

DORINGKLOOF RESIDENTS ASSOCIATION / DORINGKLOOF INWONERSVERENIGING

CONSTITUTION

INAUGURAL MEETING, 5 JUNE 2007

1. The Association

- a. The association shall be called the DORINGKLOOF RESIDENTS ASSOCIATION / DORINGKLOOF INWONERSVERENIGING, hereafter referred to as the "DRA".
- b. The DRA is a voluntary association, open to any person who legally lives, works or owns property in Doringkloof. It is not for profit and is non-political in respect of all activities.
- c. All processes of law, notices and the like shall be regarded as sufficiently served, if served on the Chairperson personally. The Chairperson shall not be personally liable for any loss suffered.

2. Mission Statement

- a. Make Doringkloof a better place in which to live, work and play.

3. Area of Responsibility

- a. The area of responsibility shall be the suburb called Doringkloof (in Centurion, Pretoria).
 - i. The boundaries of Doringkloof shall be :
 1. North : Limpopo Avenue.
 2. South : a) N1 highway, between John Vorster Drive and the Jean Avenue bridge (crossing the N1) and b) Alexander Road
 3. East : Leonie Street
 4. West : Botha Avenue

4. Objectives

- a. Watch over, protect and promote the interests of all residents and businesses in Doringkloof. To this extent, the DRA will consist of two components ie. a "security" component called the Doringkloof Neighbourhood Watch and a "service" (or "civic") component that will consist of various portfolios such as Municipal and Property Issues, Communication and Web Site.
- b. Encourage and assist in the formation of similar resident associations in other suburbs.
- c. Invite public participation via free discussion and deliberation so that the broader interests of the Doringkloof population are taken into consideration.
- d. Work towards the strict observance of the conditions of title of stands in the area, and of provisions of Acts of Parliament, Provincial Ordinances or Local Authority by-laws.
- e. Work for the improvement and maintenance of roads, bridges, reservoirs, watercourses, drains, storm and sewerage, and other works and conveniences that may seem capable of directly or indirectly advancing the member's interests.
- f. Work for the protection of the grounds and rights of established open spaces, recreational and other facilities in the suburb and in proximity to the suburb, for the common need.

- g. Engage with any representatives of the City of Tshwane Metropolitan Municipality (CTMM) or any other party to ensure the voice of public opinion being heard and given due consideration in the management of the city, in particular :
 - i. By-law infringements.
 - ii. Service delivery issues.
 - iii. Envisaged property developments and related activities, in terms of a defined Property Policy.
 - iv. Any developments that may influence or impact on the suburb in any way.
 - v. Inputs towards the municipal Integrated Development Plan (IDP).
 - vi. Nomination and support of candidates to contest local Council and Ward Committee elections.
 - vii. Any other matters that may be raised from time to time.
- h. Oppose any movement that may impede the freedom of action of the Committee or members of the DRA.
- i. Arrange and provide for, or assist in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- j. Promote and carry out, or assist in promoting and carrying out, research, surveys and investigations.
- k. Collect and disseminate information on all matters affecting the DRA and exchange such information with other bodies having similar purposes.
- l. Seek and obtain funding and resources, and accept gifts/donations, in such a manner as the DRA shall think fit, subject to such funds/resources/gifts/donations being used to further the objectives of the DRA.
- m. Invite contributions to the DRA by personal or written appeals, public meetings or otherwise.
- n. Appoint and constitute such advisory committees as the Committee may think fit.
- o. In the attainment of the objectives, the DRA shall :
 - i. Do all such lawful things as are necessary for the attainment of the said objectives
 - ii. Comply at all times with the provisions contained in the Constitution of the Republic of SA 1996.

