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### **PART III**

#### **CODE OF CONDUCT**

**CARAVAN CLUB OF SOUTHERN AFRICA**  
**PART 1**  
**CONSTITUTION**

**1. NAME**

The name of this organization shall be "THE CARAVAN CLUB OF SOUTHERN AFRICA".  
(Hereinafter referred to as the Club)

**2. OBJECTIVES**

**2.1 Generally**

To promote caravanning, camping & tourism in Southern Africa.

**2.2 Particularly**

2.2.1 To further and protect the interests of its Members.

2.2.2 To consider all legislation whether existing or contemplated, relative to caravanning and camping in Southern Africa, and to take such steps as may be necessary in the interests of the Club and its Members.

2.2.3 To give such advice and information relevant to caravanning and camping to its Members as may be deemed necessary or desirable.

2.2.4 To purchase, acquire, hold, hire or otherwise obtain any land, buildings, property, or rights which may be deemed necessary or convenient for the carrying out and furtherance of the objects of the Club.

2.2.5 To establish such services and facilities as may be deemed necessary for the benefit of its Members.

2.2.6 To organize rallies and other entertainment.

2.2.7 To negotiate with any private individual or body corporate or incorporate including the State, Provincial and Local Authorities to secure proper caravanning and camping facilities, licensing fees etc.

2.2.8 To secure benefits for Members.

2.2.9 To enter into agreements, or arrangements, or to affiliate with any association, club or other body having similar objects, either in the Republic of South Africa or elsewhere, for mutual co-operation, union of interest or reciprocal concessions.

2.2.10 To establish technical and inspection departments.

2.2.11 To borrow, raise, or secure the payments of money in such a manner as may be expedient, and

to secure such payment where and if necessary by a bond or bonds registered with the proper authority on all or any of the Club's undertakings and/or property (both present and future) for the purpose of carrying out the objects of the Club as herein set forth.

- 2.2.12 To form companies, private or public, with either limited or unlimited liability, for the furtherance of the Club and to do all other things as may be incidental or conducive to the attainment of the foregoing objects or any one of them.
- 2.2.13 To institute, conduct, compromise or defend any legal proceedings in any Court of Law, and to submit any claim by or against the Club or any dispute to arbitration, and to appoint legal representatives to act for and on behalf of the Club in any such proceedings, claim or dispute.
- 2.2.14 To authorize the President, Vice-President, or a National Council member, as defined, to sign, on its behalf, powers of attorney, contracts, leases, purchase or sale agreements and/or any other long term authorization, provided that such signing shall have been discussed and approved by the National Council, and by the Regional Committee as provided for in the Bye-Laws.

### **3. DEFINITIONS**

#### **3.1 Honorary Life Member**

An Honorary Life Member shall be a Full Member upon whom life membership is conferred by the National Council for outstanding services to the Club, whose status as such has not been revoked by the National Council due to lack of interest shown by such member in the affairs of the Club.

#### **3.2 Full Member**

A Full Member is a person whose application for membership has been approved by a Regional Committee and the partner of such Full Member shall also be deemed a Full Member. Any person who by birth, adoption or who has the legal right to be considered a dependent of a full member and who, at any time during the membership of such member, has never earned an income from employment and who resides with the member, shall be considered a dependent of the member. Any person who normally resides with a member and who earns an income from employment in their own right will not be considered a dependent

#### **3.3 Honorary Regional Member**

An Honorary Regional Member shall be a Full Member upon whom such status is conferred at a Regional Annual or Special General Meeting for outstanding services to that Region whose status as such has not been revoked by the relevant Regional Committee due to lack of interest shown by such member in the affairs of the Region.

#### **3.4 Patron**

A person who gives financial or other support to the Club

### **3.5 Chaplain**

The Club's Chaplain is a Member of the Clergy or a Lay Preacher attached to the Club by mutual interest in its objectives

### **3.6 Province**

A Province shall mean a geographical area in Southern Africa and which has been defined by the Club at Convention SA and demarcated on a map of Southern Africa. These are defined as: Northern Regions consisting of Areas A, B and C, Free State & Northern Cape, Kwazulu-Natal, Eastern Cape and Western Cape.

For the purposes of the Constitution all bordering countries of South Africa are regarded as part of Southern Africa.

### **3.7 Region**

3.7.1 A Region is an area within a Province, as defined, being the area of jurisdiction and administration of a Regional Committee as recognized and approved at an Annual Provincial Meeting and notified to the National Council.

3.7.2 Where the area of a Region crosses Provincial borders or where it falls outside a specific Province, as defined, such Region will be deemed to form part of the Province agreed to by the Provinces concerned.

3.7.3 Any alterations to regional boundaries shall take place after ratification by the Provincial Council

3.7.4 The dissolution of any Region shall be effected by Provincial agreement in terms of the Bye-Laws.

### **3.8 Financial Year**

The Financial Year of the Club and all its Regions shall extend from the first day of July to the thirtieth day of June of the immediately following year.

### **3.9 Masculine and Feminine - Singular and Plural**

In this Constitution all words, and expressions importing the masculine gender, shall include the feminine and words signifying the singular number shall include the plural and vice versa.

### **3.10 Convention**

The Convention of the Club shall consist of National Convention, which will be held every year at a suitable venue. Convention shall be the plenary body of the Club.

### **3.11 The National Council**

The National Council shall be constituted in accordance with Clause 7.1 of the Constitution

### **3.12 Provincial Meetings**

A Provincial Meeting shall consist of the Provincial Councillor for that Province, as defined and not more than three (3) delegates from each of the Chartered Regions within that Province, one of whom shall have full voting powers.

### **3.13 Regional Committees**

A Regional Committee shall consist of not less than four (4) and not more than eight (8) members which number shall include a Chairman, a Vice-Chairman, a Secretary and Treasurer provided that any two of these offices except that of Chairman may be combined. The Chairman may however combine his office with that of any position other than the above on the committee. Members of the Regional Committee shall be elected for a period of two years, but half the number of the Committee Members shall retire each year but may offer themselves for re-election.

### **3.14 Presiding Officer**

#### **3.14.1 Convention**

3.14.1.1 At the Convention SA the President or in his absence, the Vice-President, shall preside. If both are absent the Delegates shall elect a Chairman from the members of the National Council present.

3.14.1.2 At National Convention the Provincial Councillor for that Province shall preside. In his absence, the Delegates shall elect a Chairman from the members of the Regional Chairpersons present at the meeting.

3.14.1.3 At all Conventions all members of the National Council shall be delegates.

#### **3.14.2 National Council**

At the National Council Meeting the President, or in his absence, the Vice-President, shall preside. If both are absent, the National Councillors shall elect a Chairman from their number.

#### **3.14.3 Provincial Meetings**

Provincial Meetings will be chaired by the Province's Provincial Councillor. In his absence, the Delegates shall elect a Chairman from the members of the Regional Chairpersons present at the meeting. In the case of the Northern Regions one of the Elected Provincial Councillors shall preside

#### **3.14.4 Region**

3.14.4.1 At every Annual or Special General or Regional Committee Meeting the Regional Chairman, or in his absence, the Regional Vice-Chairman, shall preside. If both are absent, the members present shall elect a Chairman from amongst their number.

- 3.14.4.2 During the Agenda item for the election of Regional Office Bearers at any General Meeting of the Region, the Provincial Councillor for the Province in which the region falls, if present, will act as Chairman of the meeting as well as at the meeting where portfolios are allocated provided that he shall have no vote. In his absence, the members of the Regional Committee will elect a chairman from amongst their number.

### **3.15 Official Version**

The English version of this Constitution shall, at all times be the Official Version.

## **4. MEMBERSHIP**

4.1 Membership shall consist of the following classes:

4.1.1 Honorary Life Members

4.1.2 Full Members

4.1.3 Honorary Regional Members

## **5. BODIES AND OFFICERS**

### **5.1 CONVENTION**

5.1.1 The Convention shall be constituted in terms of Clause 3.9

5.1.2 National Councillors on the National Council shall be appointed for a period of three (3) years. Half the number of the National Councillors shall retire at alternate intervals but may offer themselves for re-election.

5.1.3 Nominations for election of either the President & Vice-President may only come from Regional Committees.

5.1.4 Nominations for the positions of President and Vice-President shall be submitted to the National Council at least forty-five (45) days prior to Convention, which nominations must be accompanied by short citations of the nominees giving an account of their character and activities in the Club and shall be circulated to all Regions with the Agenda.

5.1.5 Any existing Member of the Club in good standing will be eligible for election as President, Vice-President or National Councillor.

