unless the member can prove that the child is still a student and is dependant upon the member or is exempt as a result of a decision of the Management Committee.
- 4.9 "Management Committee" - the management committee of the Jeep Club South Africa and/or its chapters as may be applicable.
- 4.10 "Club Management Committee" - the management committee of the Jeep Club South Africa responsible for organising the Jeep Club South Africa and coordinating its chapters.
- 4.11 "Chapter Management Committee" - the management committee of a Jeep Club South Africa chapter responsible for organising the chapter.
- 4.12 "Sub-Committee" - those committees appointed by the management committee to perform specific tasks.
- 4.13 Where referring to the male gender, it also includes the female gender.
- 4.14 Expressions referring to the printed word, unless, otherwise mentioned, will also apply to printed word lithography and any other methods used to change words into visible forms or to reproduce such words.
- 4.15 Unless otherwise mentioned, words or expressions used in this section will have the usual and normal meaning that is habitually connected to such words or expressions.

5. SPECIAL CONDITIONS

- 5.1 The Club is not entitled to distribute any of its' profits and/or assets amongst members in specie or in natura.
- 5.2 The income and property of the Club, when obtained, may only be appropriated to promote the main aims of the Club. No part thereof may be transferred either directly or indirectly to any Club member, whether by means of a bonus or any other payment with the condition that the above does not prevent the payment in good faith of any official or employee of a reasonable fee for work done for the Club.
- 5.3 No member of the Club may make use of the Club to his/her own advantage.

6. LIABILITY OF MEMBERS

Every member undertakes to contribute to the assets of the Club in the case of dissolving of the Club while such person is a member of the Club or for a period of one year following, for the payment of debts and liabilities incurred by the Club before cessation of his membership, and of costs and rights of the mutual contributions to a maximum of R5 (Five Rand). The liability of members is restricted to the previously mentioned amount.

7. AFFILIATION

- 7.1 The Club may admit as affiliates any other club, society or organisation having objectives essentially similar to or commensurate with those of the Club, as expressed in this constitution. Such admission shall be on such terms, including the payment of any affiliation fees, as the Club Management Committee may from time to time decide.
- 7.2 The Club Management Committee may decide by special resolution to apply for the affiliation of the Club to any other society or organisation having objectives essentially similar to or commensurate with those of the Club, or if in the opinion of the Club Management Committee, such affiliation will further the aims and objects of the Club.

8. NUMBER OF MEMBERS

- 8.1 There is no restriction on the maximum number of members in the Club.
- 8.2 At all times, the minimum number of members of the Jeep Club South Africa including its chapters may not be less than 20 (twenty).

9. MEMBERSHIP AND TYPES OF MEMBERSHIP

- 9.1 The Club is an association of members and will consist of the following categories of membership:
 - 9.1.1 Full members, namely members with standard, modified or replica vehicles as later defined.
 - 9.1.2 Exempted members, namely ex officio or temporary members.
 - 9.1.3 Affiliated members, namely members of clubs, societies or organisations to which the Club is affiliated.
- 9.2 The Club Management Committee reserves the right to refuse membership at their own discretion, to determine the type of membership and also to classify the vehicles at their discretion.
- 9.3 Membership is valid for 12 (twelve) calendar months starting on the first day of January every year.