5. Membership:

- a. Membership of DRA shall be open to any person living, working or owning property in Doringkloof.
- b. Membership of the DRA implies a degree of participation in achieving the objectives of the DRA.
- c. Members shall be registered on the DRA database and membership shall be by written application to a Committee member.
- d. The database of members shall be made available to any member on request, by written application to a Committee member.
- e. Only registered members shall be entitled to vote at General Meetings of the DRA.
- f. The Committee may request reasonable information from an applicant before granting membership and shall not reject an applicant without sufficient reason.

6. Termination of Membership:

- a. A member may resign by written notice to a Committee member.

- b. The Committee may in their absolute discretion terminate membership of any member provided that ten days notice is given to the member of the Committee's intentions and that such notice contains full reasons for the Committee's intended action. Any written reply shall be considered by the Committee.

7. Committee

- a. At the Inaugural Meeting of DRA on 5th June 2007, it was agreed that the residents proposed by the chairperson and who sign the Constitution, shall be *de facto* Committee members. All future Committee members shall be elected at an Annual General Meeting.
- b. Where an important matter, not covered by the constitution arises, the Committee, with at least a two-thirds majority of total members on the Committee, may take any action they deem fit.
- c. All business and affairs of the DRA shall be managed and controlled by the Committee, which shall have full power and authority to carry out all the objectives of the DRA and shall meet not less than ten times per year.
- d. Committee members shall have the right to resign, provided they notify the Chairperson in writing
- e. The Committee members shall elect a chairperson for the Committee. The elected person will also be the chairperson of the DRA.
- f. The Committee shall appoint specific Committee members to make or issue statements to the media regarding any matters or issues concerning DRA and such statements shall be in accordance with a defined Media Policy.
- g. The Chairperson shall hold office until the conclusion of the Annual General Meeting of the DRA but shall be eligible for re-election for no more than three consecutive years, unless there is majority agreement on the matter.
- h. Each member of the Committee shall be entitled to one vote at meetings of the Committee.
- i. Each Committee member may vote by proxy duly authorised in writing on not more than three occasions in any one year commencing with the inaugural meeting.
- j. Any person proposed as a Committee member must be informed of the proposal in writing not less than fourteen days before any Annual General Meeting and must agree to accept such proposal.
- k. Unless the Annual General Meeting votes that any member or members should cease to be on the Committee they shall continue in office until the next following Annual General Meeting.
- l. The Committee may co-opt up to one third of the total number of appointed and/or elected members of the Committee. Co-opted members shall serve until the conclusion of the next Annual General Meeting. Co-opted members shall be entitled to vote.
- m. A vacancy in the Committee may be filled by the Committee and any person appointed to fill such a vacancy shall hold office until the conclusion of the next Annual General Meeting.
- n. The Police Crime Prevention Officer in post from time to time, or his/her representative, shall be entitled to voting representation on the Committee.
- o. The Committee may consist of both private and business DRA members, however business members shall constitute no more than one third of the total number of members making up the Committee. In being considered for membership of the Committee, private members owning businesses trading in Doringkloof will be considered business members.

- p. Any Committee member with any financial or other interest in any matter being discussed or subjected to a vote, shall inform the chairperson of the interest and recuse himself or herself from any debate on and the vote on the matter.
- q. Any Committee member who fails to attend three successive Committee meetings without submission of an apology acceptable to the Committee, shall be disqualified.
- r. The proceedings of the Committee shall not be invalidated by any accidental failure to elect or any accidental defect in the election, appointment, co-option or qualification of any member.
- s. The Committee shall have the power to constitute any form of sub-committees for special purposes and shall determine their terms of reference, powers, duration and composition. Such sub-committees may include persons who are not members of the Committee or the DRA, if the Committee regards this to be in the interests of the DRA. The chairperson of any such sub-committees shall always be a member of the Committee. All acts and proceedings of the sub-committees shall be reported back to the Committee fully and promptly.
- t. The Director of Lyttleton Police Service (or person acting in that capacity) shall be entitled to ex-officio non- voting representation on the Committee.
- u. The Committee may, at any Committee meeting, vote to allow any other Senior Police Officer or any Senior official or politician concerned in Public Safety or Neighbourhood Watch Association to have ex-officio non voting representation at the meeting where such vote is taken.
- v. The Committee may at any Committee meeting invite a representative from each of the Companies providing Security Services in Doringkloof to attend such Committee meeting, provided that all such Companies are given an equal opportunity to attend and an equal right to address the Committee in the absolute discretion of the Chairperson.
- w. The responsibilities of the portfolio managers and their deputies or assistants shall be established and determined generally and specifically at Committee meetings.
- x. Portfolio managers may invite non-members to attend Committee meetings, provided such invitations are extended in the best interests of the DRA.
- y. Committee members offer, and are appointed to render, community service for the benefit of the DRA. The Committee members shall not be remunerated by the DRA for services rendered as Committee members, but may be reimbursed for legitimate disbursements made on behalf of the DRA.