5.1.6 Patrons and Honorary Life Members, Chaplain or any other person or representatives and the immediate Past President may be invited as guests of the Chairperson to attend Convention at their own cost and take part in discussions, but shall have no voting rights unless they are Delegates to Convention.



- 5.1.7 Each Region shall be entitled to send a maximum of one (1) Full Member of such Region as their Delegate to Convention. All such Members attending a Convention shall be in good standing and shall have full voting rights
- 5.1.8 Each Region shall be entitled to send one (1) Official Observer to Convention, and such Observer will sit with the Delegate referred to in Clause 5.1.7
- 5.1.9 Provided that sufficient accommodation and Conference facilities are available, the details of which shall have been reported upon at a previous Convention by the proposed Host Region, each Region will be invited to send a maximum of two (2) additional Observers to Convention.
- 5.1.10 All Regions and members as referred to in Clauses 5.1.7 and 5.1.8 shall indicate their intention to attend the forthcoming Convention either as a delegate or as an observer, by submitting their names and personal details, (including those of their spouse, where applicable) on the prescribed form from the Secretariat, together with the relevant payment at least 45 days prior to the date of the Convention.

## **5.2 Terms of Reference**

- 5.2.1 To draw up, amend and/or alter the Constitution of the Club from time-to-time.
- 5.2.2 To determine by resolution at a Convention the National Policy of the Club.
- 5.2.3 To determine the Club's subscriptions which cannot be changed by the Regions.
- 5.2.4 For the purpose of the Club, to purchase land, buildings, shares, debentures, securities and all kinds and descriptions of movable and immovable property and to sell, mortgage, dispose of or otherwise deal with all or any part of the property of the Club on any terms which may from time-to-time be deemed fit.
- 5.2.5 To elect the President and/or Vice-President and to recognize the National Councillors appointed and the Provincial Councillor(s) elected by the Provincial Meeting of each Province to represent the Province and the duly elected Regional Chairmen.
- 5.2.6 To appoint Auditors of the Club.
- 5.2.7 To issue a Charter for the establishment of New Regions duly approved at Convention.
- 5.2.8 To withdraw the Charter from any Region should such Region, in the opinion of National Convention, cease to function or exist as such.
- 5.2.9 To elect Patrons as and when deemed expedient.
- 5.2.10 To delegate its powers of administration to the National Council on all matters pertaining to the Club as determined from time-to-time.
- 5.2.11 To appoint Committees.

## **6. PRESIDENT AND VICE PRESIDENT**

### **6.1 Election**

6.1.1 The President and Vice President of the Club shall be elected in accordance with the contents of Clauses 5.1.3, 5.1.4, 5.1.5 & 5.2.5 of this Constitution

6.1.2 The President and the Vice-President shall, ex officio, be entitled to attend any meeting of the Club.

### **6.2 Terms of Reference**

6.2.1 To preside at every Convention SA of the Club as well as every meeting of the National Council. The President shall encourage full participation and debate by all delegates/members and shall ensure that the business of the agenda is adhered to and completed. In all matters requiring a ruling judgment or decision he shall be expected to exercise sound judgment and impartiality in the execution of such authority.

6.2.2 To display leadership to the Conventions, the National Council and in the general running of The Club; and shall give guidance to fellow committee members in the execution of their duties and responsibilities. He shall lead by example and encourage full participation at National, Provincial and Regional levels in the activities of the Club.

6.2.3 To ensure that all meetings under his control are conducted with decorum and in due harmony with all members showing due respect for the viewpoints of others.

6.2.4 To ensure that all matters discussed and decisions taken at the Conventions of the Club and at National Council are consistent with the Constitution and/or policy decisions of the Club, and that where any decision taken at Convention requires a change to the Constitution and/or policy he shall ensure that the required number of votes to carry the motion have been achieved and recorded.

6.2.5 To facilitate with the assistance of the National Council the formulation of a Strategic Plan for the implementation of Policy determined by the Convention and to ensure that this is adequately communicated and promoted to Provincial and Regional Meetings/Committees.

6.2.6 To ensure that adequate records of proceedings (minutes) of all Conventions and National Council meetings are maintained by the Secretariat and that copies of all such minutes are distributed to all delegates/committee members as is required by the Constitution.

6.2.7 To ensure that National Council maintains complete and accurate records of all financial transactions pertaining to the office of the National Secretariat and to ensure that a Financial Statement is distributed monthly to National Councillors and annually to Convention.

6.2.8 To delegate duties and responsibilities where appropriate to the Vice-President and/or other members of the National Council

6.2.9 To be seen to show interest in all organized functions and activities of the Club at National, Provincial and Regional level

- 6.2.10 To represent the Club and the National Council at formal or official functions and gatherings requiring such level of representation.
- 6.2.11 To attend Provincial Meetings and/or Regional Committee Meetings and/or any Sub Committees of the Club, as far as is practicable.
- 6.2.12 To strive constantly for continued harmony and friendship within the Club in particular to maintain the image and standards laid down in the Code of Conduct, and to pursue vigorously the aims and objectives of the Club at a National, Provincial and Regional level.
- 6.2.13 To take the lead in the implementation of Clauses 7.2.17 and 7.2.18 at and in between meetings of the National Council in consultation with the latter.
- 6.2.14 The Vice-President is expected to deputize for the President whenever required, to give full backing and support to the President on all matters which have been decided at a Convention or in a National Council meeting of the Club and to assist the President in all duties required of him and to undertake all duties and responsibilities delegated by the President.

## **7. NATIONAL COUNCIL**

### **7.1 Constitution**

The National Council shall consist of the President and Vice-President elected by Convention, and appointed members selected from elected Provincial Councillors as well as other specialist members appointed by the remaining National Council members. Incumbents shall be designated specific duties and responsibilities in accordance with portfolios currently managed by the National Council.

### **7.2 Terms of Reference**

- 7.2.1 To administer the affairs of the Club in conformity with this Constitution and its Bye-Laws and to determine and implement a strategy for the Club in terms of the policy determined from time-to-time by Convention.
- 7.2.2 To convene a Convention as directed by the prior Convention and to give written notice to all officers of the Club entitled thereto as required by this Constitution and its Bye-Laws.
- 7.2.3 To be responsible for the employment of staff in the offices of the National Secretariat and to similarly be responsible for the payment of salaries and other staff compensations., and to control such employees.
- 7.2.4 To be responsible for the day-to-day management of the Club, which may require, from time to time, a line function responsibility for the offices of the National Secretariat.
- 7.2.5 To co-ordinate and be a liaison between the Convention, the Provincial Meetings and the various Regions.

- 7.2.6 To keep Regions informed from time-to-time of all policy changes and proposed amendments to this Constitution and its Bye-Laws.
- 7.2.7 To receive and collate Reports from its members as well as Reports and Financial Statements from Regions from time-to-time.
- 7.2.8 To, at least on a monthly basis approve the payment of accounts, to review and where appropriate, approve the purchase of national insignia, and to attend to any other business for which the National Council is responsible.
- 7.2.9 To prepare a monthly Statement of Accounts, including a summary of amounts owing to the National Secretariat, and a summary of membership statistics for circulation to Regional Committees and National Council Members.
- 7.2.10 To prepare an annual Balance Sheet and Statement of Accounts for presentation to the Annual Convention, together with a draft budget proposal for the following financial year.
- 7.2.11 To ensure that annual Statements of Accounts and Balances are submitted to the office of the National Secretariat by every Regional committee and to ensure that all such accounting, both for the national office and for Regional Committees, are submitted for auditing by the auditor approved by Convention.
- 7.2.12 To advise and assist, where necessary, Regions on matters affecting Regions.
- 7.2.13 To operate one or more bank accounts.
- 7.2.14 To be a Standards Committee for National Insignia, and the supply centre for all other items in general use throughout the Club.
- 7.2.15 To exercise such powers as may be delegated to it in terms of Clause 5.2.10 of this Constitution.
- 7.2.16 To circularize Minutes of Meetings held, and Financial Statements to the President, Vice-President, its own members and to all Regions.
- 7.2.17 To take note of and if deemed necessary take disciplinary steps against a Member of a Region or Member/s of a Regional Committee who has/have been deemed to have committed a breach of any provision of the Constitution, Code of Conduct or Bye-Laws, or who/which has behaved in a manner prejudicial to the good name and repute of the Club, on the basis of any recommendation of a Regional Committee, Province or Provincial Councillor concerned with a specific Region. Any recommendation to this effect shall be submitted to the Province by a Regional Committee, stating the reasons therefore, who in turn shall make a recommendation to the National Council whose majority decision to such effect, after having given such Member or Region reasonable opportunity to state his/their own case, shall be final.
- 7.2.18 To expel a Member of the Club if deemed necessary on the recommendation of a Regional Committee, Province or Provincial Councillor concerned with the specific Region. The Provincial Councillor concerned with the specific Region, may convene a Special General Meeting of such Region for this purpose as well as to address any other irregularities in such Region.

