



CONSTITUTION

of the

CITROËN CAR CLUB OF SOUTH AFRICA

Revised And Accepted at the AGM held on 29th February 2005

NAME

1. The name of the club shall be known as:
'The Citroën Car Club of South Africa' and herein after referred to as the Club.

LEGAL STANDING

2. The Club shall be a separate entity, entirely distinct from its members, and shall be able to contract in any manner in its own name, and to sue or be sued in its own name. The members and Committee shall not be responsible in their private capacities for any obligations of the club.

AIMS

3. The aims of the Club shall be:
 - a. Primarily to encourage the ownership, use and preservation of motor vehicles of the marque 'Citroën'
 - b. To organise, cause to be arranged, or assist in the organisation of sporting events and other events as may in the interest of objects as defined in paragraph 3.a
 - c. To publish a regular magazine to report on the activities of the club as well as additional letters to provide news, information, assistance and communication between members. The Club is not for profit or gain.
 - d. To actively foster the preservation of all records, data and objects and miscellanea pertaining in any way to the history of the marque and associated matters.

- e. To safeguard the right and privileges of its members and to take action where advisable, in cases where general principles affecting the Club's objectives or the rights of motorists are involved.
- f. To provide through its officers and organisation, such services as may be required by members to further the objects of the Club.

THE CLUB

4. The Club shall consist of the following:
 - a. Club Chairman
 - b. Vice-Chairman (One of the committee members)
 - c. Secretary
 - d. Treasurer
 - e. Committee members (See paragraph 4.b)
 - f. Members
 - g. Honorary President

MANAGEMENT

5. Management of the affairs of the Club shall be in the hands of the Management Committee, which shall have full power to perform all acts within the scope of the aims set out in paragraphs 3.a to f
6. The Management Committee shall consist of an Honorary Life President, Chairman, Secretary, Treasurer and 4 additional members (One of whom shall be appointed as a Vice-Chairman), all of whom, with the exception of the Honorary Life President, shall be elected at the AGM and hold office for one year.
7. A quorum for a Committee meeting shall be 4 members of whom one shall be the Chairman, or on the event of his unavailability, the Vice-Chairman. In the event of the Chairman being unavailable for an extended period of time when a meeting is due, the appointed Vice-Chairman shall act for him as Chairman for the purpose of such meeting. This also applies for the AGM should the Chairman be unavailable.
8. Each full member of the Committee shall have one vote. The Chairman shall cast his vote only in the event of a tied vote and at any other time. Non-executive members shall have no vote at Committee meetings. Resolutions shall, thus, be passed by majority vote.

MEMBERSHIP FEES

9. The membership of the Club shall consist of FULL members, JUNIOR members and affiliated members. Affiliated members being those members belonging to a bona fide branch of the Club, who have the choice of full membership, where the full subscription is paid to the Club

Head Office in Johannesburg, and who thereby enjoy all the benefits of the Club, or those who are not full members, but are affiliated to the Club, where a portion of the subscription, as decided by the Management Committee, is paid the Club Head Office, and who thereby enjoy only certain benefits, e.g. Insurance.

10. Fees for membership shall be set at the AGM and shall consist of an entrance fee and an annual fee.
11. The financial year of the Club shall be from 1st January to 31st December. Members failing to pay subscriptions within the prescribed period of 90 days will be required to pay a joining fee of R10.00
12. Spouses and partners are exempt from paying the entrance fee and need only pay the membership fee applicable at the time. Only one copy of the magazine will, however be posted per 'family'
13. Membership of the Club shall be available to any person who owns or has owned a motorcar in accordance with paragraph 3.1 or any person interested in the aims and objects of the Club and is open to any race, colour, creed or sex.
14. Application for membership shall be on the prescribed form, which will be returned for record purposes, and shall be accompanied by the full entrance fee and annual subscription fee as prescribed in paragraph 11.
15. Any complaint against members shall be made in writing to the Secretary, and the Committee shall have the power to suspend any member from the privileges of the Club. Either party shall have the right of appeal to a Special General Meeting convened for that purpose. In the event of any member being expelled or requested to resign, the unexpired portion of any subscription will be forfeited. In the event of a complaint being made against a Committee member, the matter may be brought up verbally at a Committee meeting, where both parties are present.
16. Members shall hold themselves bound, in all disputes or disagreements as to the interpretation of the rules of the Club, to accept the decision of the Management Committee. Appeal against such decisions may be made to the Chairman, subject to the appeal being supported by at least 10 members. Upon receipt of such appeal in writing setting out the nature of the appeal and bearing the signatures of the supporting members, the Chairman shall with 28 days produce a verdict and inform the Committee and members in writing.

ANNUAL GENERAL MEETING

17. Members of the Club shall hold annually, a general meeting, 15 members to form a quorum, at a time, date, and place to be decided by the Management Committee, but not later than the first Tuesday of April, that year. Thirty days notice of such meeting shall be given to members in writing. In the event of an AGM being irregular due to members not having had 30 days notice of the said AGM, the AGM will be adjourned for 30 days, and the following monthly meeting of the Club will then become the AGM.