10. REQUIREMENTS FOR MEMBERSHIP

- 10.1 Full members will be those members who own a four-wheel drive vehicle, four-wheel drive motorcycles excluded, that comply with the following requirements:
 - 10.1.1 Standard vehicles are those vehicles that carry and/or display the factory or trade name "Jeep" and/or "Willys". Modification of vehicles will be restricted to such where the performance, handling and ground clearance of vehicles are improved and/or modifications approved and/or recommended and/or installed by the manufacturer.
 - 10.1.2 Modified vehicles are those vehicles that carry the name "Jeep" and/or "Willys" but do not comply with the requirements for standard vehicles and/or where the chassis, engine and/or propulsion force is not from the manufacturer of "Jeep" or "Willys".
 - 10.1.3 Replica vehicles are such vehicles that do not necessarily carry the factory name or trademark of "Jeep" or "Willys" but give the initial impression of a "Jeep" or "Willys" e.g. by using a replica bodywork. Vehicles from recognised manufacturers other than "Jeep" or "Willys" resembling the "Jeep" or "Willys" body form and/or with a manufacturer's name other than "Jeep" or "Willys" displayed on the vehicle, will not be allowed.
- 10.2 Exempted members will be ex officio or temporary members whom the Management Committee may appoint from time to time and who is exempt from the requirements for membership as above.
- 10.3 The Club Management Committee reserves the right to classify a vehicle as standard, modified, replica, or non compliant to any of these categories if of the opinion that such a vehicle does not comply with the required standards.

11. QUALIFICATION FOR MEMBERSHIP

- The requirements are as follows:
 - 11.1 All applicants must be 18 (eighteen) years and above.
 - 11.2 The applicants must comply with the requirements set by or which the Club Management Committee will set. The Club Management Committee at their discretion will determine these requirements. Their decision is final and no correspondence will be entered into.
 - 11.3 Payment of the registration fee and annual membership fee is due at the same time as the application. Should the applicant be accepted as a member, the Club has the right to retain all fees. In the case of refusal of membership, all fees paid by the applicant will be returned.

12. APPLICATION FOR MEMBERSHIP

- 12.1 Application for membership must be done on the prescribed documentation. The Club Management Committee may alter the document periodically.
- 12.2 The names of such applicants must be published in the Club newsletter or on the web page.
- 12.3 Current members have 30 (thirty) days after publication to object in writing against such person's application.

13. REGISTRATION AND ANNUAL MEMBERSHIP FEE

- 13.1 A Club registration fee, as determined by the Club Management Committee, will be payable by every new member / applicant. This amount is payable on application.
- 13.2 An annual Club membership fee, as determined by the Management Committee, will be payable by each member.
- 13.3 An annual Chapter registration fee as determined by the Club Management Committee, based on the number of members registered at a chapter during the previous year, with a minimum annual fee, may be payable to the Jeep Club South Africa.
- 13.4 The expiry date for the payment of the annual membership fee is the last day of December of every year.

- 13.5 The final cut-off date for the payment of the annual membership fee is the last day of March each year where after the member will automatically forfeit his/her membership. Such a person must re-apply for membership and the registration fee must be paid. The Club Management Committee may postpone the final cut-off date for the payment of the annual membership fee as dictated by circumstances.
- 13.6 A member of any Management Committee may be exempted from the annual membership fee for the year in which he/she serves on the Committee.
- 13.7 A member aged 60 (sixty) years and older is only liable for 50% (fifty percent) of the annual membership fee.

14. DISQUALIFICATION OF MEMBERS

- 14.1 Any member who did not pay his/her annual membership fee as stipulated will automatically forfeit his/her membership.
- 14.2 Any member who pays his/her membership fee in advance is not entitled for reimbursement or any amount thereof should the member resign his/her membership.
- 14.3 Should the behaviour of any member, to the discretion of the Management Committee, be improper, unsporting or detrimental to the good name and reputation of the Club; or should any member behave in an offensive manner; or breach the rules and regulations of the Club; or harm the Club's image by poor behaviour and slander; or engage in rowdy and/or riotous and/or antagonistic behaviour towards fellow members; or refuse to obey officials, a written warning may be issued by the Management Committee.
- 14.4 Should the member transgress again, the member could be summoned before a disciplinary committee and may, to the discretion of the committee, be issued with a further warning and/or be suspended temporarily or permanently.
- 14.5 The decision of the disciplinary committee is final and binding and the member will not be entitled to reimbursement of the balance of his/her membership fee.

15. RESIGNATION OF MEMBERS

Any member intending to resign from the Club will do so in writing to the Secretary after which his/her name will be removed from the member list.

