



CONSTITUTION AND RULES

OF THE

PRETORIA AMATEUR RADIO CLUB

CONSTITUTION

of the

PRETORIA AMATEUR RADIO CLUB

IDENTITY

1. The name of the association is the PRETORIA AMATEUR RADIO CLUB and hereinafter referred to as the Club.
 - 1.1. The Club is a voluntary association, a juristic person, with perpetual succession, having all the powers in law of a juristic person, together with such powers as may be specifically conferred on it by this Constitution including the right to acquire property in its own name, both moveable and immoveable; as a body corporate with perpetual succession.
 - 1.2. All legal proceedings by and against the Club may be brought and defended in the name of the Club. The Chairperson, Vice-chairperson and / or the Secretary of the Club, shall have the power to sign all documents when the Club has decided to institute or defend any such proceedings on its behalf and in its name, or to sign other documents pertaining to the execution of decisions of the Club from time to time.
 - 1.3. The liability of the members of the Club and / or committee is limited to the unpaid amount, if any, of their subscriptions.

INTERPRETATION

2. In the interpretation of this Constitution and its Rules, the words listed hereunder shall have the meanings set out, unless inconsistent with the subject or context:
 - 2.1. Words importing the singular shall include the plural and vice versa; words importing the masculine gender shall include the feminine gender.
 - 2.2. "In writing" shall mean written or printed, or partly written and partly printed and includes any communication by way of electronic means.
 - 2.3. The "Club" means the Pretoria Amateur Radio Club.
 - 2.4. "Member" means a duly elected member of the Club.
 - 2.5. "Committee" means the committee of the Club as constituted in the rules.
 - 2.6. "Constitution" refers to the Constitution and Rules of the Pretoria Amateur Radio Club and the two documents should be read as if one.
3. The clubhouse(s) of the Club shall be at the University of Pretoria, and at such places as its members in general meeting may from time to time decide.

OBJECTIVES

4. The sole or principal objective of the Club is to promote social and recreational amenities or facilities for the members in a non-profit manner. This will include:
 - 4.1. To establish and maintain an efficient means of amateur radio communication within the Pretoria area which shall be at the disposal of the government at all levels of the Republic of South Africa, in any emergency.
 - 4.2. To conduct radio experiments and give information relating thereto by radio or other means to amateurs and members.
 - 4.3. To give members the advantage of collective representation and control in all matters of moment to radio amateurs and to assist members with information and technical advice.
 - 4.4. To acquire for the benefit of members, individually or collectively, supplies of radio apparatus or material and / or to facilitate the acquisition thereof for them.

- 4.5. To buy, sell, exchange, let or hire radio apparatus, instruments, tools, implements, materials, accessories and literature of every kind required for amateur radio or used in connection therewith.
- 4.6. To provide such accommodation and / or facilities for members and others as may assist in furthering the objectives of the Club.
- 4.7. To hold, or arrange for, radio meetings, lectures, demonstrations, experiments, competitions and other activities or meetings of a like nature whether for the benefit of the Club or charities or other objectives and to offer and grant or contribute towards the provision of prizes, awards and distinctions.
- 4.8. To adopt such means of making known the objectives of the Club in such manner as may seem expedient and by granting prizes, rewards and donations.
- 4.9. To invest and apply any monies not immediately required for the purposes of the Club, in such manner as the Club from time to time think fit.
- 4.10. To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property, movable or immovable, or interest therein or any other rights and privileges which the Club may think necessary or convenient for its purposes.
- 4.11. To raise, receive, control and administer funds by levy of subscriptions from its members and by contributions, donations, gifts and bequests by its members and others; with the power to borrow or provide fit and in particular by mortgage or charge on all or any part of the property of the Club (both present and future) and to repay and redeem such loan, mortgage or charge.
- 4.12. To affiliate with the South African Radio League or such similar bodies as it may from time to time be considered advisable by the Club and to encourage PARC members to join and support the South African Radio League.
- 4.13. To make, amend and rescind rules for the better organization of the Club.
- 4.14. To add to and amend the objectives of the Club to conform to the development of amateur radio science and activities from time to time.
- 4.15. To execute all documents and do all things necessary to give effect to this Constitution and the Rules framed thereunder.
- 4.16. The Club is established for the mutual benefit of the members who contribute to share the cost of providing a collective benefit. The common objective therefore excludes the personal financial gain of the individual members and trading for a profit.

