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CONSTITUTION

(of a Vosloorus
Tennis Club
(Votec))

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ADDENDUM:

REPLACE: VOSLOORUS ALL SPORTS ASSOC. WITH VOSLOORUS TENNIS CLUB
 " VASA " VOTEC
 " ASSOCIATION " CLUB

SPORT(S) SHALL MEAN SPORT(S) OR TENNIS.

Art.1 DEFINITION

In this constitution, unless otherwise provided the context requires:

- A "~~Vosloorus All Sports Association~~^{TENNIS CLUB}" means the community based sports organisation.
- B "Constitution" means this document and includes the rules and regulation of ~~VASA~~^{VOTEC}.
- C "Members" means the affiliates from time to time of the ~~Association~~^{CLUB}.
- D "Property" means all items belonging to the ~~Association~~^{CLUB}.
- E "Resolution" means a decision passed by a majority of 2/3rds of the members attending and voting at a General Meeting.
- F "Special Resolution" means a decision passed unanimously by all executors or members attending any special meeting.
- G "Rules" means the laws in accordance with which the ~~Association~~^{CLUB} is being operated.
- H "Year" means fifty two (52) weeks not being a calendar year.
- I "Signatories" means the Chairperson, Treasurer and the Secretary.
- J "Board of Control" means the Committee managing the ~~Association~~^{CLUB}, hereinafter referred to as The Board.
- K "Headquarter" means the office of the organisation.
- L "Minor" means any legal person under the age of twenty one.

Art.2 ~~ASSOCIATION~~ CLUB

- 1 The name of the organisation shall be Vosloorus ~~All Sports Association~~^{TENNIS CLUB} hereinafter referred to and known by the acronym ~~VASA~~^{VOTEC}, and its headquarters shall be at the centre where the General Secretary resides, or at such other place as may be decided upon at an Executive Meeting of the ~~Association~~^{CLUB}.
- 2 The ~~Association~~^{CLUB} shall:
 - 2.1 Be community based.
 - 2.2 Have perpetual succession.
 - 2.3 Be responsible for the control, administration and management of sport in Vosloorus and surrounding area.
 - 2.4 Perform all specific duties in terms hereof assigned to it.

Art.3 AIMS AND OBJECTIVES

- 3.1 To foster, promote, develop and administer sport in Vosloorus and surrounding area, for both men and women.
- 3.2 To develop the skills and competence of sports persons through the acquisition and implementation of coaching techniques.
- 3.3 To assist the community to develop sporting facilities within the area.
- 3.4 To organise and arrange competitions and related activities.
- 3.5 Welfare of its members, inside and even outside the organisation and to recommend a course of action, through majority, by the Chairman.
- 3.6 To aid, foster and maintain contact with sporting organisation and other bodies whose aims and purposes are of mutual benefit.
- 3.7 Generally to engage in all matters pertaining to sport and all its aspects. To co-ordinate the activities of sports organisations in order to develop a uniform sports policy.
- 3.8 To endeavour to resolve disputes between its members and within the ~~the Association's~~ ^{CLUBS} structure. The Association may act as mediator between two or more of the same sports organisations, to facilitate unification process of these bodies. Should the dispute between the sports organisations not be able to be resolved by the Vosloorus All Sports Association, this matter may then be referred to higher body affiliated to, by ~~VASA~~ ^{VASA} for their recommendation.
- 3.9 Vosloorus All Sports Association will monitor and assist sports organisations with their development programmes.
- 3.10 To affiliate, and work closely with National bodies in promoting interests and aspirations of sports persons.
- 3.11 To create unitary structures in all codes of sport and recreation.
- 3.12 To do such other lawful things as may appear in the interest of members and the organisation.

Art.4 MEMBERSHIP

- 4.1 Membership of the Association shall be open to all bodies within its area of jurisdiction provided that such a connection is approved by the Association.
- 4.2 All sports clubs and sports bodies, duly constituted, whose aims and objectives are not in conflict with this Constitution, shall be eligible to apply for affiliation in the following manner:
 - 4.2.1 Complete an application form of VASA,
 - 4.2.2 Submit their adopted Constitution,
 - 4.2.3 Submit a list of officials and affiliates,
 - 4.2.4 Submit membership numbers.
 Such applications shall be dealt with by the Association's Executive Committee.
- 4.3 The Executive Committee may after consideration of an application referred to above, accord associate membership to any applicant on the appropriate terms as it may decide.

The Executive Committee may at any time:

- (a) withdraw or amend any such condition or impose further conditions
- (b) withdraw any registration if they are of the opinion that any condition imposed in respect thereof has not been complied with or that other good and sufficient reasons for such withdrawal exist.

- 4.4 Membership shall be offered to both the professional and non professional bodies.
- 4.5 The Constitution of Vosloorus All Sports Association shall be binding on all affiliated sports organisations.