8. Patrons etc:

- a. The Annual General Meeting, if it thinks fit, may elect a President and Vice President. A President or Vice President need not be a member of DRA and may attend general meetings, but shall not be entitled to vote.
- b. Any person proposed as President or Vice President must be informed of the proposal in writing not less than fourteen days before any Annual General Meeting and must agree to accept such proposal.
- c. The Committee may elect any person as a Patron of DRA for such a period as they think fit and such a person shall be entitled to all privileges of membership except that they shall not be entitled to vote at meetings nor serve as officers or on the Committee.

9. Committee, Annual and Special General Meetings

a. Voting:

1. All decisions arising at any meeting shall be decided by a simple majority of those present and entitled to vote.
2. No person shall exercise more than one vote but in the case of any equality of votes the chairperson of the meeting shall have a second or casting vote in addition to a normal vote.
3. Designated Committee members will be responsible for the counting of votes and in the event of a dispute, the chairperson will provide an opinion, which will be final.

b. Quorum

1. Fifty percent of the Committee members shall form a quorum of a meeting of the Committee.
2. Fifty members or one quarter of the membership of DRA, whichever is the lesser, shall form a quorum at an Annual General Meeting or Special General Meeting.
3. If a quorum is not present within 20 minutes of the time set for the commencement of any meeting, that meeting shall be adjourned. It shall thereafter be reconvened, notice of the new date and venue communicated to Committee members at least five days prior to the date thereof and the members then present shall be deemed to form a quorum.

c. Minutes:

- i. Minute books shall be maintained by the Committee and all other committees, and the appropriate secretary shall enter a record of all attendees, proceedings and resolutions.

d. Other :

- i. A chairperson shall preside during all meetings. In the event that this person is absent, the members present shall elect a chairperson for the meeting.
- ii. The Committee shall meet as often as is necessary to conduct the business of the Association and at such a time and place as may be determined, but not less than ten Committee meetings must be held each year.
- iii. An Annual General meeting
 1. Shall be held in March of each year at such time and at such place as the Committee shall determine. At least seven days notice shall be given on the DRA website and/or by hand delivered notices and /or in the local newspapers.
 2. Shall include the election of members to serve on the Committee. Should nominations exceed the maximum number of allowed Committee members, elections shall be decided by a simple majority of those present and entitled to vote.
 - a. Nominations for members of the Committee must be made by members of the DRA and must be in the hands of the Committee at least 5 days before the Annual General Meeting.
 - b. All nominations must be in writing and duly proposed and seconded, and must include the acceptance by the nominee in writing.
 3. Shall provide for an agenda that includes:

- a. Approval of the minutes of the previous Annual General Meeting.
 - b. Presentation of the Chairman's Report on the activities of the Committee.
 - c. Presentation for adoption of the Annual Accounts.
 - d. Questions arising out of the previous items on the Agenda.
 - e. Election of Committee members.
 - f. Special matters, notice of which must have been given to the Secretary seven days before the holding of the AGM.
- iv. The Chairperson of the Committee may at any time call a Special General Meeting of DRA at his or her discretion and shall call such a meeting within twenty eight days of receiving a written request to do so, signed by not less than seven members of the Committee and giving reasons for the request.
 - v. A Special General Meeting shall be communicated to members at least seven days prior to the date thereof and shall specify the purpose thereof.
 - vi. The communication regarding all meetings shall be given on the DRA website and/or by hand delivered notices and /or in the local newspapers and/or via any other form of communication that the Committee considers appropriate.