GOVERNANCE OF THE CLUB

5. The governance of the Club shall be in accordance with its Constitution and Rules which shall be binding upon all its members and officials.

WINDING UP AND DISSOLUTION

6. The Club may be wound up, dissolved or amalgamated with another body by unanimous consent of the members of the Club represented in a Special or Annual Meeting convened for that purpose. The meeting shall decide on the disposal of assets. Assets, or their proceeds, may however only be distributed to:
 - 6.1. Any other association, club or association which enjoys a tax exempt status as a recreational club in terms of Section 30A of the Income Tax Act and then only if the assets are divided pro rata amongst all such member clubs; and / or
 - 6.2. Any public benefit organisation as envisaged in paragraph (a)(l) of the definition of a 'public benefit organisation' in Section 30(l) which has been approved in terms of Section 30(3) of the Act, and which has similar purposes as the Club; and or
 - 6.3. Any institution, board or body which is exempt from tax in terms of Section 10(1)(cA)(i) of the Act which has as its sole or principal object the carrying on of any public benefit activity; or

- 6.4. The government of the Republic of South Africa in the national, provincial or local sphere, contemplated in Section 10(1)(a) of the Act.

INCOME

7. Income

- 7.1. The income and property of the Club whencesoever derived shall be applied solely towards promotion of the objectives of the Club as set forth in its Constitution and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever by way of profit, to the members; provided that nothing therein shall prevent the payment in good faith of remuneration to any officer or servant of the Club in return for any services actually rendered to it.
- 7.2. The mentioned preferential tax treatment relates to a special tax dispensation in terms of Section 10(1)(cO) of the Income Tax Act (the act); donation tax exemptions in terms of section 56(1)(h) and certain capital gains tax concessions.
- 7.3. No surplus funds will directly or indirectly be distributed to any person unless the remuneration is reasonable and for work done or for services rendered or for materials supplied to the Club.
- 7.4. No remuneration that is excessive will be paid to any person, having regard to what is generally considered reasonable in the sector and in relation to the service rendered nor may any remuneration be determined as a percentage of any amounts received or accrued to the recreational club.
- 7.5. The sharing of expenses by various members does not generate additional taxable income for the Club and it is to this extent that the Club enjoys preferential tax treatment as set out hereunder.
- 7.6. The Committee is obliged to submit:
- 7.6.1. a copy of the financial statements; and
 - 7.6.2. an annual income tax return;
- 7.7. In order to qualify for preferential tax treatment, the Committee will submit the necessary application form and also annual income tax returns together with the relevant supporting documents thereto; to the Commissioner for the South African Revenue Service.
- 7.8. The Club shall not knowingly be a party to, or shall not knowingly permit itself to be used as a part of any transaction, operation or scheme of which the sole or main purpose is or will be the reduction, postponement or avoidance of liability for any tax, duty or levy that would have been or would have become payable by any person under the Income Tax Act or any other Act administered by the Commissioner for the South African Revenue Service
- 7.9. The Committee shall appoint a place in the Republic of South-Africa at which any notices or instruments under the Income Tax Act may be served or delivered on the Club. The Committee shall inform the Commissioner for the South African Revenue Service of such address
- 7.10. The Committee shall inform the Commissioner for the South African Revenue Service within 14 days of any change in representative or service address.

RULES

of the

PRETORIA AMATEUR RADIO CLUB

DEFINITIONS.