- 7.2.19 To elect an acting President or Vice-President until the following Convention, should a vacancy occur in Presidency or Vice-Presidency.
- 7.2.20 To appoint Committees in terms of Clause 13 hereof.
- 7.2.21 To delegate its powers of Administration to the Provincial Meetings on any matters pertaining to the Club as determined from time-to-time.
- 7.2.22 To make recommendations on the future Policy of the Club to Convention.

## **8. PROVINCIAL MEETINGS**

### **8.1 Constitution**

Provincial Meetings shall be constituted in terms of Clause 3.12 of this Constitution

### **8.2 Terms of Reference**

- 8.2.1 To elect a member in good standing to serve on the Provincial Council for that Province and who shall be known as the Provincial Councillor, who shall be elected for a 3 (three) year term of office. Nominations for the position/s of the Provincial Councillor shall be signed by the Proposer, Seconder and Nominee and shall be submitted to the Provincial Secretary timeously in order to be included in the Agenda for the Provincial Annual General Meeting, which nominations must be accompanied by a short citation of the nominee giving an account of his character and activities in the Club.
  - 8.2.1.1 The elected member shall be vested with the authority to execute the powers vested in the Provincial Meeting in accordance with the Constitution.
  - 8.2.2 To elect – at the discretion of the Province, an Alternate Provincial Councillor to serve for a period of two years. Nominations for the position/s of the Alternate Provincial Councillor shall be signed by the Proposer, Seconder and Nominee and shall be submitted to the Provincial Secretary timeously in order to be included in the Agenda for the Provincial Annual General Meeting, which nominations must be accompanied by a short citation of the nominee giving an account of his character and activities in the Club.
    - 8.2.2.1 The Alternate Councillor will assume the same and full rights as bestowed on the Provincial Councillor during and for any period where the responsibility has as such been transferred from Councillor to Alternate Councillor.
  - 8.2.3 To discuss and decide upon matters of interest to the Province only.
  - 8.2.4 To discuss and decide on matters of National interest with specific reference to the Province.
  - 8.2.5 To administer the affairs of the Club, in conformity with the Constitution and its Bye-Laws.
  - 8.2.6 To operate one or more bank accounts.
  - 8.2.7 To exercise such powers as may be delegated in terms of Clause 7.2.15.

- 8.2.8 To co-ordinate and be a liaison between the National Council and the various Regions.
- 8.2.9 To appoint Sub-Committees if deemed necessary.

## **9 REGIONAL COMMITTEES**

### **9.1 Constitution**

Each Region shall elect a Regional Committee as provided for in Clause 3.13 and such Committee shall administer the affairs of its Region in the interest of its members in terms of this Constitution, and its lawful decisions shall be recognized by the National Council and be binding on the Club in terms of this Constitution.

### **9.2 Terms of Reference**

- 9.2.1 To appoint Sub-Committees.
- 9.2.2 To implement the Policy of the Club as decided by Convention from time-to-time and the Strategy therefore as determined by the National Council.
- 9.2.3 To exercise such powers as may be delegated to it in terms of this Constitution.
- 9.2.4 In general:
  - 9.2.4.1 To promote caravanning and camping in accordance with the objects of the Club and to arrange six (6) National Rallies annually within or for its Region except when Rally SA is held as an additional Rally.
  - 9.2.4.2 To further and protect the interests of Members of the Region
  - 9.2.4.3 To ensure the examination of the books and accounts of the Region and the appointment of a Financial Verification Officer for this purpose.
  - 9.2.4.4 To ensure payment of subscriptions in accordance with the decision of Convention.
  - 9.2.4.5 To organize and hold Regional activities in accordance with the objects of the Club.
  - 9.2.4.6 To elect Members to Sub-Committees in accordance with the Constitution and Bye-Laws.
  - 9.2.4.7 To suspend any membership on such conditions and for such period as it may determine and make recommendations in terms of Clauses 7.2.17 and 7.2.18 of this Constitution
  - 9.2.4.8 To requisition a Special Convention and convene a Special General Meeting.
  - 9.2.4.9 To be represented, through its Delegates at Conventions and Provincial Meetings.
  - 9.2.4.10 To be bound by the decisions taken at Conventions, National Council and Provincial Meetings.

- 9.2.4.11 To arrange benefits for Members.
- 9.2.4.12 To recommend to the National Council the conditions upon which the Region in the name of the Club may hold, buy, sell or otherwise deal in and with fixed property of any description for the furtherance of any of the objects of the Club including any recommendations to raise or borrow money upon mortgage on any such property always subject to the qualification contained in the Bye- Laws.
- 9.2.4.13 To complete the form in which Financial Statements and Balance Sheets shall be presented to the National Council at such intervals as required by the National Council.
- 9.2.4.14 To submit Nominal Rolls of Members, New Members, transfers, renewals and resignations, Minutes and Financial Reports of their Meetings to National Council at such intervals as required by the National Council.
- 9.2.4.15 To send Minutes of Committee Meetings to their Provincial Councillor.
- 9.2.4.16 To call a Regional Committee Meeting through its Chairman.
- 9.2.4.17 To call a Regional Committee Meeting through its Secretary no later than ten (10) days after receipt of a requisition, in writing, setting out clearly the purpose for which the Meeting is required. Such requisition must be signed by at least three (3) Committee Members.

## **10. NATIONAL SECRETARIAT**

### **10.1 Appointment**

The National Secretariat shall function from the Head Office of the Club, where-ever same may be from time to time and shall consist of one or more paid officials to be appointed by the National Council for the execution of specific tasks of the Club, in accordance with this Constitution and further terms and conditions which may be mutually acceptable to the National Council as well as such staff members.

### **10.2 Terms of Reference**

- 10.2.1 To acquaint himself with the Constitution and Bye-Laws of the Club and to assist the National Council and its Members with advice relating to the rules and regulations of the Club.
- 10.2.2 To prepare and distribute to the President the Vice President, the National Councillors, Provincial Councillors as well as to each Region in the Club a preliminary notice of a meeting of Convention at least 120 days prior to such a Convention and, at least 30 days prior to such Convention, a final notice with accompanying agenda and documents.
- 10.2.3 To ensure that adequate records of proceedings (ie minutes) of all meetings of the National Council and/or any planning meetings are kept and that copies are circulated in good time to all officers and Regions referred to in Clause 6.2.6 and 6.2.7. Similarly, minutes of Convention SA must be recorded and circulated as outlined above.

- 10.2.4 To attend to all telephonic or written enquiries concerning matters of the Club and to ensure that an adequate reference and filing system is maintained.
- 10.2.5 To keep a record of and attend to all incoming and outgoing correspondence relating to the Club, including the referencing, and filing thereof.
- 10.2.6 Where possible, to maintain accurate membership statistics for the Club, Region by Region.
- 10.2.7 To maintain an accurate and comprehensive record of all stocks of Club Insignia and to issue same whenever required, and to audit annually.
- 10.2.8 To attend all meetings of the National Council and other committees as may be considered desirable and appropriate by the National Council from time to time.
- 10.2.9 To undertake any other functions as directed by the National Councillors, the President, Vice President, or any other committee of the Club from time to time as sanctioned by the National Council.

## **11. ADMINISTRATION**

### **11.1 Vesting of Assets**

Any assets which may be purchased, acquired, held, hired, or otherwise obtained by the Convention, the National Council, Provinces, Regions, Ad-hoc Committees, Committees or any Sub-Committees shall be vested in the name of the Club.

### **11.2 Disposal of Assets on Dissolution**

If upon the dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property, funds and assets whatsoever, such property, funds or assets shall not be paid to or distributed amongst Members of the Club, but shall be given or transferred to some other institution having objects similar to the objects of the Club.

### **11.3 Distribution of Profits Prohibited**

This Club is NOT permitted to distribute any of its profits or gains to any person and is required to utilize its funds solely for investment or the objects for which it has been established.

### **11.4 Liability of Member**

#### **11.4.1 Liability**

The liability of a Member shall be limited to the amount of his unpaid subscriptions.