16. RIGHTS OF MEMBERS

- 16.1 All family members of a Club member are entitled to use the facilities of the Club.
- 16.2 As soon as an application for membership is approved, the new member will receive proof of membership.
- 16.3 All members displaying good conduct are entitled to attend the Annual General Meeting and may take part in discussions concerning matters about which decisions need to be taken.
- 16.4 All full members displaying good conduct will be entitled to vote at the Annual General Meeting and for this purpose every full member will have one vote.
- 16.5 All members are allowed one or more guests attending any Club function or meeting on the condition that:
- 16.5.1 the member remains responsible for the behaviour of his guests;
- 16.5.2 the member remains responsible for payment of entrance fees and costs at such functions or meetings
- 16.5.3 if classified as a closed event, the member will be responsible for his guests attending the event in a Jeep or partake as passengers on the members vehicle.
- 16.6 No right or privilege of a member is transferable and all such rights and privileges expires when the members' membership expires either through death, resignation or otherwise.
- 16.7 When a membership expires either through death, resignation or otherwise, the registered companion will have the choice of transference of membership, which must be made within 90 (ninety) days of such occurrence. Should the companion not react within the period stipulated, all rights and privileges will cease with immediate effect.
- 16.8 Any change of address must be registered with the Secretary. Should the member neglect changing his/her address, he/she accepts post being delivered to the address mentioned on the application forms.

17. LIST OF MEMBERS

- 17.1 It is the duty of the Secretary to compile and update a register of members, which will be kept at the premises of the Club and will be open for perusal by any member.
- 17.2 It is the duty of the Management Committee to see that the register is updated monthly.
- 17.3 Detail information like telephone numbers and e-mail addresses contained in the register of members will be handled as confidential and will not be made known to any other parties.

18. GENERAL MEETINGS

18.1 ANNUAL GENERAL MEETING (AGM)

- 18.1.1 The Jeep Club South Africa will conduct a general meeting once a year, which will be known as the Club Annual General Meeting and be held in addition to any other meeting that may be held during that year. The Club Annual General Meeting may not take place later than 90 (ninety) days after the end of the financial year.

- 18.1.2 Chapters of the Jeep Club South Africa will conduct a general meeting once a year, which will be known as the Chapter Annual General Meeting and be held in addition to any other meeting that may be held during that year. The Chapter Annual General Meeting may not take place later than 30 (thirty) days after the Club Annual General Meeting.
- 18.1.3 The financial year ends on the last day of October of every year.
- 18.1.4 Representatives of all chapters are requested to attend the Club Annual General Meeting.
- 18.1.5 The Annual General Meeting will be held at the premises of the Club or at any other venue as determined by the Management Committee.

18.2 **SPECIAL MEETINGS**

- 18.2.1 All meetings other than the Annual General Meeting will be known as Special Meetings.
- 18.2.2 The Management Committee may, when deemed necessary or when requested in writing by any 4 (four) Management Committee Members or any 10 (ten) or more full members, call out a Special Meeting or should the Management Committee neglect their duty, those members who requested the meeting may call such a meeting.
- 18.2.3 Any request by the Management Committee or by the members for a Special Meeting to be held must be done in writing stating the aim of the meeting with motions to be discussed and voted upon clearly stated and made available to the Secretary of the Club.
- 18.2.4 On reception of such a request the Secretary must immediately inform the members of the Management Committee that a Special Meeting must be called and also inform the members of the Club of the Special Meeting to be held.
- 18.2.5 If the Management Committee does not respond to such request within 30 (thirty) days after the date of request, the applicants may call the meeting themselves.

18.3 **MANAGEMENT COMMITTEE AND DISCIPLINARY MEETINGS**

Management Committee meetings are those held monthly to direct the Club activities and disciplinary meetings are such meetings held by the Management Committee to pay attention to disciplinary affairs.

