

The Dolphin Coast Residents and Ratepayers Association (DOCRA)

**THE DOLPHIN COAST RESIDENTS AND RATEPAYERS ASSOCIATION
(DOCRA)**

CONSTITUTION

22 May 2019

The Dolphin Coast Residents and Ratepayers Association (DOCRRA)

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The Dolphin Coast Residents and Ratepayers Association (DOCRRA)

1. NAME OF ASSOCIATION

The name of the Association shall be the Dolphin Coast Residents and Ratepayers Association, hereinafter referred to as **DOCRRA**.

2. DEFINITIONS

The following terms and expressions shall have the meanings set out respectively hereunder and similar expressions shall bear corresponding meaning:

- a) '**AGM**' – means Annual General Meeting
- b) '**Committee**' - means members of DOCRRA elected at its AGM, to manage the affairs of DOCRRA.
- c) '**Residential Community**' – means community housing developments such as Residential Estates, and sectional title complexes.
- d) '**Dolphin Coast Area**' – means the geographic area within KwaDukuza Municipality broadly defined as from North of the Tongati river, East of the on R102 and South of the Mvoti/Hlimbitwa river and bound by the coastline.
- e) '**Financial Year End**' – means the financial year end of the association shall be end of February.
- f) '**Members**' – means persons over the age of 18 years who own or rent and occupy rateable property in the Dolphin Coast Area, who apply and are accepted for membership in the prescribed manner and have paid the applicable membership fees. Residential Communities may also become members, in which case the Residential Community is the 'Member' and has special voting rights.

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- g) **'Special Resolutions'** – means a written notice, that could affect the Constitution, and that a member has submitted to DOCRRA to be heard, and voted for, at an AGM or Special General Meeting at a particular time.

3. OBJECTIVE

- a) To promote and protect the interests of all Ratepayers and Residents of rateable property falling within the current (January 2019) jurisdiction of the Dolphin Coast Area.
- b) To interact with any state or civic bodies or any organization/ associations/ corporations to achieve objective (a) above.
- c) DOCRRA is apolitical and shall not, as a body, engage in any party political propaganda or work.
- d) DOCRRA is non-sectarian and has no religious affiliations.
- e) To support and engage Councillors and Municipal role-players involved in the Wards defined in the DOCRRA jurisdiction who impact on decisions that are in the Residents and Ratepayer's interests.
- f) To provide regular information and feedback to the Ratepayers and Residents in the Dolphin Coast Area via the various communication channels.

4. POWERS OF THE ASSOCIATION

DOCRRA shall have the same powers as that of a company under the Companies Act, as amended. Such powers include:

- a) To institute or defend any legal or other proceedings and to settle any claims.
- b) To prudently invest funds of DOCRRA.

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- c) To contract any premises and/or services for assisting DOCRRRA in achieving its objectives.
- d) To exercise all the management and executive powers ordinarily vested in the Board of Directors of a Company.

5. MEMBERSHIP

- a) Acceptance of membership applications shall be at the discretion of the Committee.
- b) Any person who ceases to own or occupy rateable property within the Dolphin Coast Area will cease to be a member unless otherwise approved by the Committee for specific reasons.
- c) Nothing herein contained shall prevent the Committee from admitting a person who is not the owner or occupier of rateable property, to membership agreed to by the Committee.
- d) Paid up member is a member whose annual subscription is up to date.
- e) Members will have access to certain benefits, which will be determined from time to time.
- f) Members will have the right to exercise their votes on DOCRRRA matters.
- g) Any member, whose annual subscription is more than three months in arrears, or who has given notice of his /her intention to resign, shall be declared no longer a member.
- h) Any Member that is found to act in a manner that is not appropriate and/or not in the best interest of DOCRRRA, may be declared, by the Committee, to no longer be a Member.