#### **11.4.2 Resignation of a Member**

- 11.4.2.1 A member who has resigned and subsequently withdraws their resignation before the end of the financial year in which the resignation took place may be re-instated after careful



consideration by the Regional Committee. The Regional Committee will have the right:

1. To immediately terminate membership and not to accept the withdrawal of the resignation
2. Accept the withdrawal of the resignation be it unconditionally; or
3. Accept the withdrawal of the resignation on specific reasonable conditions which may be determined by the committee

If the withdrawal of the resignation is accepted by the Regional Committee as described in (2) or (3), such member shall be reinstated as a full member without payment of any additional subscription or joining fee.

11.4.2.2 In cases where a member has resigned from the club and the resignation is accepted by the Regional Committee and the withdrawal of the resignation is not accepted, Membership shall be terminated with immediate effect and such member shall forfeit any fees paid in respect of subscriptions and or entry fee or any other fee paid in respect of that financial year.

11.4.3 Re-instatement of full membership of a member who withdraws their resignation after the end of the financial year in which the resignation took place is conditional upon payment of a re-joining fee without payment of previous years' subscriptions and all issues affecting the member's status having being successfully resolved. A member who has been re-instated with full membership shall be allocated his original membership number and all previous awards and milestones shall be recognized.

## **11.5 Liability of Committee Members**

The members of any Committee shall be indemnified by the Club or Region against all proceedings, costs and expenses incurred by reason of any claim in connection with the Club or Regional Committee not arising from their gross negligence, dishonesty or fraud.

## **11.6 Acceptance of Constitution, Bye-Laws and Code of Conduct of Members**

Any Member who joins the Club, or who joined the Club prior to the introduction of this Constitution, shall by reason of continuing such membership be deemed to have signified acceptance of this Constitution and agreement to comply with the Constitution, Bye-Laws and Code of Conduct.

## **12. VOTING**

### **12.1 Alteration to or Rescission of the Constitution**

Shall only be made at a Convention, after written notice of such alterations has been given to the National Council in time for inclusion in the Agenda of the Convention, as required by the Bye-laws provided that such alterations shall not be made unless passed by a two-thirds (2/3) majority of those Members present and entitled to vote at such a properly constituted Convention.

#### **12.1.1 Alterations to the Bye-Laws**

Shall not be made unless passed by a simple (50 Percent + 1) majority of those Members present and entitled to vote at such a properly constituted Convention.

**12.1.2** In respect of all voting on matters concerning additions or amendments to or deletions from the Constitution or the Bye-Laws a record shall be kept of the number of votes in favour of the resolution, the number of votes against and the number of abstentions and this information shall be recorded in the Minutes of the Meeting.

## **12.2 Generally**

**12.2.1** At all meetings unless otherwise provided for herein, each Member entitled by virtue of this Constitution and its Bye-Laws to be present thereat and entitled to vote, shall have ONE (1) vote and the vote of the majority shall be binding on the minority.

**12.2.2** There shall be no votes by proxy at any meeting of the Club.

**12.2.3** The Chairman of any Club Meeting shall have a casting vote save as is provided in Clause 3.14.4.2

**12.2.4** At any election no Member may propose or second more candidates than the number of vacancies present and may only have as many votes as there are vacancies.

## **13. GENERAL**

### **13.1 Committees**

**13.1.1** Committees may be appointed as deemed necessary by the National Council, and Sub-Committees by Provincial Meetings and Regional Committees. The term of office of such appointed Committees or Sub-Committees shall not continue beyond the term of office of the appointing National Council, Provincial Meetings or Regional Committees as the case may be. The appointment of such Committees of the National Council, or Sub-Committees of the Provincial Meetings or Regional Committees will be reviewed at least once a year.

**13.1.2** The Chairman and Vice-Chairman of a Region shall, ex officio, be entitled to attend any meeting of a Sub-Committee of the Regional Committee.

**13.1.3** Paid employees shall not be eligible for election to any Committee of the Club.

**13.1.4** Wherever a member of a Committee shall have a financial or other interest in any matter being considered by the Committee, such member shall declare such interest and recuse himself from such discussion.

**13.1.5** All Committees and Sub-Committee of the Club will have the right to co-opt.

**13.1.6** It is obligatory that any Member accepting a dual appointment at either Regional, Provincial, or National level be aware of a possible conflict of responsibilities and that such Member be required to acknowledge, in writing, that in the event of a clash in dates and/or in responsibilities,

such Members' higher office, duties and responsibilities will take precedence over his lower office, duties and responsibilities.

- 13.1.7 Any member of a Committee of the CCSA who fails to attend two (2) consecutive Meetings without leave or good cause shall be deemed to have resigned.

## **PART II**

### **BYE - LAWS**

(All references to the Bye-Laws shall be prefixed with "B")

#### **B.1 MEMBERSHIP**

Membership shall be open to all persons and the right of admission shall be reserved.

##### **B.1.1 Honorary Life Member**

- B.1.1.1 An Honorary Life Member shall have all the rights of a Full Member without payment of subscriptions and such membership shall be recognized by all Regions.

- B.1.1.2 Regions may at any time forward a proposal(s) for Honorary Life Membership and reasons therefore in the form of a citation to the Provincial Meeting of the Province within which that Member resides. From these proposals the Provincial Meeting may recommend to the National Council such persons as it may deem fit for Honorary Life Membership together with full reasons therefore.

- B.1.1.3 The National Council may, out of the names submitted to it, confer upon those Members it deems fit, this class of membership.

- B.1.1.4 Immediately a decision regarding a proposal has been made, the National Council shall inform the candidate's Region.

- B.1.1.5 The National Council shall at the National Convention immediately following announce the names of all Members upon whom this class of membership has been conferred.

##### **B.1.2 Full Member**

- B.1.2.1 A candidate for full membership shall apply on the form prescribed at the National Convention and shall furnish such information and undertaking as may be required, to either the Region in which he is domiciled, or the Region to which he wishes to be allocated.

- B.1.2.2 Applications for membership shall be processed as follows:

- B.1.2.2.1 All applications for membership must be proposed and seconded by two non-related Full Members.
- B.1.2.2.2 The right of admission lies with the Regional Committee who shall scrutinize and consider the application after having interviewed the prospective applicant if considered necessary and taken such other steps as it deems necessary to ascertain whether the applicant is a fit and proper person to be admitted to membership and may refuse any application without giving a reason therefore, which decision of the Regional Committee shall be final.

### **B.1.3 Honorary Regional Member**

An Honorary Regional Member shall have all the rights of a Full Member and his annual subscriptions may be paid at the discretion of the Region conferring such Honorary Regional Membership. The duration of such Honorary Regional Membership shall continue at least for the period during which such Member is domiciled in the Region which conferred the title of Honorary Regional Member, and should the recipient transfer out of that Region, the Region conferring that award may pay the Annual Subscriptions as it may elect from time-to-time. Should such Member subsequently lose all interest in the Region/Club and its activities, of which his failure to attend 2 (two) consecutive Annual General Meetings of the Region, without leave of absence, will be conclusive evidence, the Regional Committee may revoke such Honorary Regional Membership and advise such member in writing of such resolution.

### **B.1.4 Allocation of Members to Regions**

- B.1.4.1 Members shall belong to the Region controlling the area in which they are resident unless they elect to exercise their right of choice in terms of Bye-Law B.1.2.1
- B.1.4.2 Where a Member resides outside all the demarcated Regions he shall nominate and be accepted by the Region to which such Member wishes to be attached.
- B.1.4.3 A Member whose residential address changes from one Region to another shall be accepted by the new Region within whose boundaries he will take up his new residence.
- B.1.4.4 Members who have no permanent residential address shall provide a permanent postal address within the Region to which they wish to be attached.
- B.1.4.5 Should a Member wish to transfer from the Region in which he is domiciled whilst still resident within such Region he will transfer in terms of the standing procedure from that Region to another Region.

## **B.2 CONVENTION**

### **B.2.1 Venue**

The venue of each National Convention shall be decided at a preceding National Convention. The Host Region for Convention SA shall be decided upon by the National Council in good time for such host region to be able to submit a full budget to the National Council

## **B.2.2 Notice**

- B.2.2.1 Preliminary Notice of such Convention shall be forwarded to each of, the President, Vice-President, National Councillors, Provincial Councillors and Secretaries of each Region. Such notice shall be posted not less than one hundred and twenty (120) days prior to the date fixed for the holding of the Convention.
- B.2.2.2 The National Council, Provincial Councils, and Regions will forward motions for inclusion on the Agenda not less than forty-five (45) days prior to the date fixed for the holding of the Convention.
- B.2.2.3 Final Notice of such Convention together with the Agenda shall be posted to the President, Vice-President, National Councillors, Provincial Councillors and Regions not less that thirty (30) days prior to the date fixed for the holding of such Convention.