18.4 **NOTIFICATION OF MEETINGS**

- 18.4.1 At least 30 (thirty) days notice must be given prior to any Annual General Meeting or Special Meeting held and this notification must include the place, date and time of the meeting and in the case of a Special Meeting, also the general nature thereof. Such notification must be addressed to the Management Committee and all the members as may be applicable.
- 18.4.2 Coincidental neglect to give such notice or non-reception thereof by any member of the Management Committee or any other member, will not make the proceedings of the Annual General Meeting or any Special Meeting nil and void.
- 18.4.3 The notification period in the case of a disciplinary meeting is fourteen (14) days and a Management Committee Meeting 24 (twenty-four) hours.

19. **PROCEEDINGS AT MEETINGS**

19.1 **SPECIAL MATTERS**

The consideration of financial statements and the usual reports of the Management Committee as well as the auditor's reports, election of members for the Management Committee replacing members that retired as well as the appointment and remuneration of auditor's will be handled at the Annual General Meeting.

19.2 **QUORUM**

- 19.2.1 In the case of Special Club Meetings, no meeting, with the exception of Management Committee and disciplinary meetings, may take place unless at least 10 (ten) full club members, or 50% (fifty percent) of the full club members at that stage (which ever may be least), including 60% (sixty percent) of the members of the Club Management Committee are present at the start of the proceedings. In the case of Club Management Committee meetings, a quorum is 60% (sixty percent) of the committee members.
- 19.2.2 In the case of Special Chapter Meetings, no meeting, with the exception of Chapter Management Committee and disciplinary meetings, may take place unless at least 10 (ten) full chapter members, or 50% (fifty percent) of the full chapter members at that stage (which ever may be least), including 60% (sixty percent) of the members of the Chapter Management Committee are present at the start of the proceedings. In the case of Chapter Management Committee meetings, a quorum is 60% (sixty percent) of the committee members.

19.3 **NO QUORUM PRESENT**

Should a quorum not be reached within half an hour of the time determined for the meeting, the meeting shall be dismissed and postponed until the same day, time and venue of the following week, if possible. Members will be informed accordingly and should a quorum not be reached at the postponed meeting, the meeting will continue as if a quorum is present.

19.4 **CHAIRPERSON AT MEETINGS**

Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, the remaining members of the Management Committee will select a person from the committee to act as chairperson.