10. Standing Orders:

- a. The Committee may make such rules for the conduct of its business and that of DRA as it may deem necessary PROVIDED THAT they shall be consistent with the requirements of this constitution.
- b. If any representative of the media attends any meeting of the DRA, the chairperson may in the chairperson's absolute and unfettered discretion, exclude the media or obtain written undertakings that no confidential information will be published.
- c. The Committee shall have the power to make, repeal and amend such rules as they may from time to time consider necessary for the well being of the DRA, provided that they shall be consistent with the requirements of this constitution, which rules, repeals and amendments shall have effect until set aside by the Committee or at a general meeting.
- d. The Committee shall have authority to act in concert with bodies similar to the DRA on matters of common interest and to pay subscriptions for such memberships, where applicable.

11. Finance:

- a. All monies raised by or on behalf of DRA shall be adequately controlled and be applied to further the purposes of DRA and not otherwise, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper repayment of out-of-pocket expenses.
- b. Committee members or members of the DRA may not collect or raise funds for the benefit of the DRA without informing the Committee.
- c. The name of the DRA (or any component or portfolio) is not to be used as the name behind any collections or fund raising activities that are not for the benefit of the DRA.
- d. The DRA may appoint one or more qualified auditors and may determine their remuneration (if any).
- e. To achieve the objectives, the DRA must maintain banking accounts and apply effective control measures to draw, make, accept, endorse, discount, execute, negotiate, deal in and issue cheques, bills of

exchange, promissory notes or any other negotiable or transferable instruments. Documentation relating to the opening of such accounts should be signed by the Chairperson or person acting in that capacity.

- f. All funds of the DRA, except for cash floats required for minor running expenses, shall be deposited with recognised banking institutions. Drawings shall require the signatures of two Committee members authorised from time to time by the Committee.
- g. All accounts to be tabled the Annual General Meetings.

12. Constitution:

- a. Any alteration to this Constitution shall receive the approval of at least two-thirds of the membership of DRA who are present and eligible to vote at a general meeting.
- b. Notice of any alteration must be received by the Committee in writing within 21 days before the meeting at which the alteration is to be proposed.
- c. A copy of the constitution shall be available to all members in a downloadable format on the official web site of the DRA. (<http://www.doringkloof.co.za>).

13. Dissolution:

- a. If the Committee by a simple majority decides at any time that, on the ground of expenses or otherwise, it is necessary or advisable to dissolve the DRA, the chairperson shall call a special general meeting, stating the terms of the resolution to be proposed.
- b. If such a decision is confirmed by a two thirds majority of those present and voting at such meeting, the Committee shall have the power to dispose of any assets held by or on behalf of DRA. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to a charitable institution or an institution having objectives similar to the DRA, as the Committee may decide. A statement of account for the final accounting period must be retained by a Committee member for 12 months after the dissolution.

14. Arrangements until first Annual General Meeting:

- a. Until the first Annual General meeting takes place, this constitution shall take effect.
- b. This Constitution was adopted on the date mentioned above by a simple majority of the persons present at the meeting. The persons whose names appear at the bottom of this document were elected to constitute the Committee of the DRA.

15. Committee members

- a. Trevor Cowie (Chairperson) _____
- b. Marcus Dekenah
- c. Martin Rutsch
- d. Kobus Nagel
- e. Deon Botha
- f. John Farquhar
- g. Wohn Steele
- h. Chris Angles