6. THE COMMITTEE

- a) The members of DOCRRA shall, at its AGM, elect a Committee consisting of a minimum of 6 (six) and a maximum of (12) twelve persons to manage the affairs of DOCRRA. Such persons need not be present at the AGM but must have indicated their consent to fill such a position, which consent must be delivered to the Chairperson prior to commencement of the AGM or stated publicly at the AGM. Such persons must be currently paid up members of DOCRRA or a new member who pays their Annual Membership within a month of being elected to the Committee.
- b) At its first meeting after the AGM, the Committee shall elect, from amongst its members, a Chairperson, Vice-Chairperson, Secretary and Treasurer. The role of Secretary and Treasurer may be contained in one person, subject to the approval of the Committee.
- c) The Committee may fill any vacancy caused by death or other causes by the co-option of a suitable substitute.
- d) The Committee may, at any time, co-opt any person who has special knowledge of the objectives of the ratepayers and residents of the Dolphin Coast Area.
- e) The Committee shall meet regularly at such times and places as it may decide.
- f) The Committee may, at any and all times, appoint any number of sub-committees for specific purposes and state duration, to assist and report to the Committee. Any such sub-committee shall be under the chairmanship of a member of the main Committee who shall also act as a convener of such sub-committee.

7. POWERS OF THE COMMITTEE

- a) The Committee shall carry out the powers on behalf of DOCRRA and they shall manage its affairs in accordance with the resolutions of the members as shall be taken from time to time at General Meetings.
- b) The Committee is responsible for making decisions, and acting on such decisions, which it believes it needs to make in order to achieve the objectives of DOCRRA. However, such decisions and their activities may not be against the resolutions of the members or be against the law of the Republic of South Africa.
- c) The Committee shall have the general powers and authority to:-
 - i. Raise funds or to invite and receive contributions for DOCRRA to perform its duties.
 - ii. Implement and enforce proper governance and management of the organisation.
 - iii. Form sub-committees as and when it is necessary for proper functioning of DOCRRA and such sub-committees shall regularly report back to the main Committee on its activities.

8. DUTIES OF THE COMMITTEE MEMBERS

8.1. CHAIRPERSON

- a) The Chairperson shall preside over any meeting at which he/she is present. In his/her absence, the Vice Chairperson shall preside. The Chairperson and Secretary shall be ipso facto members of any sub-committee appointed by the Chairperson.
- b) The Chairperson and/or Convener of sub-committees shall report to the Chairperson of the main committee when called upon to do so.

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- c) The Chairperson is the head authority figure in DOCRRA and is in charge and responsible for the affairs of DOCRRA.
- d) The Chairperson is to provide leadership to DOCRRA and the Committee.
- e) The Chairperson is responsible for making sure that each meeting is planned and run effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
- f) The Chairperson represents the association to outside parties in a professional manner.
- g) The Chairperson facilitates strategic planning with the Committee.
- h) The Chairperson addresses and discusses confronting issues with the Committee, Members and other relevant stakeholders.

8.2. SECRETARY

- a) The Secretary shall compile and keep up to date a list of all members together with their residential and postal addresses as well as their membership contributions.
- b) The Secretary shall keep a record of committee members present at the Committee meetings and shall take minutes of each meeting and present them to the committee at the following meeting. The Secretary will inform the committee of any committee member has failed (without leave of absence) to attend three consecutive meetings and shall inform the committee of any members of committee who is in arrears with subscriptions or who is otherwise disqualified from membership. The committee may declare any member thereof to be in default if he/she has not attended three consecutive meetings and relieve him/her of their duties to the committee – the committee may fill such vacancy by a co-option as herein provided.

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8.3. TREASURER

- a) The Treasurer (or where the office of Secretary and Treasurer is combined – the Secretary/Treasurer) shall account for all moneys received on behalf of the Association and deposit same in the bank account as provided herein.
- b) The Treasurer shall advise members when they are in arrears with subscriptions.
- c) The Treasurer shall prepare a financial statement for consideration at the AGM.
- d) The Treasurer is responsible for compiling the annual accounts and preparing them in the format required for the AGM.
- e) The Treasurer shall prepare a budget of the financial affairs of DOCRRA and present same for discussion at the AGM.
- f) The Treasurer will assure that the financial affairs of DOCRRA remain accounted for, and in order, and report as such to the committee meetings.