1. In these Rules, unless the context otherwise requires:
 - 1.1. "In writing" shall mean written or printed, or partly written and partly printed.
 - 1.2. "Member" means a duly elected member of the Pretoria Amateur Radio Club.
 - 1.3. "Committee" means the committee of the Club as constituted in terms of these Rules.
 - 1.4. "Clubhouse" means the venue of the Club.
 - 1.5. "SARL" means the South African Radio League.

2. There shall be four classes of members:
 - 2.1. Honorary Life Members.
 - 2.2. Ordinary Members, not-affiliated to the SARL.
 - 2.3. Ordinary Members affiliated to the SARL
 - 2.4. Spouses and dependent children.

3. The qualifications for membership shall be as follows:
 - 3.1. Honorary Life Members:
 - 3.1.1. That he or she shall have rendered exceptionally outstanding services to the Republic of S.A. by means of radio science, or to radio science itself, or to amateur radio, or
 - 3.1.2. That he or she shall have been a member of both the Club for at least an unbroken period of 10 years and during that time shall have rendered long and meritorious service to the Club.
 - 3.2. Ordinary Members:
 - 3.2.1. That he shall have a genuine interest in amateur radio or allied activities.
 - 3.3. Spouses and dependent children:
 - 3.3.1. That he or she is the husband / wife / child of an ordinary member, and
 - 3.3.2. Shall have a genuine interest in amateur radio or allied activities.

4. Save as in these Rules otherwise provided a member shall be entitled to all the rights and privileges and be subject to all the duties of membership of the Club, including the right to be elected to the committee, and to attend at any general meeting of the Club.

5. A member who is
 - 5.1.1. in arrears with his membership subscription; or
 - 5.1.2. under suspension as in these Rules provided;shall not be eligible for election to the committee nor shall he be entitled to vote or ballot on any matter or thing concerning the Club

MEMBERSHIP

6. Membership shall commence as from the date upon which a candidate is either elected or reinstated, as the case may be.

7. No candidate shall be accorded membership unless he complies with all the conditions attaching to such membership as provided in these Rules.
8. Members are prohibited from selling their membership rights or any entitlement in terms thereof.
9. Membership shall terminate:
 - 9.1. if a member resigns; or
 - 9.2. if a member's subscription remains unpaid after written notice for a period of more than two months after due date; or
 - 9.3. if a member is expelled or his name removed from the register as hereinafter provided; and
 - 9.4. generally, in any matter as in these Rules provided.

ELECTION

10. An Honorary Life Member may, upon a motion from the committee be elected by the Club, and upon such election he or she shall enjoy the rights and privileges of an ordinary member and in addition shall be exempt from the payment of any membership subscription during such membership.

The committee shall ensure that the nominee is fully qualified in terms of these Rules and that no nomination will be accepted if the election of another Honorary Life Member will result in a total of more than five Life Members.
11. Every candidate for membership shall be proposed by one, and seconded by another member, to one of whom the candidate shall be known personally.
12. The application for membership, which shall be in such form as the Club may from time to time determine, shall be made in writing, signed by the candidate, his proposer and his seconder, and shall be lodged with the secretary, accompanied by the necessary entrance fee and annual subscription fee.
13. The committee shall consider such application at the earliest opportunity and shall have full discretion to accept, reject or postpone such application.
14. The secretary shall, without delay, convey the committee's decision to the candidate.
15. No candidate shall be elected a member unless his application secures the votes of at least two-thirds of the committee members present and voting thereon.
16. The committee may reject any application for membership without assigning any reason therefor, or may postpone such application, pending the receipt of further information.
17. If the application is rejected, the entrance and annual subscription fees tendered shall be refunded forthwith to the applicant by the secretary without deduction.

RESIGNATION

18. A member may resign upon written notice to the secretary.
19. If a fully paid-up member resigns he/she will not be entitled to a refund of the subscription or a part thereof.

REMOVAL FROM REGISTER

20. Any member who fails to pay his annual subscription within two months after due date shall be removed from the register of members whereupon he shall cease to be a member. If during the said period of two months such member shall state his reasons and apply in writing to the secretary for permission to pay his subscription by instalments within six (6) months from the due date thereof, the Club may grant such application upon good cause being shown.