Art.5 MEMBERSHIP FEES

- 5.1 All new member bodies shall be required to pay an entrance fee.
- 5.2 All members shall be liable for an annual subscription fee.
- 5.3 All member bodies shall be levied in respect of fund raising efforts with such amounts as the Executive Committee of the Association, together with the affiliates, may decide.

Art.6 MANAGEMENT

- 6.1 The affairs of the Association shall be managed by an Executive Committee, referred to as The Board, consisting of the following officials:
 - Chairperson
 - Deputy Chairperson
 - General Secretary
 - Deputy/Minute Secretary
 - Treasurer
 - Public Relations Officer (PRO)
 - Organiser
 - Two Additional Members
- 6.2 All members of the Executive Committee shall be elected at an Annual General Meeting and the signatories must not be minors and shall serve until their respective successors are elected.
- 6.3 Any vacancy that may occur in the Executive Committee shall be filled by appointment and such person shall hold office until the next election.
- 6.4 Upon a vote of no confidence towards a member of the Executive Committee, the Executive Committee will accept the motion, ensure that it appears on the agenda if received within the correct time span.
- 6.5 The Board is empowered to appoint two (2) members from the general members to serve in the Disciplinary Committee.
- 6.6 At any Annual General Meeting of the Association, any person who has been prominently associated, or has rendered meritorious service in connection with the government of the affairs of the Association, may, on the recommendation of the Board be elected an Honorary member of the Association, but shall not be entitled to vote.

- 6.7 Members of the Board shall, by virtue of office, be members of all General Meetings of the Association and shall have the power to vote at such meetings.
- 6.8 The Chairperson, Secretary and Treasurer shall be ex-officio members of all committees.
- 6.9 The Executive Committee shall be empowered to co-opt any member to serve on the Executive Committee for such a period as the Executive Committee may decide, provided that such a period shall not be entered beyond the following Annual General Meeting eg (Projects).

Art.7 DUTIES OF OFFICE BEARERS

7.1 CHAIRPERSON

- 7.1.1 The Chairperson will act as our spokesperson at any meeting where a spokesperson is required or requested.
- 7.1.2 The Chairperson will have a casting vote in any situation that requires a casting vote.
- 7.1.3 The Chairperson shall preside at all meetings of the Association and may require any unruly or abusive member(s) to retire from the meeting then.
- 7.1.4 The Chairperson shall observe the enforcement of the constitution and rules, regulate and sign minutes of the meetings after confirmation.
- 7.1.5 In the absence of the Chairperson and his Deputy, present office bearers will be responsible to appoint acting Chairperson for the meeting.

7.2 GENERAL SECRETARY

- 7.2.1 The General Secretary shall attend all meetings of the Association and co-ordinate all committees and take all minutes books from all committees and may instruct the Minute Secretary to read other materials.
- 7.2.2 Shall be responsible for the keeping of books and accounts of the Association as may be required by the Board.
- 7.2.3 Preparation and circulation to all office bearers and ultimately to all members, detailed annual financial statements.
- 7.2.4 The General Secretary can make press statements and shall perform other duties as may pertain to the office of the General Secretary.

7.3 MINUTE SECRETARY

- 7.3.1 The Minute Secretary shall record all the minutes of the General, Council and Board meetings.
- 7.3.2 The Minute Secretary will record all the findings, recommendations and resolutions of the Congress and report to the General Secretary
- 7.3.3 A difference of opinion on major issues shall be recorded with majority and minority views.

7.4 TREASURER

- 7.4.1 The Treasurer shall at all times record all the finance of the Association and will see to audit the accounts of the Association
- 7.4.2 The Treasurer will balance his/her books and give financial statements once a month.
- 7.4.3 The Treasurer shall handle all financial matters of the Association and keep account of all income and expenditure.

7.5 PUBLIC RELATIONS OFFICER (PRO)

- 7.5.1 The Public Relations Officer will promote the image of the organisation and liaise with third parties.

7.6 ADDITIONAL MEMBERS

- 7.6.1 The Additional Members will serve in the Board to assist in decision making and advising where appropriate.
- 7.6.2 The Additional Members will have all voting powers and participate in all Board deliberations.
- 7.6.3 The Additional Members will be co-opted into various task or working groups within the Vosloorus All Sports Association.

Art.8 COUNCIL

- 8.1 The Council shall consist of two representatives from the affiliated sports organisations.
- 8.2 The representation shall be, by duly elected, Chairperson of said sport organisations or alternately delegated members from the said sport organisations.
- 8.3 The Council shall meet at least once in every two months excluding Annual General Meeting.