9. MEETINGS

9.1. PROCEDURES FOR MEETINGS

The Committee may regulate its meetings and proceedings as it finds fit, subject to the following:

- a) The Chairperson shall chair all meetings.
- b) If the Chairperson is not present within fifteen minutes of the appointed time of the meeting, the Vice-Chairperson shall chair such meeting. In both their absence, the Committee members present at the meeting shall elect a chairperson for that meeting.
- c) A resolution put to the vote shall be decided by means of a show of hands or by ballot.
- d) Votes can only be executed by Members of DOCRRA.

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- e) A vote by ballot can be demanded by not less than one third of the members present, or represented by proxy.
- f) Each member present or represented by proxy shall be entitled to one (1) vote.
- g) In the case of Residential Communities:
 - i. Residential Communities with more than 100 residents and ratepayers will be entitled to 100 votes.
 - ii. Residential Communities with less than 100 residents and ratepayers, will be entitled to a number of votes equal to 50 (fifty) % of the actual number of residents and ratepayers.
 - iii. A mandated representative of the relevant Residential Community would need to be present at the meeting to exercise their votes.
- h) Except where this constitution requires a higher threshold, questions arising shall be decided by a majority of votes. Should there be an equality of votes the Chairperson shall have a casting or second vote.
- i) Proper minutes and attendance records must be kept of all meetings. The chairperson for the meeting shall sign the minutes which shall be available at all times for inspection or copying by any member of the association.

9.2. ANNUAL GENERAL MEETINGS

- a) The members of DOCRRRA shall meet annually, not more than six months after the Financial Year-end, to conduct the following business;
 - i. To receive and accept the Chairperson's Annual Report.
 - ii. To receive and accept the Annual Financial Report.
 - iii. To report back to the members on the work and achievements for the past year.
 - iv. To present the budget for the ensuing year.

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- v. To elect a Committee in terms of clause 6(a) above.
 - vi. To discuss any matters of which due notice has been given.
 - vii. To discuss any matters of a general nature, details of which must be given to the Secretary, in writing, three days prior to the meeting.
- b) The notice calling such AGM shall be communicated or published in the local press not less than 14 days prior to the date of the meeting.

9.3. GENERAL AND SPECIAL MEETINGS

- a) Members may call for a General Meeting of DOCRRA at any time they deem fit.
- b) If a General Meeting is requested by Members, this is required to be done by written request from a minimum of fourteen (14) paid up members. The committee will then convene a Special General Meeting of the members of DOCRRA. The purpose of such a meeting must be clearly stated. DOCRRA's Secretary must give a minimum of seven (7) days' notice to all members, by post, Email or publication in the local press.

9.4. QUORUM

- a) **AGM - The quorum for the AGM shall be not less than 10 (ten) paid up members of DOCRRA, 5 (five) of which must be present at the meeting, and not by proxies.**
 - i. If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.
 - ii. If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.
 - iii. In order to carry a motion, not less than 50% of those present, including proxies, is required to carry the motion.

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- iv. In the case of a Special Resolution, 75% of those present, including proxies, is required to pass the resolution.

b) **Special General Meeting** - The quorum for the Special General Meeting shall be not less than 10 (ten) paid up members of DOCRRA, 5 (five) of which must be present at the meeting, and not proxies.

- i. If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.
- ii. If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.
- iii. In order to carry a motion, not less than 50% of those present, including proxies, is required to carry the motion.
- v. In the case of a Special Resolution, 75% of those present, including proxies, is required to pass the resolution.

c) **Committee Meetings** - 50% of the Committee members shall constitute a quorum at normal Committee Meetings.

