



# CONSTITUTION OF THE CONSTANTIA VILLAGE RESIDENTS ASSOCIATION

## NAME

The name of the Residents Association is:

"Constantia Village Residents Association". Hereafter referred to as "CVRA"

## DEFINITIONS

For the purpose of this Constitution;

**Residents Association** - shall mean the Body of Residents concerned with the co-ordinated effort of ensuring the maintenance of peace, security and the prevention of crime in the CVRA neighbourhood. (Hereinafter referred to as CVRA)

**The Law** – shall mean any statutory laws that may be applicable.

**The Local Authority** – Shall mean the South African Police Services, Emergency Services, Metro Police, Municipal Services, etc.

**Members** – Shall mean paid up Members of Good Standing and appointed Honorary Members.

**The Residents Committee** – Shall mean the Office Bearers, consisting of Chairperson, Vice-Chairperson, Secretary and Treasurer (hereafter referred to as the Committee.)

## AIMS AND OBJECTIVES

The purpose of CVRA is:

1. To assist the authorities in the maintenance of peace, security and the well being of all residents in the CVRA neighbourhood.
2. To collect, compare, co-ordinate and distribute data, ideas, knowledge, methods and techniques by any appropriate means, with the purpose of improving efficiency and to promote uniformity in CVRA and to develop matters of mutual interest for members.
3. To suggest and promote improvements in policies and administration and to promote or oppose policy making or other regulations affecting CVRA or any of its members or to contribute to the promotion or the opposing thereof.
4. To encourage understanding, compassion, respect, consideration and single minded unity in purpose of our community.

## **DECLARATION**

It is hereby specifically declared and recorded that nothing in the above, or any function or activity executed by CVRA, shall in any way be construed or meant to be contradictory or incompatible with the provisions of policies or regulations as promulgated by Local Authorities, and shall not interfere or replace any order and control of another functional authority which has been established in accordance with such policy or regulation.

CVRA is under the patronage of the Honeydew Community Policing Forum.

Although CVRA is under the patronage of the CPF Honeydew, it will operate as a service in its own right.

## **LEGAL STATUS**

The Association is and shall be a separate legal entity, with the capacity to acquire rights and obligations and having perpetual succession.

All proceedings at law shall be brought by or against the association in the name of the association. The Committee may authorize any person to act on behalf of the association and to sign all such documents and to take all such steps as may be necessary in connection with any such proceedings.

## **MEMBERSHIP**

The number of members of CVRA is unlimited.

Membership of the CVRA is not transferable from any one member to any other prospective member.

Honorary Membership may be bestowed by the Committee on any person who, in the opinion of the Committee, has rendered a meaningful, valuable, personal, contribution to CVRA. Honorary Membership is awarded for a twelve month period, but may be renewed annually on review by the Committee.

## **APPLICATION AND TERMINATION OF MEMBERSHIP**

Each member becomes a member by applying for membership on the prescribed form as approved by the CVRA Committee.

A member is required to give one month's written notice to terminate membership.

## **ELECTION OF COMMITTEE MEMBERS**

Only fully paid-up Members and Honorary Members of CVRA may be elected to the Committee.

The Office Bearers of the committee are elected for a period of one year at the Annual General Meeting. The election may be by ballot or show of hands as agreed at the time by the members present.

Prospective Committee Members must be nominated by a Proposer and a Seconder.

The Committee is empowered to establish such ad hoc committee members as it deems necessary.

If a vacancy occurs prematurely for any office a new officer shall be elected by a majority vote of the remaining committee.

Street Captains are re-appointed each year by the Committee after the AGM. Members wishing to become Street Captains can inform the Chairperson verbally or in writing.

### **POWERS OF THE COMMITTEE**

To receive, retain and use membership fees, donations, allowances, and grants for the promotion of CVRA.

To enter into agreements with other organisations and service providers, with related interests, for mutual co-operation and support.

To raise funds to further the aims of CVRA.

To open and manage bank accounts. The Chairperson, Treasurer and Secretary will be authorised signatories. Any two will have joint signing authority. No two signatories may be related.