- 19.5 **POSTPONEMENT OF MEETING**
The Chairperson may, with the permission of the members of the meeting, postpone a meeting but no aspects, other than those unfinished and undecided activities on the agenda of the postponed meeting, may be discussed.
- 19.6 **MEMBERSHIP FEES AND AMENDMENT OF THE CONSTITUTION**
- 19.6.1 The Management Committee may occasionally make recommendations to alter the membership fees payable by all members. The alterations must be announced and accepted during an Annual General Meeting.
- 19.6.2 The Club Annual General Meeting is entitled to amend the Club Constitution as well as the Chapter Club Constitution from time to time.
- 19.6.3 A Chapter Club is entitled to request amendments to the Chapter Club Constitution from time to time. The proposed amendments must be discussed with the Club Management Committee, approved by a Chapter Special Meeting and submitted to the Club Management Committee at least 30 (thirty) days before the Club Annual General Meeting for approval by the Club Annual General Meeting.
- 19.7 **RESOLUTIONS**
Unless a ballot is called for by at least 51% (fifty-one percent) of the full members, a declaration by the Chairperson that a resolution has been reached and an entry into the register of proceedings will be sufficient proof thereof.
- 19.8 **SELECTION PROCEDURE**
Should a ballot be called for it will take place in a manner and at a time as determined by the Chairperson and the results of such ballot will be accepted as a decision of the Special or Annual General Meeting. The election for members of the Management Committee for the following year will be executed as described below.
- 19.9 **NUMBER OF VOTES**
- 19.9.1 Each member of the Management Committee and every other member have one vote only. Members must be present at the meeting in order to have the right to vote. In the case of an equal vote, by show of hands or by secret ballot, the Chairperson of the meeting will be entitled to a second decisive vote.
- 19.9.2 Ex Officio, temporary and affiliated members will have no vote.
- 19.10 **ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS**
Where a unanimous decision could not be reached, the election of the Management Committee Members will be conducted through secret ballot as explained below.
- 19.11 **MINUTES OF MEETINGS**
The Secretary of the Management Committee must keep minutes of meetings in the books available for that purpose of all decisions and proceedings at all meetings of the Club and all persons present at any meeting of the Club must sign his/her name in a book kept for this purpose.
- 20. MANAGEMENT COMMITTEE**
- 20.1 **COMPOSITION**
- 20.1.1 The Management Committee will consist of a minimum of 5 (five) and a maximum of 12 (twelve) members and will be composed as follows; namely a Chairperson, Vice-Chairperson, Secretary, Treasurer and as many other members as may be elected.
- 20.1.2 The Management Committee may further consist of 2 (two) nominated ex officio members elected by a majority vote from the elected Management Committee. The persons elected this way need not be members of the Club and are exclusively appointed due to their specialist profession, e.g. auditor, attorney, marketing, etc.
- 20.2 **ELIGIBILITY FOR ELECTION AS CHAIRPERSON**
- 20.2.1 The Chairperson is elected annually for a term of 1 (one) year or for a further term of 1 (one) year should he/she be willing to continue, with the condition that he may not be elected for longer than 3 (three) consecutive years.
- 20.2.2 The Chairperson must be nominated and elected by the outgoing Management Committee and his election must be confirmed with a majority of votes during a Management Committee Meeting prior to the Annual General Meeting.
- 20.2.3 Management Committee members may only be nominated for Chairpersonship if they have already served 3 (three) years in the said committee.
- 20.2.4 The requirement that the Chairperson must have served 3 (three) years in the said committee prior to being nominated may be put aside before the election, on the same conditions applicable for Management Committee Members as set out below.
- 20.3 **VICE-CHAIRPERSON AND OTHER MEMBERS OF THE MANAGEMENT COMMITTEE**
The Chairperson will annually allocate the positions of Vice-Chairperson, Secretary, Treasurer and others positions on the Management Committee after deliberation by the newly elected Management Committee and they may be re-appointed at the end of their year of service should they be re-elected to the Management Committee.

20.4 **ELIGIBILITY FOR ELECTION AS MANAGEMENT COMMITTEE MEMBERS**

- 20.4.1 Any member of the Club, that is a full member of the Club for 2 (two) years or more, may be elected as a Management Committee Member on the condition that such member will not, to the discretion of the Management Committee, act in contrast to the aims of the Club or put the Club in any position to be held accountable for the actions of such a member due to his/her personal business, career or trade.
- 20.4.2 The requirement that a member must be a full member of the Club for 2 (two) years prior to being elected to the Management Committee, may be put aside before the election, on the following conditions:
 - 20.4.2.1 that the Club members who nominate and second the nominee are convinced that the nominee will be an asset to the Club;
 - 20.4.2.2 that the outgoing Management Committee approve his/her nomination;
 - 20.4.2.3 that the Annual General Meeting is willing to waive the 2 (two) year condition; and
 - 20.4.2.4 that such nominee is properly elected according to the election procedure set out hereafter.