EXPULSION

21. Any member may be expelled if found guilty of any wilful contravention of these Rules or of conduct rendering his continued membership undesirable.
22. Any complaint of such contravention or conduct shall be referred to the committee for investigation and, if substantiated, the committee may recommend the expulsion of the member.
The proceedings before the committee shall be subject to the following provisions:
 - 22.1. The committee shall give the member at least thirty (30) days written notice of its meeting and outline briefly therein the nature of the complaint.
 - 22.2. A member may present his case before the committee personally, or by post, or through his authorised representative.
 - 22.3. A recommendation or decision to expel shall only be valid if passed by at least two-thirds majority of the full committee, respectively, who are eligible to vote at such meetings.
 - 22.4. If such member is a member of the committee he shall not be entitled to vote at any such meeting, nor to take part in the deliberations thereof other than as stated in condition 22.2 above.
 - 22.5. If the member holds any office in the Club the committee may suspend him from office pending the final decision upon the complaint. Written notice of suspension with immediate effect may be included in the notice to the member of the complaint to be investigated.
23. Any member who has been suspended by the committee as in these Rules provided, shall, until further notice, forego all rights and privileges enjoyed by him. He shall be deemed to have vacated any office held by him as from the date of such suspension and the committee may appoint another member to hold such office temporarily, pending the election of a member to such office.

CHANGE

24. Any person whose membership was previously terminated by resignation, expulsion or the removal of his name from the register of members, for any reason whatsoever, may apply to be reinstated as a member.
25. The provision of these Rules relating to the election of new members shall apply to such application for reinstatement; provided, however, that in the case of removal owing to default in the payment of his annual subscription fee, such defaulting member shall, in addition, be required to pay all arrears or so much thereof as the committee in its discretion may determine.

SUBSCRIPTIONS AND FEES

26. Membership fees or subscriptions are payable by the members to contribute to the cost of running the association and maintaining its services, facilities or amenities. These subscriptions shall, on recommendation of the committee, be adjusted by an AGM as and when it is necessary.
27. Entrance Fee
 - 27.1. An entrance fee shall be payable to the Club by all new members. Such entrance fee shall be adjusted from time to time
 - 27.2. A relevant entrance fee, as determined in 27.2 shall be payable to the Club by any former member who re-joins after his membership has lapsed for a period of six (6) months, or longer, except that where such member pays all arrears subscriptions, the payment of the entrance fee shall not be required.
 - 27.3. For the purpose of this Rule, a member who transfers his membership from one class to another, shall not be considered to be a new member.
 - 27.4. In the event of a husband and wife both wishing to become members it shall only be necessary to pay one entrance fee. In the event of one of them already being a member and the other wishing to become a member it shall not be necessary to pay a further entrance fee.

28. All subscriptions shall be payable in advance on the first day of July in each and every year and shall expire on the 30th day of the following June provided, however, that any person who is elected as a member on or after the first day of each quarter of the year, i.e. 1 October, 1 January or 1 April shall be liable for a proportion of the annual subscription, based on quarters thereof.
29. All subscriptions shall be paid without deduction (in Republic of South Africa currency) to the treasurer, who shall be responsible for collection and receipt of all monies due to the Club.

GENERAL DUTIES AND FUNCTIONS

30. The Club shall elect a committee and the officers shall be a Chairman, Vice-chairman, Honorary Secretary and a Honorary Treasurer, provided that the offices of Secretary and Treasurer may be combined. The Chairman shall be elected and portfolios shall be allocated to other committee members at the first meeting of the new committee. This first committee meeting shall be a face-to-face meeting, not a teleconference, and shall take place within two weeks after the AGM.
31. The Annual General Meeting shall take place within 60 days after the end of the club's financial year. The AGM agenda, Committee's report, audited financial statements and the minutes of the previous AGM shall be published on the club's website at least 21 days before the scheduled AGM.
32. The Committee shall meet at least once a month and as required by these Rules.