The Committee is not empowered to raise credit or borrow money.

To acquire and/or dispose of assets in such a manner or on such terms and conditions as may be approved by the Committee.

### **FINANCE**

All fees payable shall be paid to the credit of CVRA and shall constitute the funds of the association.

The committee may invest any monies not required for immediate use and may establish such reserve funds and deposit such amounts therein as it may deem necessary or expedient.

The financial year of CVRA commences on 1 January and ends 31 December.

All expenditure up to a value of R200 is to be authorized by two committee members. Any expenditure over R200 will be authorized by three committee members.

The Treasurer will present an Income and Expense Statement, Debtors Report and Cash Flow Statement to the Committee at regular Committee Meetings.

The Chairperson may request a copy of the latest Income and Expense Statement, Debtors Report and a Cash Flow statement from the Treasurer when necessary. The Treasurer must be given at least three days notice of this.

The Annual Financial Reports are presented to members, by the Treasurer at the AGM. The Treasurer will have detailed ledgers available for perusal by members at the AGM. Members, other than Committee Members, may not randomly demand to see financial reports.

### **CVRA COMMITTEE MEETINGS**

The Committee meets as often as necessary or at least once every 2 months to decide on policies and action programs.

The Secretary shall give the required notice for such meetings.

Paid up Members are entitled to attend Committee Meetings by prior arrangement with the Secretary.

## **PROCEDURE FOR ANNUAL GENERAL MEETINGS**

Notice of an Annual General Meeting must be given not less than twenty one days in advance to all members of CVRA. All notices of meetings shall be in writing, including email and postal.

Only paid up members of CVRA, other than invited guests, will be entitled to attend the AGM.

Only paid up members of CVRA will be allowed to vote at the AGM.

Members unable to attend a meeting may register their votes by letter (Proxy) to reach the Secretary at least 24 hours before commencement of the meeting.

All motions shall be considered binding upon all members once ratified by a majority vote.

## **ANNUAL REPORTS**

An Annual General Meeting (AGM) shall be held each year before the end of April at which the Chairperson shall table his/her annual report. The Treasurer shall table the Financial Report.

## **QUORUM**

Three Committee Members shall be a quorum at any meeting of the committee.

The quorum necessary at a General Meeting shall not be less than eight ordinary members of CVRA.

In the event of a quorum not being present at a General Meeting, the meeting shall be adjourned at the discretion of the Chairperson or his/her deputy. The meeting may proceed for discussion purposes only. Notice of such adjournment shall be given to all members before the next general meeting.

## **VOTING RIGHTS**

Only Members and Honorary Members present are entitled to vote at meetings of CVRA.

The Chairperson shall in each case have an ordinary and a casting vote at both Committee and General Meetings.

A maximum of two votes per household and eight votes per Complex is allowed.

## **AMENDMENTS TO THE CONSTITUTION**

Articles in this Constitution may only be amended at an Extra-ordinary General Meeting. Written proposals of amendments must reach the Secretary not less than fourteen days prior to the date of such meeting. A copy of the proposed amendments must be distributed to all members at least seven days prior to the meeting.

## **DISTRIBUTION OF CONSTITUTION**

The constitution shall be made available to paid up members of CVRA.

## **NEWS MEDIA ANNOUNCEMENTS**

No communication or announcement regarding CVRA may be made to any member or person of the news media other than by :

1. The Chairperson of the CVRA Committee, provided that the communication or announcement has been approved by the Committee.
2. Any Committee Member, in the absence of the Chairperson, provided that the communication or announcement has been approved by the Committee.

## **DISSOLUTION OF CVRA**

CVRA may only be disbanded or terminated at a Special General Meeting and voted on by at least twenty percent of members in good standing.

If at any time it is resolved that CVRA, which is a non-profit organization, should be wound up, then the Committee shall dispose of the assets as follows:

1. Creditors claims will first have to be settled
2. The balance of assets, whether in monetary form or otherwise, shall then be donated to The Honeydew CPF or an association which in the opinion of the committee has similar objectives to that of the Association and which is authorized to accept contributions.