## **B.2.3 Quorum**

At a Convention, at least two-thirds (2/3rd) of the members referred to in Clause 5.1 hereof shall be present and entitled to vote in order to form a quorum.

If no quorum is present within thirty (30) minutes of the time fixed for the Convention, the Convention shall be adjourned for a further thirty (30) minutes, and the Members then present shall form a quorum.

## **B.2.4 Order of Business on Agenda**

- B.2.4.1 At the Convention the order of business shall be as follows provided that the specific order of the items as listed may be varied as determined by the President and National Council.
  - B.2.4.1.1 To read the Notice convening the Meeting.
  - B.2.4.1.2 To pay homage to deceased members
  - B.2.4.1.3 To record apologies.
  - B.2.4.1.4 To make known the names of Provincial Councillors as elected by the Provincial Meetings as well as appointed National Councillors and newly elected Regional chairmen.
  - B.2.4.1.5 To read and confirm the Consolidated Minutes of the previous National Convention.
  - B.2.4.1.6 To consider matters arising from the Minutes.
  - B.2.4.1.7 To receive the President's Annual Report including the activities of the National Council during the period elapsed since the last Convention.
  - B.2.4.1.8 To receive Convention's agreement to discuss any other matters which may be discussed at a Convention of which no notice has been given, which, on agreement these discussions will take place under Item B.2.4.1.15.

- B.2.4.1.9 To receive and adopt the audited Statement of Account and Balance Sheet made up to the end of the Financial Year.
- B.2.4.1.10 To discuss and approve the Budget and Subscription Fee for the ensuing financial year.
- B.2.4.1.11 To discuss and agree on policy for the Club, and to note and, if necessary, discuss the Strategic Plan determined by the National Council in terms of Clause 7.2.1 of the Constitution.
- B.2.4.1.12 To consider and approve any alteration to the Constitution, Bye-Laws and Code of Conduct which appears on the Agenda.
- B.2.4.1.13 To elect the President and/or Vice-President as may be necessary.
- B.2.4.1.14 To appoint an Auditor for the ensuing year.
- B.2.4.1.15 To conduct any other business that may be transacted at a Convention, which appears on the Agenda.
- B.2.4.1.16 To discuss matters approved in terms of Clause B.2.4.1.8

## **B.2.5 Constitutional Amendments**

National Council shall study all proposals regarding amendments to the Constitution, Bye-Laws and Policy received for the purpose of inclusion thereof in the agenda of Convention and the effect thereof and will resolve regarding each of such proposals as to whether same should be included in the said agenda or whether any such matter can be dealt with in some other fashion, which may be acceptable to the National Council and the region concerned, providing that such resolution by the National Council should always serve the best interests of the Club as a whole.

## **B.2.6 Special Convention**

- B.2.6.1 A Special Convention of the Club may be convened by the National Council at any time whenever it may be deemed necessary.
- B.2.6.2 Requisitioning
  - B.2.6.2.1 At least TEN (10) Regions may requisition the National Council in writing to convene a Special Convention.
  - B.2.6.2.2 The requisition in terms of Bye-Law B.2.6.2.1 shall set out clearly the purpose for which the Convention is required.
  - B.2.6.2.3 National Council shall convene such Special Convention within ninety (90) days of the date of receipt of such requisition.
  - B.2.6.2.4 Notice of the Special Convention shall be given in the same manner as set out in Bye-Law B.2.2 and such Convention shall be held at a venue to be decided upon by the National Council, but preferably in the Reef area.

B.2.6.2.5 No business, save such as may appear on the Notice convening the Special Convention, shall be transacted thereat.

### **B.3 NATIONAL COUNCIL**

#### **B.3.1 Meetings**

Meetings shall be held whenever necessary with a minimum of two (2) meetings per Club year.

#### **B.3.2 Notice**

Written notice of not less than fourteen (14) days shall be issued by the Secretariat to each member of the National Council.

#### **B.3.3 Quorum**

The quorum at National Council Meetings shall consist of 50% plus one member of the members entitled to be present at such meeting. Attendance via Skype is acceptable attendance.

#### **B.3.4 Finances**

No account, excepting salaries, shall be paid unless it has been ratified by the National Council. In exceptional cases additional payments may be made subject to written authorisation of two National Councillors.

#### **B.3.5 Committees**

National Council may in terms of Clause 7.2.20 establish, as deemed necessary, Committees for specific functions, the Chairman and members of which shall be appointed by the National Council, provided that at least one (1) member shall be a member of the National Council.

#### **B.3.6 Members**

All members appointed to serve on the National Council shall be Members in good standing.

### **B.4 PROVINCIAL MEETINGS**

#### **B.4.1 General**

B.4.1.1 Each Region shall be entitled to send a maximum of three (3) Full Members of such Region as Delegates to any Provincial Meeting in that Province.

B.4.1.2 All such Members attending Provincial Meetings shall be in good standing and be called Delegates to Provincial Meetings of which one member per region shall have full voting rights.

B.4.1.3 Observers from Regions in that Province shall be allowed at such Provincial Meetings, provided that the number of such Observers per Region shall be at the discretion of the Province's Provincial Councillor or the Chairman of the meeting and shall not be entitled to vote and shall be allowed to speak at Provincial Meetings only at the discretion of the Chairman of such meeting.

#### **B.4.2 Date and Venue**

An Annual Provincial Meeting shall be held within one hundred and fifty (150) days of the end of the Club's Financial Year and in addition ordinary Provincial Meetings may be held at a time and place as appointed by the Province's Provincial Councillor/s.

#### **B.4.3 Notice of Meeting**

Notice of such meetings shall be forwarded to the President, Vice-President, National Councillor, Provincial Councillor(s) Secretariat and Secretaries of each Region in that Province at least thirty (30) days prior to such meetings.

#### **B.4.4 Quorum**

Delegates from half-plus-one of the Delegates entitled to vote at such meeting in that Province shall form a quorum. If no quorum is present within thirty (30) minutes of the time appointed for the meeting, the meeting shall be adjourned for a further thirty (30) minutes and the Members then present shall form a quorum.

#### **B.4.5 Officials**

The Provincial Councillor for the province shall be elected at an Annual Provincial Meeting for a period of three (3) years.

#### **B.4.6 Order of Business**

B.4.6.1 At the Annual Provincial Meetings the order of business shall be as follows - provided that the specific order of the items as listed may be varied as determined by the Provincial Councillor(s) on the Executive Committee for that Province.

B.4.6.1.1 To read the Notice convening the Meeting.

B.4.6.1.2 To homage to deceased members

B.4.6.1.3 Apologies

B.4.6.1.4 To read and confirm the Minutes of the previous Meeting.

B.4.6.1.5 To consider matters arising from the Minutes.

B.4.6.1.6 Reports will be received and discussed from the Provincial Councillor(s) for the Province,



- B.4.6.1.7 To receive the Meeting's agreement to discuss any other matters which may be discussed at a Meeting of which no notice has been given, which, on agreement these discussions will take place under Item B.4.6.1.15.
- B.4.6.1.8 To elect Provincial Councillor(s) to represent the Province for the ensuing three (3) years and to elect a Provincial Secretary and Treasurer for the ensuing Three (3) years.
- B.4.6.1.9 To elect an Alternate Provincial Councillor to serve for a period of two years. The Alternate Councillor will assume the same and full rights as bestowed on the Provincial Councillor during and for any period where the responsibility has as such been transferred from Councillor to Alternate Councillor.
- B.4.6.1.10 To receive and adopt the Verified Statement of Account and Balance Sheet for the Province, made up to the end of the Financial Year.
- B.4.6.1.11 To formulate the Management Plan for the Province in accordance with the Strategic Plan of the National Council.
- B.4.6.1.12 To appoint a Financial Verification officer for the ensuing year if appropriate.
- B.4.6.1.13 To discuss and decide on Regional proposals on matters relating to the Province, appearing on the Agenda,
- B.4.6.1.14 To receive nominations for Honorary Life Membership and to acknowledge members who have qualified for the Eric Hoffman Award
- B.4.6.1.15 To discuss matters of National interest with specific reference to the Province appearing on the Agenda, after which such decisions shall be forwarded to the National Council for noting.
- B.4.6.1.16 To discuss matters approved in terms of Clause B.4.6.1.7

**B.4.7 Minutes**

Minutes of the Meeting shall be sent to the President, Vice-President, Secretariat, the Secretaries of all Regions in that Province, the Regions' Delegates to Provincial Meetings and the Provinces' Provincial Councillor(s).