10. SPECIAL RESOLUTIONS AFFECTING THE CONSTITUTION

- a) The Secretary must receive Special Resolutions affecting the Constitution not less than one month prior to the date of the AGM or Special General Meeting and the proposer shall speak to his motion. Should this be seconded, the motion will be open for discussion.
- b) The Secretary shall circularise the membership with copies of such Special Resolution together with the notice calling for the meeting.

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- c) A minimum of 10 (ten) paid up memberships of DOCRRA, 5 (five) of which must be present at the meeting, and not proxies, shall be present at any meeting where it is proposed to amend the Constitution and such amendment to the Constitution will not be approved unless 75% of those present, including proxies, is achieved

11. INCOME AND PROPERTY

- a) Members have no rights in the property or other assets of DOCRRA solely by virtue of their being members
- b) The income and any property of DOCRRA shall be used solely for the promotion of its stated objectives and shall not be paid or distributed directly or indirectly to any person, or to any member of DOCRRA, except as reasonable compensation for services actually rendered to DOCRRA or reimbursement of actual costs or expenses reasonably incurred on behalf DOCRRA
- c) DOCRRA will keep a record of everything it owns.
- d) DOCRRA may not give any of its money or property to its members or the Committee. The only time it can do this is when it pays for work that has been done for the organisation. The payment must be a reasonable amount for the work that has been done.
- e) The Board or a member of the organisation can only get money back from DOCRRA for expenses that she or he has paid for or on behalf of DOCRRA, and for which authorisation has been granted.
- f) The Committee or members of DOCRRA do not have rights over things that belong to the association.

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12. FINANCE

- a) DOCRRA shall operate a bank account in the name of Dolphin Coast Residents and Ratepayers Association and all moneys collected on behalf of DOCRRA shall be deposited therein. All moneys withdrawn must be signed for by the Treasurer and countersigned by one of two other signatories designated by the Committee,
- b) Yearly subscription shall be fixed at the AGM and shall be payable until further notice.
- c) The Committee may terminate the membership of any Member whose fees are more than three months in arrears.
- d) In the event of the DOCRRA accumulating a surplus, the Committee may authorise the investment thereof, in such securities, as the Committee may deem advisable. Any interest from such investment shall be deposited in DOCRRA's bank account.
- e) DOCRRA is a non-profit organisation and no dividend shall accrue to Members. All members of the Committee serve in an honorary capacity but nothing herein provided shall prohibit the granting of an honorarium to any member of the Committee whose work, in the opinion of the Committee, is entitled to such honorarium.
- f) The Committee must ensure that proper records and books of account, which fairly reflect the affairs of DOCRRA, are kept, and within six months of its financial year, a report is compiled by an independent practicing accountant or auditor stating whether or not:
 - i. the financial statements of DOCRRA are consistent with its accounting records,
 - ii. the accounting policies are appropriate and have been appropriately applied with in preparing the DOCRRA financial statements, and
 - iii. DOCRRA has complied with the financial provisions of this constitution.

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13. INDEMNITY

- g) Subject to the provisions of any relevant law, members, or appointed delegates of DOCRRA shall be indemnified by DOCRRA for all acts done by them in good faith on its behalf.
- h) Subject to the provisions of any relevant law, no member of DOCRRA or appointed delegates shall be liable for the acts, receipts, -neglects or defaults of any other member, or for any loss, damage or expense suffered by DOCRRA, which occurs in the execution of the duties of his or her office, unless it arises as a result of his or her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

14. DISSOLUTION OF DOCRRA

- a) Subject to the rules governing Special General Meetings, such a resolution may be proposed.
- b) A minimum of two thirds of the paid up members of DOCRRA must support such a resolution and must be present at such a meeting.
- c) Upon the dissolution of DOCRRA, after all debts and commitments have been paid, any remaining assets shall not be paid to or distributed amongst members, but shall be transferred by donation to some other non-profit organisation which the Committee (and failing which the members in General Meeting) considers appropriate and which has objectives the same or similar to the objectives of DOCRRA.