20.5 **PROCEDURE FOR THE ELECTION OF THE MANAGEMENT COMMITTEE**

- 20.5.1 During a Management Committee Meeting the Chairperson and Secretary must compile a list of possible candidates for nominations in positions on the Management Committee for the following term.
- 20.5.2 Should there be any nominations by Club Members immediately prior to the election of the Management Committee, such names should be added to the list on the condition that they have been correctly nominated and seconded.
- 20.5.3 At the Annual General Meeting, where the election of the Management Committee is taking place, said committee will appoint an electoral officer who will be assisted by the outgoing Chairperson and Secretary, whose responsibility it will be to ensure that the correct voting procedure is followed and that the requirements of the Constitution is met.
- 20.5.4 It is the duty of the electoral officer to: -
 - 20.5.4.1 Read out the names of the possible candidates, their nominations and secondary.
 - 20.5.4.2 Where a unanimous decision could not be reached and an election is called for, the electoral officer must hand out a ballot paper to all members eligible to vote, containing the names of nominees, their nominators and secondary with a space where the vote can be indicated.
 - 20.5.4.3 The ballot paper must take the following form: -
BALLOT PAPER
Name:..... Nominator:..... Secondary:..... Vote:.....
Every eligible member may vote only once for a candidate
 - 20.5.4.4 Every eligible member has 1 (one) vote per candidate with a maximum of 11 (eleven) candidates for whom he/she may vote.
 - 20.5.4.5 After a period of three minutes have expired, the electoral officer will oversee the collection of the ballot papers which must be folded, he will count the votes and will announce which candidates has been elected.
 - 20.5.4.6 After the election of the Management Committee, the candidate nominated and elected as Chairman by the outgoing Management Committee must be announced.
 - 20.5.4.7 Should the Management Committee table only one nomination for a Chairperson; such a nomination will be considered as unanimously elected to Chairperson provided that the Annual General Meeting with a majority vote accepts it.
- 20.5.5 After the election of the Management Committee, the chosen members must immediately sign a certificate as proof of acceptance of the post in accordance with the conditions applicable to the post. The certificate must resemble the following as closely as possible:

CERTIFICATE OF ACCEPTANCE OF A POSITION IN THE MANAGEMENT COMMITTEE

I, the undersigned, declare that I agree to serve on the (Club/Chapter) Management Committee of the Jeep Club South Africa (Chapter) for the following term which commence on the first day of the month following my election to said Committee and further undertake to remain faithful to the Constitution of the Club and its interests and to elevate and promote the Club and to act at all times in the interests of the Club; to execute the duties entrusted to me by the Management Committee to the best of my ability; to attend all meetings e.g. Annual, General, Management or Disciplinary meetings, Club gatherings or functions unless made impossible through illness or other circumstances; to remain loyal to the Club, to act in an exemplary fashion towards fellow Club members, to resign from my position should it become impossible to execute the duties laid upon me, irrespective of the reasons; to obey the laws of South Africa and in general to do my utmost to serve the Club.

Signed at on this day of 20.....

Name:..... Telephone number:..... Signature:.....

20.6 **TEMPORARY VACANCIES**

- 20.6.1 The Management Committee may, where the number of members has been depleted through death, resignation or through other reasons, substitutes these members with other members. Such appointments will be known as temporary appointments and will continue until other appointments are made at the next Annual General Meeting.