**B.4.8 Voting**

Each Region Provincial Councillor(s), Provincial Secretary and Provincial Treasurer at the Provincial Meeting shall have a vote.

**B.4.9 Finances**

- B.4.9.1 The Provincial Executive shall cause proper books to be kept in which shall be recorded a true and satisfactory account of all monies received and expended, and all assets and liabilities accruing to the Province.

- B.4.9.2 The Provincial Executive shall authorize a Bank Account to be opened in the name of the Club and Province and all monies received shall be paid into such accounts within five (5) days of receipt thereof.
- B.4.9.3 The Provincial Executive may, if authorized by the National Council hold in the name of the Club, buy, sell or otherwise deal in and with, fixed property of any description in terms of the Bye-Laws for the furtherance of any of the objects of the Club.
- B.4.9.4 The Provincial Executive shall ensure all payments in the interest of the Province and all withdrawals in connection therewith shall be authorized by any two (2) or more Account Administrators who are members of the Provincial committee to be registered with the Banking Institution
- B.4.9.5 The assets in possession of a Province shall be administered by that Province on behalf of the Club.
- B.4.9.6 The Provincial Executive shall submit to National Council within thirty (30) days of holding an Annual General Meeting, a Verified Statement of Revenue and Expenditure and Balance Sheet for funds administered by the Province made up to the end of the Financial Year, which statements and sheets shall be in the form prescribed by National Council from time-to-time.
- B.4.9.7 The Provincial Executive may request a Financial Verification Officer to carry out Interim Verifications at regular intervals, should the need therefore arise. National Council will, however, be entitled to require a full audit of any Province's books and finances at any given time.

## **B.5 THE REGION**

### **B.5.1 New Region (Petition)**

- B.5.1.1 Where at least 11 (Eleven) Full Members of the club wish to consider the formation of a New Region they shall form themselves into an Ad Hoc Committee and shall meet with the Chairman and Committee of the Region to inform them of their intention. At this meeting a full and comprehensive motivation as to why a new Region is to be formed must be submitted. Preliminary boundaries for the new proposed Region are also required to be submitted.
- B.5.1.2 Within fourteen (14) days of such meeting the Regional Chairman shall advise the Provincial Councillor of that area of the request by members to form a new Region, and also forward the minutes of the meeting held together with the motivation etc.
- B.5.1.3 On receipt of the relevant documents from the Regional Chairman, the Provincial Councillor for that Province shall form an investigating Committee, consisting of at least the Provincial Councillor of the Province, the Chairman of the Mother Region as well as the Ad Hoc Committee, and one other independent person. This Committee shall investigate fully the reasons to the request of the formation of the New Region, as well as investigating the viability and feasibility of such New Region. This investigation shall not exceed a period of sixty (60) days from the date the documents were received.

- B.5.1.4 The Executive Committee of the concerned Province shall, based on the findings, decide whether the formation of a New Region is justified and desirable.
- B.5.1.5 The outcome of the investigation and subsequent decision thereto shall be formally advised to the Mother Region, Ad Hoc Committee and the National Council.
- B.5.1.6 If the recommendation of the Provincial Executive is that the formation of a New Region is not justified or desirable, the decision shall be final, subject thereto that the Ad Hoc Committee and petitioning members for a proposed New Region which has had its petition declined at the Regional Special General Meeting or Provincial Meeting shall again have the right to petition the Mother Region from which it is to be formed. Such petition shall not be presented before the end of the same Financial Year in which the original petition was presented.
- B.5.1.7 If the investigating Committee has indicated that the formation of a new Region is desirable, the Ad hoc Committee shall thereafter request a further meeting with the Regional Committee of the Mother Region. This meeting should take place within forty-five (45) days of being advised of the positive outcome of the investigation.
- B.5.1.8 The purpose of such meeting shall be to inform the Regional Committee of the Mother Region of the continuation of the proposal, and to determine, and reach final and full agreement on the intended boundaries of the proposed new Region.
- B.5.1.9 Should it appear that the Mother Region does not give its reasonable co-operation, the matter shall be referred to the Provincial Councillor concerned, who shall convene a further meeting in order to resolve the dispute.
- B.5.1.10 The Ad Hoc Committee, the Mother Region and the Provincial Councillor responsible for the Region shall finalize the matter.
- B.5.1.11 Once agreement has been reached, the Ad Hoc Committee will present to the relevant Provincial Councillor the minutes, motivation and details of the meeting held with the Mother Region.
- B.5.1.12 On final agreement on all aspects of the proposal, the Ad Hoc Committee in conjunction with the Mother Region's Committee, will publish the full proposal and motivation, including relevant details such as boundaries etc. in the Regional newsletter, which publication will be deemed to be adequate communication to the Regional members in respect of the proposal for the formation of the proposed New Region.
- B.5.1.13 A copy of such newsletter shall be lodged with the Provincial Executive and National Council by the Ad Hoc Committee of the proposed New Region, who shall at the same time send copies to the Provincial Councillor of the Province.
- B.5.1.14 The Mother Region, to whom the petition was addressed, shall within ninety (90) days of the proposal being published in the Regional newsletter, call a Regional Special General Meeting at which point all Regional Members in good standing at the meeting shall be required to vote on the proposal.
- B.5.1.15 In order for the formation of a new Region to be approved, a two-thirds majority decision of those present at such Regional General Meeting is required.

- B.5.1.16 The resolution adopted by such Regional Special General Meeting shall be conveyed in writing to the Provincial Councillor responsible for the Region by both the Regional Chairman and Ad hoc Committee Chairman within thirty (30) days of such Regional Special General Meeting, for submission to the Provincial Meeting.
- B.5.1.17 Thereafter the Provincial Meeting may call for such additional information as it may deem necessary.
- B.5.1.18 The Provincial Meeting shall thereafter, through the person of its Provincial Councillor, also notify the National Council to grant a Charter. National Council shall ensure that notice thereof is included in the Agenda for the following Convention, and shall extend an invitation to the New Region to send two (2) Observers to attend Convention.
- B.5.1.19 The Convention shall grant a Charter for a New Region, and then recognition in terms of the Constitution shall be automatic.

## **B.5.2 Alterations to Regional Boundaries**

Regional Committees within the same Province, as defined may, after having mutually agreed to the alteration of the boundaries common to their Regions, lodge with the Provincial Meeting a joint application for such alteration. The Provincial Meeting shall consider the application and may grant or refuse it.

## **B.5.3 Defunct Region – Dissolution**

- B.5.3.1 Any Region not meeting the required minimum of 11 (Eleven) paid up members by the cut off date of 31 August of any given year, will be notified by National Council of the pending dissolution thereof.
- B.5.3.2 Such Region with less than 11 (Eleven) paid up members, which fails to increase its membership to the required amount, shall at the following Annual General Meeting of that Region, resolve to dissolve that Region. Should the Members of such Region, resolve to dissolve such Region, then that Region shall be dissolved and the Members comprising such Region shall be incorporated into the neighbouring Region. This whole procedure will be done in conjunction with its Mother Region and subject to approval of the Provincial Meeting, which shall advise National Council of these proceedings. Such dissolution will be ratified at the next Convention of the Club.
- B.5.3.3 If, upon the dissolution of a Region there remains after satisfaction of all its debts and liabilities, any property and funds or assets whatsoever, such property, funds or assets shall revert to the Provincial Council in which the dissolved Region was domiciled. The Provincial Council shall administer such funds until such time as all remaining members of the dissolved Region have been transferred to a new Region whereupon pro-rata disbursement shall be paid to the members' new Region/s, provided such funds exists for all such members transferring to another Region. All such disbursements shall be finalized after 6 months from the date the Region was dissolved allowing time for the members from the dissolved Region to find a home in new Region. Any transfers after this period will not affect another re-imburement or pro-rata transfer of net assets to the member's new Region. National Council shall submit full details to the next Convention, together with recommendations as to any fixed property or equipment which may be on hand.

- B5.3.4 Should at any time after the dissolution of a Region or before the formation of a new Region less than 11 (eleven) members of the Club decide to form a Social Committee of the Club, such Social Committee will operate under the auspices of the Regional Committee within whose area such Social Committee is formed and will comply with the Constitution, Bye-Laws and Code of Conduct of the Club as if it were a Region of the Club.
- B5.3.5 In the event of such Social Committee reaching a membership of at least 15 (Fifteen) paid up members of the Club, it may apply to the National Council to have its regional status re-instated or to form a new Region.
- B5.3.6 All regional flags shall be retained by the Social Committee and may not be used until such Committee reaches regional status.
- B5.3.7 Such Social Committee shall retain the financial assets under its control on behalf of the Club, which may only be used for the betterment of its members.