18. The AGM shall be held for the following purposes:
 - a. To elect the Management committee for the ensuing year.
 - b. To hear the Chairman's report.
 - c. To hear the Treasurer's report.
 - d. To consider such other business as the Management committee may bring before the meeting.
 - e. To consider any proposition that a member has placed in writing before the Secretary at least 30 days before the meeting.
19. The votes at the AGM or Special General Meeting shall be carried by a simple majority.
20. Amendments to the Constitution may only be made at the AGM or a Special General Meeting (See also paragraph 15). Thirty days notice setting out the purpose of such AGM or SGM shall be given to members in writing. The Proposed amendment shall be in writing, and carry the name of the proposer and the seconder. For the amendment to be adopted, a two third majority vote of a quorum of 15 members will be required.
21. Postal nominations are acceptable provided:
 - a. The post or office for which the person is nominated is clearly indicated.
 - b. The nominee has indicated either in writing or at the said AGM that he accepts standing for election.
 - c. The name and signature of the nominator is reflected.
 - d. The name and signature of a seconder is reflected. If the member using a postal nomination is unable to obtain a seconder, one must be obtained at the AGM. If no seconder is found, the postal nomination will be considered null and void.
22. Postal nominations are to be forwarded so as to reach the secretary on or before the date of the AGM.
23. Voting for the Management Committee posts at the AGM is to be by secret ballot or a showing of hands, and shall be counted by 2 members appointed by the Chairman and who are themselves not standing for election.
24. The Management Committee shall hold office for 1 year with immediate effect from the end of the AGM at which it was elected until the end of the following AGM.
25. Any member of the Club may propose any person for honorary life membership, and he is to motivate his proposal in writing. The proposal will then be voted on at the following AGM or first available SGM.

CLUB AND COMMITTEE MEMBERS

26. There are to be at least 10 monthly Club meetings during the course of the year. In addition, there may be such other meetings or functions or outings as circumstances, at the discretion of the Committee, may require. Usually the Club meetings are held on the first Tuesday of every month.
27. There are to be at least 3 Committee meetings during 1 calendar year. The date and venue are to be decided by the Committee at each previous meeting.
28. Each meeting will cover the following items:
 - a. Read minutes of previous meeting (Both Committee and Club minutes)
 - b. Matters arising.
 - c. Treasurer's report (Committee meeting only)
 - d. General/social.
29. Where necessary, the Committee acting unanimously, may co-opt a maximum of 3 members onto the Committee. Such members are not, however, to have any voting rights, although they may express their opinions on any matter before the Committee.
30. The Committee in its discretion may also form sub-committees for the performance of any task. The appointed Chairman of such sub-committees may attend any Committee meeting where their task is under discussion, and may express their opinion, but may not vote on any proposal before the Committee.

RECORD BOOKS

31. The resolutions and business of all meetings, the AGM, Committee and Club, shall be recorded in a minute book, which shall be signed and presented by the Secretary, and then approved and signed by the Chairman after ratification and adoption at the next meeting. Committee minutes shall be made available to the Committee only by the Secretary.

CLUB CHAIRMAN

32. The Chairman shall take the chair at all the management meetings, the AGM and SGM. He is to exercise his vote as prescribed in paragraph 8.
33. In his dealings with other Clubs and organisations, he may act as he sees fit, if it is in the interest of the Club. Any such actions to be put to the Management Committee for post factum approval.

THE SECRETARY

34. The Secretary shall act as secretary to the Management Committee, and to any AGM and SGM. He/She shall compile minutes and maintain the

minutes books in good order and safekeeping. He/She shall perform such other duties as may be laid down by the Management Committee.

35. The Secretary shall handle all correspondence and postal accepts between the Club and other organisations. The Secretary shall draft the necessary letters for the signature of the Chairman where applicable, and maintain proper records/filing. All notifications to Club members to be handled by the Secretary or by a Committee member authorised to do so. Any Club member wishing to send notification to Club members is to obtain permission from the Chairman and Committee.

THE TREASURER

36. The Treasurer shall be the Chief Financial Officer of the Club. He/She shall have charge of the Club's bank accounts. He/She shall perform such other duties as may be laid down by the Management Committee.
37. The Treasurer shall have general authority to make payments from the Club funds of a normal and / or recurring nature without any special permission being obtained. The decision of the Management committee as to what is a normal and / or recurring payment shall be final. No Committee or Club member has any authority to undertake purchases on behalf of the Club, unless the said purchases have been sanctioned by the Chairman, the Treasurer and 1 other Committee member.
38. The Treasurer shall maintain full and proper records of all income and expenditure and such other information as may be necessary. He/She shall prepare financial statements and balance sheets for the AGM for approval and report on the financial state of the Club at Committee meetings.
39. The Treasurer shall maintain a record of the Club's assets, their location, value and condition.

GENERAL

40. The Management Committee shall be empowered to acquire on a casual basis, such staff, services or labour as may be required, from time to time, in connection with the management of the Club's affairs.
41. The Management Committee shall be empowered to acquire by gift or purchase, assets relative to the defined aims of the Club. They shall hold on behalf of, sell, loan or hire such assets as may be in the best interest of the Club. The condition of such sales, loans or hiring, shall be determined at the Management Committee meetings.
42. Members of the Management Committee or co-opted members shall be entitled to recover from the Treasurer any reasonable expenses incurred in the course of performing their duties and must be properly motivated.