- 20.6.2 Should a vacancy for Chairperson arise, the Vice-Chairperson will substitute in the post until another Chairperson is elected at the next Annual General Meeting.
- 20.7 **AUTHORITY OF THE MANAGEMENT COMMITTEE**
- 20.7.1 The Club Management Committee will have administrative control over all the business and property of the Club, dictate, amend or cancel rules to regulate the Club and will apply such authority as deemed necessary except where otherwise provided for in this Constitution.
- 20.7.2 The Chapter Management Committee will have administrative control over all the business and property of the Chapter Club, will apply the rules, regulations and such authority as deemed necessary and provided for in this Constitution.
- 20.8 **EMPLOYMENT OF OFFICIALS AND WORKERS**
- The Management Committee may employ officials and workers as required and will organise their duties and remuneration.
- 20.9 **BANK ACCOUNTS**
- All withdrawals from the bank accounts of the Club must be authorised by the Management Committee at any of the regular meetings with the understanding that payment to a maximum amount, as from time to time determined by the Management Committee, may be authorised by 2 (two) members of the Management Committee with power of attorney and this amount be approved and authenticated at the next Management Committee meeting.
- 20.10 **POWER OF ATTORNEY**
- The Management Committee will appoint at least 2 (two) but not more than 4 (four) members of this committee to have power of attorney of whom 2 (two) must sign and whom the Chairperson, Vice-Chairperson, Secretary or Treasurer must be one of the signatories. The Management Committee may also appoint an ex officio or temporary member to act as one of the signatories with power of attorney. All members with power of attorney will be eligible to sign cheques, expendable pieces and other necessary documentation.
- 20.11 **MEETINGS OF THE MANAGEMENT COMMITTEE**
- 20.11.1 The Management Committee must convene regularly as required but not less than 1 (once) a month.
- 20.11.2 For purposes of the Management Committee, 60% (sixty percent) of all members of this committee will be considered a quorum, of which the Chairperson or Vice-Chairperson must be one member. For provision of a quorum, ex officio members are not considered as members of the Management Committee. Such members have no vote at Management Committee meetings.
- 20.11.3 Management Committee members must attend all such meetings, except where prior apology has been tendered due to illness, working conditions or death of close family members. Ex Officio members need not attend these meetings unless they have to execute a specific task.
- 20.11.4 Any Management Committee member that fail to attend 3 (three) consecutive Management Committee Meetings or 3 (three) such meetings in a period of 6 (six) months, will be found guilty of neglect of duties and may to the discretion of the Chairperson and other Management Committee be requested to resign from the committee.
- 20.12 **SUB-COMMITTEES**
- The Management Committee may from time to time appoint sub-committees to execute specific tasks or duties, on condition that a member of the Management Committee must always act as representative at such a sub-committee.
- 21. CLUB SECRETARY**
- 21.1 The Club may appoint a full time Club Secretary to assist the Secretary serving on the Management Committee. Such a person will be appointed according to the conditions and remuneration as determined by the Management Committee.
- 21.2 Any duties allocated to the Club Secretary may, should the position be vacant, be transferred to an assistant or deputy Secretary. Should no such assistant be available, any particular official or general official in the Club may execute the duties on behalf of the Club.
- 22. ACCOUNTS**
- 22.1 The Management Committee must ensure that proper bookkeeping is done about the following affairs: -
- 22.1.1 all moneys received or spent by the Club with the reasons for income or expenditure.
- 22.1.2 all purchases and sales of property of the Club.
- 22.1.3 the assets and liabilities of the Club.
- 22.2 Proper bookkeeping is when such books reflect a true and fair analysis of the affairs of the Club with explanations of transactions. These books must be kept at the premises of the Club or at the premises of the Auditors, or at a place that the Management Committee see as convenient and shall at all times be available for scrutinising by Club members.
- 22.3 The Management Committee shall from time to time, as dictated by this Constitution, see to it that profit and loss account balance sheets and reports are compiled and presented to the Club in General Meeting.

23. AUDITORS

Auditors and/or accountants may be appointed and their duties determined through a decision taken at an Annual General Meeting or through constitutional amendment, as may be applicable from time to time.

24. NOTIFICATION

24.1 A special notification to a member of the Club may be delivered by any Management Committee member personally or by registered post, at his home or at the address as indicated on his/her application for membership. This address will be considered as domicilium citandi et executandi of the member. All notifications will be considered delivered after 10 (ten) days whether delivered by hand or by registered post.

24.2 Notification of an Annual General Meeting will be given by any method prescribed to the following: -

24.2.1 All members with the exception of those members who cannot supply an address in the Republic of South Africa.

24.2.2 All known legal advisors, representatives or trustees in the sequestration of a member who would have been eligible to receive notification of a meeting being held at the time of his/her death or financial sequestration.

24.2.3 The Auditors and ex officio members of the Club.

25. DISSOLUTION

The Club will be dissolved if a special resolution to do so is accepted at a Special Meeting called to dissolve the Club.

26. SETTLEMENT OF DISPUTES

In the case of any dispute as to the application or interpretation of any clause in the Constitution of the Jeep Club South Africa, the English version will take preference and disputes shall be settled by resolution of the Club Management Committee, whose decision on such matters shall be final and binding on all members.