#### **B.5.4 Awards - by Regions to Members**

##### **B.5.4.1 National and Regional Rally Discs**

- B.5.4.1.1 A Full Member shall sleep at least ONE NIGHT of the Rally dates as published, in a caravan, tent or other suitable camping accommodation, before qualifying for the award of a National or Regional Rally Disc, with the exception that:
- B.5.4.1.2 Only one (1) Full Member per Rally Fee paid shall be entitled to receive a National or Regional Rally Disc at a National or Regional Rally as applicable.
- B.5.4.1.3 The conditions governing the award of a Regional Rally Disc are: The Recipient must be a fully paid up member of the CCSA: He or she must have paid a Rally Fee: The Recipient must have slept a minimum of One Night at a Rally.
- B.5.4.1.4 Under no circumstances will any member be entitled to receive more than one rally disc per rally weekend from either one Region or from more than one Region.

##### **B.5.4.2 Regional Insignia**

- B.5.4.2.1 The design of all Regional Insignia in terms of the relevant Regional Charter shall be approved by the National Council.
- B.5.4.2.2 No Regional Discs or Regional Insignia or Regional letterheads shall carry advertising of any nature whatsoever.

##### **B.5.4.3 Honorary Regional Membership**

Nominations for Honorary Regional Membership accompanied by a citation shall be submitted in writing to the Regional Committee of such proposed Member at least thirty (30) days prior to the next Regional Annual General Meeting, from which the Regional Committee shall

recommend to the Annual General Meeting such persons as it may deem fit for Honorary Regional Membership.

## **B.5.5 Meetings**

### **B.5.5.1 Regional Annual General Meetings**

B.5.5.1.1 The Annual General Meeting of a Region shall be held within ninety (90) days of the end of the Club's funds Year at a venue to be decided upon by the Regional Committee.

B.5.5.1.2 Notice of such Annual General Meeting shall be posted to the President, the Vice-President, Provincial Councillor for that Province, the Secretariat, and to each Member of the Region not less than fourteen (14) days prior to the date fixed for the meeting.

B.5.5.1.3 Notice to one (1) Full Member of a family shall be deemed adequate notice to both Full Members of the same family.

B.5.5.1.4 Should any person through inadvertence fail to receive such notice, the Meetings and any resolutions passed thereat shall not thereby be invalidated.

#### **B.5.5.1.5 Quorum**

30% (Thirty) percent plus one of the paid-up Members by membership number of the Region shall form a quorum. If no quorum is present within thirty (30) minutes of the time fixed for the meeting, the meeting shall be adjourned for a further thirty (30) minutes. Should there still be no quorum present after the expiry of the adjournment, the meeting shall be postponed to the following week at the same time at the same venue.

#### **B.5.5.1.6 Order of Business**

B.5.5.1.6.1 At such Annual General Meeting the order of business shall be the following - provided that the specific order of the items as listed may be varied as determined by the Regional Chairman and Committee.

B.5.5.1.6.2 To read the Notice convening the Meeting.

B.5.5.1.6.3 To pay Homage to Deceased members

B.5.5.1.6.4 To record apologies.

B.5.5.1.6.5 To read and confirm the Minutes of the previous Annual General Meeting and any Regional Special General Meetings.

B.5.5.1.6.6 To receive the Chairman's Annual Report which shall include a full summary of the Club's Strategic Plan and the activities of the Province and the Region to give effect to that Plan, a copy of which shall be sent to the Provincial Councillor responsible for the Region.

B.5.5.1.6.7 To receive the meeting's agreement to discuss any other matters which may be discussed at an Annual General Meeting of which no notice has been given, which, on agreement these discussions will take place under Item B.5.5.1.6.16.

- B.5.5.1.6.8 To receive and adopt the Verified Statement of Account made up to the end of the Financial Year. Such Statement of Account shall comprise a Revenue and Expenditure Account and Balance Sheet of the Region.
- B.5.5.1.6.9 To elect a Regional Committee for the ensuing year.
- B.5.5.1.6.10 To announce the names of the Office Bearers for the ensuing year and if necessary, to authorize the appointment of a Secretary and a Treasurer or Secretary/Treasurer, who need not necessarily be a Member of the Club; the Chairman being elected by the Committee.
- B.5.5.1.6.11 To appoint a Financial Verification officer for the Region for the ensuing year.
- B.5.5.1.6.12 To appoint Regional Headquarters.
- B.5.5.1.6.13 To consider nominations for Honorary Regional Membership and/or Honorary Life Membership and where necessary to confer or cancel such Honorary Regional Member status.
- B.5.5.1.6.14 To recommend to the Regional Committee any alterations to the Constitution for consideration at the next Convention.
- B.5.5.1.6.15 To transact such other business as may appear on the Agenda and may be transacted at an Annual General Meeting of the Region.
- B.5.5.1.6.16 To discuss matters approved in terms of Clause B5.5.1.6.7

## **B.5.5.2 Regional Special General Meetings**

- B.5.5.2.1 A Special General Meeting of a Region may be called by the Provincial Councillor of the Province not later than forty-five (45) days after the receipt of a requisition in writing setting out clearly the purpose for which the meeting is required, should the Provincial Councillor deem there are sufficient grounds to call a Special General Meeting of the Region.

### **B.5.5.2.2 Notice and Venue of Meeting**

- B.5.5.2.2.1 The Regional Committee shall decide the venue for any Special General Meeting except when a written petition has been presented requesting the formation of a New Region or when the Meeting has been called by the Provincial Councillor for that Province.
- B.5.5.2.2.2 Notice of the Meeting shall be posted to the President, Vice-President, Provincial Councillor for that Province, the Secretariat, and to each Member of the Region not less than fourteen (14) days prior to the date fixed for holding the meeting and shall detail all matters to be considered at the Meeting.
- B.5.5.2.2.3 Notice to one (1) Full Member shall be deemed to be adequate notice to the other Full Member of the same family.
- B.5.5.2.2.4 Should any Member, through inadvertence fail to receive such notice, the Meeting and resolutions adopted thereat shall not be invalidated.

### **B.5.5.2.3 Quorum**

- B.5.5.2.3.1 30% (Thirty) percent plus 1 (ONE) of the Members of the Region who have full rights shall form a quorum. If no quorum is present at the advertised time, a Meeting shall stand adjourned for thirty (30) minutes. Should there still be no quorum present after the expiry of the adjournment, the meeting shall be dissolved.
- B.5.5.2.3.2 In the case of a meeting called by requisition of Members, if no quorum is present within thirty (30) minutes of the time set down for the Meeting, it shall be dissolved.
- B.5.5.2.3.3 No other business, except that specified in the Notice convening the Meeting shall be discussed at a Special General Meeting.

### **B.5.5.3 Voting**

- B.5.5.3.1 Only Members of the Region who are in good standing shall be entitled to vote at Meetings of the Region. Should any members who have not renewed their annual subscriptions prior to the commencement of the meeting attend such meeting, they shall not be permitted to address the meeting nor, if at the discretion of the Chairman, be permitted to attend the meeting.
- B.5.5.3.2 The partner of a Member as mentioned on the Application Form shall also be entitled to a vote at such Meetings.
- B.5.5.3.3 Subscriptions may be paid by Members of the Region immediately preceding the commencement of the Meeting as published.
- B.5.5.3.4 At any election no Member of a Region may propose more or second more or vote for more candidates that the number of vacancies which may exist.

### **B.5.6 Regional Committees**

#### **B.5.6.1 Business by Regional Committees**

- B.5.6.1.1 No account, excepting salaries, shall be paid by any Regional Committee unless it has been passed by such Committee.

#### **B.5.6.1.2 Officers**

- B.5.6.1.2.1 The officers of the Regional Committee shall be elected in accordance with Clause 3.12.4.2 of the Constitution

- B.5.6.1.3 Members co-opted to the Regional Committee shall only hold office until the next Annual General Meeting of the Region.

#### **B.5.6.1.4 General**

- B.5.6.1.4.1 Only Members who are in good standing who have full rights and who have paid their subscriptions may be elected to a Regional Committee.
- B.5.6.1.4.2 A Member of a Regional Committee who has not paid his subscriptions by at least 22h00 on the day immediately preceding the Annual General Meeting, shall automatically vacate his office



from the time of commencement of the Annual General Meeting and shall not be entitled to serve on the Committee for the ensuing year.