Art.9 MEETINGS

9.1 ANNUAL GENERAL MEETING

- 9.1.1 The Annual General Meeting of the Association shall be held on a date fixed by the Board provided that such a date won't be later than the expiry of the final term of office of the Board.
- 9.1.2 At the Annual General Meeting, the Board shall present its report for the past term together with audited accounts.
- 9.1.3 Written notice of the Annual General Meeting of the Association, stating the general nature of the business to be transacted thereof, shall be delivered at member's place of residence or last known place of residence at least thirty (30) and not more than forty five (45) days before such meetings.
- 9.1.4 Quorum for such a meeting shall be 2/3rd of the bona fide membership. The meeting shall be held thirty (30) days later if a quorum is not formed. Members then present will constitute a quorum.
- 9.1.5 The AGM shall consist of a maximum of five representatives from the affiliated sports organisations.
- 9.1.6 The AGM shall be held once a year.
- 9.1.7 The agenda for the AGM shall be specified on notices for such Annual General Meeting.

9.2 GENERAL MEETINGS

- 9.2.1 Shall be held on the second Saturday of every second month at a convenient venue or as may be decided by the Board.
- 9.2.2 All members must attend, failing which a suitable written apology must be forwarded to the meeting.
- 9.2.3 Quorum for a General Meeting shall be 2/3rds bona fide membership.
- 9.2.4 Every member of the Board shall be entitled to one vote at all General Meetings.
- 9.2.5 At all General Meetings, a proposal or motion shall be carried or lost by a majority vote.

9.3 EXECUTIVE MEETINGS

- 9.3.1 Shall meet as often as may be necessary for the purpose of attending to such business as may be delegated to it at a General Meeting and/or such matters which may require immediate attention, but at least once a month.
- 9.3.2 The quorum for such meetings shall be five (5), inclusive of the Chairperson, Deputy Chairperson and General Secretary.
- 9.3.3 Notices for such meetings do not have to be in writing and can be given up to three (3) hours before the meeting in cases of emergency, otherwise a forty eight (48) hour notice must be given.
- 9.3.4 Any official absenting himself/herself from three consecutive meetings (Executive and General) without a reasonable written apology shall be dismissed automatically.
- 9.3.5 Meetings of the Executive Committee shall be called by the Chairperson whenever required.

9.4 SPECIAL MEETINGS

- 9.4.1 A Special General Meeting shall be called by the Executive Committee for matters of urgency and notification stating full particulars shall reach all members fourteen (14) days before such meeting.
- 9.4.2 A notice will be deemed properly served when it has been posted by the General Secretary to the Chairman or General Secretary of the affiliated member body.
 - (c) Quorum for the meeting shall be the same as for an AGM.
 - (d) Only items as per agenda will be discussed.

9.5 EXTRAORDINARY MEETINGS

- (a) An Extraordinary Meeting shall be called by the Executive Committee upon a written and signed request of half the number of affiliated members within thirty (30) days of such request. Details of the business to be discussed must be furnished with such request.
- (b) Failure by the Executive Committee to call such a meeting in the stipulated time shall entitle the Council delegates to proceed with the meeting after giving thirty (30) days notice to all members.
- (c) In the time of an emergency, Chairman, in consultation with his Executive Committee, shall be empowered to make decisions for the organisation.

- (d) Any decision taken at such an Extraordinary Meeting shall be ratified at the next ordinary meeting of the Council.

Art.10 PROCEDURE OF MEETINGS

The meeting shall not be held for more than 2 hours except the AGM. The starting time shall be 14H00 (Summer) and 13H00 (Winter).

Business to be transacted will be as follows:

- (a) Opening (Hymn and Prayer)
- (b) Confirmation of members' credentials
- (c) Reports and Apologies
- (d) Reading and confirmation of minutes of previous meeting
- (e) Matters arising
- (f) Joined report
- (g) Correspondence
- (h) Announcement and discussion
- (i) General
- (j) Closure

Art.11 TERMS OF OFFICE

- 1 Every member elected or appointed will serve in the office for the period of twenty-four (24) months (2 years).
- 2 Elected members shall vacate or be disqualified under the following circumstances:
 - (a) If by notice in writing to the General Secretary of his/her intention to vacate or resign, he/she is to give the Executive Committee one month's notice before he/she actually resigns.
 - (b) If he/she is or become of unsound mind or fails to perform his/her duty due to health reasons.
 - (c) If he/she is convicted of an offence which involves dishonesty, robbery and burglary.
 - (d) Upon being requested to resign by a petition signed by 2/3rds of members in the Association.
 - (e) The members may at a General Meeting remove any executor in terms of established mechanism in the Constitution before the expiry of his/her term of office and replace him/her by another executor in his/her place to hold office for the unexpired part of the term of office of the executor removed.
 - (f) Termination of his/her membership in the Association.
 - (g) Absence from three consecutive meetings without notifying the General Secretary by reporting before the day of such meeting.
 - (h) If an office bearer fails to perform his/her duties satisfactory.

