

DRAFT June 2022



The Constitution of the Dullstroom Heritage Society

1. Name

The name of the Society is The Dullstroom Heritage Society, hereinafter referred to as the DHS

2. Aims of the DHS

- 2.1 To further the knowledge of the public regarding the historical, cultural and natural resources of the Dullstroom community
- 2.2 To preserve the cultural and natural resources of Dullstroom
- 2.3 To establish and maintain an information centre to promote the heritage of Dullstroom
- 2.4 To train and educate the local inhabitants of Dullstroom to study, preserve and exhibit the cultural heritage of Dullstroom, concentrating on the youth
- 2.5 To advance a society based on non-racialism and non-sexual discrimination and an appreciation of a just and cultural national heritage
- 2.6 To establish documentary and visual record of our heritage and to extend the study and knowledge thereof
- 2.7 To train and maintain a corps of local youth to act as tourist guides and to man an information centre to advance tourism
- 2.8 To promote the knowledge of the local heritage by way of exhibits, outings, lectures and visual presentations and publications

3. Membership

Any member of the broader ~~public~~ community ~~interested~~ in furthering the aims and objectives of the DHS shall be eligible to become a member of the DHS as long as the non-political nature of the DHS is preserved. The Executive Committee will determine membership fees periodically.

4. Executive Committee

- 4.1 The Executive Committee shall consist of the following persons and shall be elected by members for a two-year term at a general meeting of the DHS :
 - Chairman
 - Deputy Chairman
 - Secretary
 - Treasurer

- **At least** 3 additional members
- 4.2 ~~At least~~ **A minimum of** fifty percent of the Executive Committee shall form a quorum **at Executive meetings**
- 4.3 Members of the Executive Committee shall not receive any remuneration save 5. for expenses validly incurred and approved by the Executive Committee
- 4.4 The Executive Committee shall be entitled to enter into agreements on behalf of the DHS and to represent the DHS in activities on behalf of the DHS and against the DHS
- 4.6 The Executive Committee may take on **any** powers and authority that it believes ~~it needs~~ **are necessary** to be able to achieve the objectives of the DHS

5. Finances

The finances of the DHS shall be administered as follows :

- 5.1 A bank account in the name of the DHS shall be opened at the Belfast branch of First National Bank and all monies received and all payments made by the DHS shall be done through this bank account
- 5.2 The DHS Executive Committee shall ensure that the Treasurer maintain proper financial records
- 5.3 The financial year of the DHS shall commence on the 1st July and end on 30th June each year
- 5.4 The Treasurer shall be entitled to hold a petty cash fund to finance payments up to R1500.00 but shall keep proper records supplemented by vouchers of such
- 5.5 All payments made out of the bank account of the DHS shall be authorised in writing by the Treasurer and the Secretary ~~and the~~ **or** Chairperson
- 5.6 The Treasurer shall prepare a proper annual report and present such report at the Annual General Meeting of the DHS
- 5.7 The Executive committee shall furnish ~~all~~ any member or donor ~~and the Department of Social Services~~ with a copy of such report if requested to do so
- 5.8 The DHS ay not give any of its money or property to its member or Office Bearers. Payments to its members or Office Bearers may only be done for work that a member or Office Bearer has done for the DHS and which payment must be reasonable for the work carried out
- 5.9 Neither members nor Office Bearers have rights over the property or assets ~~that~~ **belonging** to the DHS
- 5.10 The Executive Committee will manage the DHS and is made up of not less than seven members, being the Office Bearers as defined in Clause 5.

6. Meetings

Meetings of the DHS shall abide by the following rules :

- 6.1 The Executive Committee shall meet at least six times per year unless called for under a special circumstance

- 6.2 The Annual General Meeting of members of the DHS shall take place once each year and within two months of the end of the previous financial year
- 6.3 All meetings shall be recorded by the Secretary in a Minute Book and approved by resolution
- 6.4 Fifty percent of the members of the DHS shall be entitled to request the Executive Committee to convene a Special General Meeting and 14 days notice and purpose of such meeting shall be given.
- 6.5 At all Annual and Special General Meetings, a decision shall be taken by fifty percent plus one of eligible voters being **in attendance or represented by a valid proxy**. Members unable to attend a meeting shall be entitled to vote by proxy in terms of written mandate given to another member stating the authority and purpose of the vote. The Chairman shall have a casting vote in the event of a tied vote.
- 6.6 At a General Meeting, a quorum shall be twenty per cent, plus one, of eligible members
- 6.7 Any changes to the Constitution shall only be taken at an Annual or Special General Meeting of members properly convened and constituted. Notice of such a meeting shall be given at least 14 days before the meeting and shall indicate the proposed changes to the Constitution. At least two-thirds of members shall be present or ~~vote~~ represented by means of a proxy before a decision to change the Constitution is **made** ~~taken~~.

7. Notice of Meetings

Proper written notices of all meetings shall be given by the Secretary to all members at least seven days prior to the meeting. Such notice may be in the form of an electronic communication.

8. Annual Reports

The Chairman and Treasurer shall prepare annual written reports to be tabled and approved at the Annual General Meeting

9. Affiliations

The DHS will cooperate with other societies and develop affiliations where the aims of the other organisations are similar to those of the DHS

10. Dissolution

- 10.1 A motion for the dissolution of the DHS must be preceded by at least three months written notice to all registered members. ~~and shall be taken and adopted at a Special General Meeting to discuss the motion and shall only be passed by a three-quarters majority vote~~
- 10.2 The organisation may close down if at least two-thirds of the members present or represented by a valid proxy ~~and voting~~ at a **Special General** meeting convened for the purpose of considering the matter, are in favour of closing down.

10.3 If such a motion is passed, all property of the DHS shall be realised by the Executive Committee and **after** payment of all liabilities the Executive Committee shall disburse the balance, if any, to another local registered non-profit organisation with similar aims to the DHS as possible

11. Legal Status and Liability

Members and Office Bearers of the DHS shall not be liable for any obligations of the DHS, be it contractual or otherwise. The DHS can initiate action or be sued in its own name.

This amended Constitution was proposed and adopted at the Annual General Meeting held on 2022.