### **B.5.6.2 Administrative Powers**

- B.5.6.2.1 To acquire in any manner, dispose of or otherwise deal in movable and/or immovable property in the name and on behalf of the Club for the purpose of the Region and to raise or borrow money upon mortgage over any such property and to raise, borrow and secure repayment of any sum, or sums of money in such manner and upon such terms and conditions as its Members may deem fit, but subject always to the provisions of the Bye-Laws as well as Clause 2.2.14 of the Constitution
- B.5.6.2.2 To appoint, control or dismiss any paid officials of the Region and to determine and pay out of the Region's funds their remuneration and to vote any honorarium or bonus to honorary officials.
- B.5.6.2.3 To establish, wherever deemed necessary, any subcommittees, and to authorize the co-option of Members to such sub-committees.
- B.5.6.2.4 To recommend to the Provincial Meeting or the National Council any changes to the Constitution, Bye-Laws, Policy or Code of Conduct.
- B.5.6.2.5 To recommend to the Provincial Meeting and/or the National Council the design of any Regional Insignia and conditions relating to such insignia and their use.
- B.5.6.2.6 To recommend to the Provincial Meeting a solution to any dispute relating to Regional matters which may have been submitted unless such dispute has been settled by the Regional Committee in terms of a mandate given it by Convention which decision shall be final and shall not be debated upon.
- B.5.6.2.7 In the case of a Mother Region, to take over the assets and management of a New Region formed of the said Mother Region if the Committee of the New Region has become incapable of maintaining itself or of managing its affairs, provided that as soon as the New Region shall have elected a competent Regional Committee, the management and assets aforesaid shall forthwith vest in such newly elected Regional Committee.
- B.5.6.2.8 To organize and hold National activities on the authority of the National Council.
- B.5.6.2.9 To take disciplinary action against any Member of the Region who has been deemed to have committed a breach of any provision of the Constitution or the Code of Conduct or these Bye-Laws, or who has behaved in a manner prejudicial to the good name and repute of the Club, save and except where it is deemed necessary to expel the Member, which recommendation, stating the reasons therefore, shall be submitted to the Provincial meeting who in turn shall make a recommendation to the National Council whose majority decision to such effect, after having given such Member reasonable opportunity to state his own case, shall be final.

### **B.5.6.3 Regional Committee Meetings**

- B.5.6.3.1 The Regional Committee shall meet at least ten (10) times per year.

- B.5.6.3.2 Written Notice of not less than seven (7) days shall be issued by the Regional Secretary to each member of the Committee of all Committee Meetings.
- B.5.6.3.3 At each of the ten (10) monthly Meetings, the Regional Committee shall consider and deal with all matters requiring attention, and in particular, shall review Regional finances and correspondence.
- B.5.6.3.4 A Meeting of a Regional Committee may be called by the Provincial Councillor if the Regional Committee is such that it consistently cannot raise a quorum.
- B.5.6.3.5 A Regional Chairman or Vice-Chairman may at any time call a Regional Committee Meeting.
- B.5.6.3.6 Regional Secretary must call a Regional Committee Meeting no later than ten (10) days after receipt of a requisition, in writing, setting out clearly the purpose for which the Meeting is required. Such requisition must be signed by at least three (3) Committee Members.
- B.5.6.3.7 Special Meetings called in terms of the Bye-Laws shall be additional to those held in terms of Bye-Law B.5.6.3.1
- B.5.6.3.8 The Regional Committee shall decide the venue for all its Meetings.
- B.5.6.3.9 Notice of Meetings shall be posted to the Secretariat, the Provincial Councillor for that Province and to each member of the Regional Committee not less than seven (7) days prior to the date fixed for holding the Meeting, and shall detail all matters to be considered at a Meeting.

#### **B.5.6.3.10 Quorum**

- B.5.6.3.10.1 Half plus one (1) of the elected members of the Regional Committee shall form a quorum. If a quorum is not present within thirty (30) minutes after the time set down for the Meeting, it shall stand adjourned for seven (7) days at which Meeting those Members present shall constitute a quorum and conduct the business for which the Meeting was called.
- B.5.6.3.10.2 Should any Member, through circumstances beyond the control of the Region, fail to receive such Notice, the Meeting and any resolutions adopted thereat shall not thereby be invalidated.
- B.5.6.3.10.3 Proceedings at Meetings shall be regarded as strictly confidential.

#### **B.5.6.4 Finances: Regional Committees**

- B.5.6.4.1 The Regional Committee shall cause proper books to be kept in which shall be recorded a true and satisfactory account of all monies received and expended, and all assets and liabilities accruing to the Region.
- B.5.6.4.2 The Regional Committee shall authorize a Bank Account to be opened in the name of the Club and Region and all monies received shall be paid into such accounts within five (5) days of receipt thereof.
- B.5.6.4.3 The Regional Committee may, if authorized by the National Council hold in the name of the Club, buy, sell or otherwise deal in and with, fixed property of any description in terms of the Bye-Laws for the furtherance of any of the objects of the Club.

- B.5.6.4.4 The Regional Committee shall scrutinize all payments in the interest of the Region and all withdrawals in connection therewith shall be authorized by any two (2) or more Account Administrators who are members of the regional committee to be registered with the Banking Institution.
- B.5.6.4.5 The assets in possession of a Region shall be administered by that Region on behalf of the Club.
- B.5.6.4.6 A Financial Statement together with a Bank reconciliation shall be presented to the monthly Regional Committee meeting.
- B.5.6.4.7 The Regional Committee shall submit to National Council within thirty (30) days of holding an Annual General Meeting, a Verified Statement of Revenue and Expenditure and Balance Sheet for funds administered by the Region made up to the end of the Financial Year, which statements and sheets shall be in the form prescribed by National Council from time-to-time.
- B.5.6.4.8 The Regional Committees may request a Financial Verification Officer to carry out Interim Verifications at regular intervals, should the need therefore arise. National Council will, however, be entitled to require a full audit of any Region's books and finances at any given time.

## **B.6 DISTRIBUTION OF CONSTITUTION, BYE-LAWS AND CODE OF CONDUCT**

This Constitution, Bye-Laws and Code of Conduct shall be available to a Member on request.

### **PART III**

#### **CODE OF CONDUCT**

The Caravan Club of Southern Africa is a Family orientated club that promotes high moral standards and every Member of the Club shall conform to the following Code of Conduct:

- 1 To keep his car and caravan in good roadworthy condition and to ensure that the caravan complies with the requirements of the National Road Traffic Act (Act no 93 of 1996) and any amendments thereto.
- 2 To insure car and caravan in Accordance with such Motor Vehicle Insurance Laws as apply and to obtain the necessary endorsement of the car policy if that is required when towing a caravan.
- 3 To cause as little inconvenience to other traffic as possible by keeping well to the left or giving way to faster traffic and to travel at a reasonable speed considering the condition and width of road and with special regard to the ability to stop or to the behaviour of the caravan at various speeds.
- 4 Not to tow a caravan with a Gross Vehicle Mass (GVM) that exceeds the Tare weight of the towing vehicle as prescribed by the relevant National Road Traffic Act.

- 5 To ensure that the driver of the towing vehicle has been qualified with the correctly coded driver's licence.
- 6 To secure the previous permission of the owner of the land or site on which he desires to place the caravan, and to pay just dues.
- 7 To place the caravan where it will not interfere with the convenience and enjoyment of others.
- 8 To dispose of all rubbish and waste where facilities are available for doing so; where no facilities exist, to bury it or take it with him when he leaves and to dispose of it in a proper manner when he is in a position to do so.
- 9 To keep the pitch scrupulously neat and tidy, to leave it in as clear a condition as possible and not to foul the ground with waste-water.
- 10 To observe a standard of behaviour which will not cause undue disturbance or annoyance to fellow caravanners and others.
- 11 To merit and win the regard of all land and site owners and road users, so that the Members of the Caravan Club will be regarded as persons beyond reproach.
- 12 To be particularly careful with regard to open fires and avoid all possibility of damage to property, trees etc.
- 13 To show courtesy and consideration to all with whom he comes into contact, to help other caravanners and campers in need of assistance.
- 14 To not make use of Club Insignia for the purpose of promoting any trade or profession or for any other form of advertising.
- 15 To not post any article to or comment on any negative publication appearing on any Social Media platform in a manner that will bring the Caravan Club of Southern Africa into disrepute.