Art.12 CODES OF SPORT

12.1 MEMBERS

- 12.1.1 Vosloorus All Sports Association shall consist of such codes of sport as are affiliated to it.
- 12.1.2 Affiliated codes should affiliate at area level only, and the sports controlling body should affiliate with a National body.

12.2 GENERAL

- 12.2.1 Codes of sport shall be autonomous and responsible for their own matters pertaining to their particular code of sport.
- 12.2.2 Codes of sport shall not take any decision in conflict with the policy and Constitution of Vosloorus All Sports Association.

Art.13 POWERS AND FUNCTION

13.1 COUNCIL

- (a) The Council shall be the controlling body of the Vosloorus All Sports Association.
- (b) It shall have the power to rescind, amend or ratify any decision of the Executive Committee.
- (c) It shall constitute the electorate for the Executive Committee of the Vosloorus All Sports Association.

13.2 EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be responsible for the due and proper function of the Vosloorus Sports Association in all its aspects and including inter alia:
 - Representation of the organisation at a public level.
 - Accountability for its finances.
 - Responsibility for its publications and publicity on behalf of the Vosloorus All Sports Association.
 - Operating a banking account in the name of the organisation.
 - Delegation of duties to other structures of the Vosloorus All Sports Association.
 - Work closely with the heads of sports codes on policy matters affecting sport.
 - Liaise with local sports organisations.

Art.14 ELECTIONS AND VOTING

- (a) Election of The Board of the Association shall be by ballot and proxy, and a member could be elected in absentia.
- (b) Elections will be conducted by two members elected by members present in the General Meeting and they will be solely responsible for the results of the ballot.
- (c) On completion of the ballot, elected members will announce the results in the presence of an appointed Secretary.

- (d) All vacancies in the Association will be filled in by the election procedure.
- (e) On a show of hands, each member present shall have one vote, on a matter that requires an emergency decision.

Art.15 FINANCE

- (a) The financial affairs of the Association shall be handled by the Treasurer of the Association.
- (b) All payments shall require the approval of the higher management committee.
- (c) The Treasurer shall be empowered to open a cheque and savings accounts at such banking institution as a general meeting may decide.
- (d) Any account operated in terms of subsection (c) hereof shall be in the name of the Association and shall require the signature of the Treasurer, Chairman and General Secretary.
- (e) Any monies received/collected by the Treasurer shall be deposited in the Association's banking account within forty eight (48) hours of receipt thereof. A maximum amount of R30.00 shall be kept by the Treasurer for petty cash.
- (f) All books shall be handed to the Auditors, as appointed by the general meeting, one month before the AGM.

Art.16 REGULATIONS

- (a) The colours of Vosloorus All Sports Association shall be navy and white.
- (b) The Committee shall be empowered to pass regulations not inconsistent with the Constitution governing the conduct of meetings and the affairs of the Association in general.

Art.17 CODE OF DISCIPLINE

- (a) Every member will exercise discipline in every meeting and every social gathering in conjunction with the Association to its fullest.
- (b) A member who persistently breach any of rules referred to in this Constitution, such a member shall not be entitled to vote at any General Meeting.
- (c) Any member wishing to air his views, will raise his/her hand to the attention of the Chairman.
- (e) No drunkenness or unauthorised conferences will be permitted during the course of the meeting.
- (f) Every member shall attend every meeting and perform all duties at all times, failing of which he is liable to a fine of R20.00, to be reviewed from time to time, unless a report was received earlier.

- (g) All our meetings be it General, Executive, Disciplinary Committee or Council will start at an agreed time, failing to adhere to the ruling on the time, a fine of R10.00 will be imposed upon such member unless a report was received earlier before such meeting.
- (h) Failing to comply with the above- mentioned rules and regulations and the breach of the Constitution, a fine will be imposed and severe disciplinary measures will be taken.

Art.18 AMENDMENTS

- (a) This Constitution shall only be amended, repealed, altered or added to or new provisions inserted at an AGM of the Association provided that:
 - the proposed amendment/s shall submitted in writing to the Secretary General at least 21 days before the proposed AGM and provided further that such amendment/s are approved by at least 2/3rds of voting members present at such AGM.

Art.19 INTERPRETATION

- (a) Whenever any doubt arises as to the interpretation of any of the provisions of the Constitution, the Executive shall make a ruling on the matter and such ruling by majority rule or vote, shall be the final interpretation of this Constitution.

Art.20 BOUNDARIES

Boundaries will be the magisterial district of Boksburg.

Art.21 DISSOLUTION

- (a) The Association shall continue for as long as the Association continues and on termination thereof shall be dissolved.
- (b) On the dissolution of the Association, any excess of assets over liabilities shall be distributed in such manner as office bearers shall determine, due regard being that to the rights and interest of the members.

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