COMMITTEE

33. The Club shall be governed by a committee that shall be responsible for the proper and efficient administration of the affairs of the Club and the due carrying out of the objectives of the Club, as set out in the Constitution.
 - 33.1. The members of the Committee will accept fiduciary responsibility for the Club and will not be connected persons in relation to each other and no single person., directly or indirectly will control the decision making powers relating to the Club.
 - 33.2. The committee is obliged to submit a copy of all amendments to the Constitution and Rules to the Commissioner of the South African Revenue Service.
 - 33.3. The Committee shall appoint a representative as the Public Officer of the Club. The name of the representative and his / her position in the Club must be furnished to the Commissioner for the South African Revenue Service. The representative must be a responsible member of the Committee and his position as a member of the Committee must constantly be kept filled by the Club.
34. The members of the Club shall, at any annual general meeting or in the case of the new Club at its first meeting, decide:
 - 34.1. as to the size of the committee;
 - 34.2. the bank or financial institution with which the funds of the Club are to be deposited and, subject to the provisions of the Rules, the manner in which such funds shall be administered.
35. The committee shall be elected annually by the members assembled in annual general meeting and shall hold office until the next annual general meeting.
36. All members of the committee and/or office bearers shall act in an honorary capacity only.
37. Nominations for election to the committee shall be made by the members present at the meeting and entitled to vote; provided, however, that any member who will be unable to attend the meeting may address his nomination to the secretary as to reach the secretary at least two clear days before the date of such meeting

38. No nomination shall be valid unless:
 - 38.1. it is submitted in writing, duly signed by the proposer and seconder.
 - 38.2. it discloses the candidate's name and call sign;
 - 38.3. it is accompanied by a written statement signed by the candidate whereby he consents to serve as a member of the committee.

39. No person shall be eligible for election to the committee who:
 - 39.1. has not been a member of the Club for at least twelve months immediately prior to his nomination;
 - 39.2. is in arrears with his membership subscription at the date of his nomination;
 - 39.3. is otherwise disqualified in terms of these Rules or whose name has been removed from, and not restored to, the register of members.

40. No person shall be eligible for election as chairman who:
 - 40.1. has not been a committee member of the Club for at least one year;
 - 40.2. is in arrears with his membership subscription at the date of his nomination;
 - 40.3. is not a member of the SARL;
 - 40.4. is otherwise disqualified in terms of these Rules or whose name has been removed from, and not restored to, the register of members.

41. The chairman shall not serve for a continuous period longer than two years, but may again serve as chairman after a break of at least one year.

42. The committee shall meet not later than fourteen days after its election and thereafter at least once in every calendar month. The first meeting shall be in person and the committee shall appoint the officers provided for under Rule 30.

43. The quorum necessary for the transaction of business at any committee meeting shall be a majority of the full number of committee members and all decisions taken by the committee shall require the majority of the votes of the aforesaid full number.

44. The secretary of an outgoing committee shall convene the first meeting of an incoming committee by giving at least seven days notice telephonically or in writing of the intended meeting.

45. Subsequent meetings shall be convened by the secretary in such manner and form as the committee may from time to time decide.

46. Upon the request of any three members of the committee the secretary shall convene a meeting of the committee to be held within ten days of the date of receipt by him of such request.

47. The secretary shall, immediately after the aforesaid first committee meeting, advise the members and the SARL Secretary of the names and offices held, if any, of all the members of the committee as constituted and of the official address of the headquarters of the Club for the ensuing year.

48. In the event of a vacancy arising on the committee, the members at the next succeeding meeting shall nominate and elect a member to fill such vacancy in the same manner and subject to all conditions as in these Rules provided for in the annual election of the committee. Prior notice to members of the intended filling of such vacancy shall, however not be imperative.

CLUB FUNDS

49. The funds of the Club shall consist of the subscription levied upon its members, as in these Rules provided and in addition, such other monies as may accrue to it in any manner whatsoever.
50. The committee shall be responsible to the members for the due and proper administration of such funds.
51. All monies received on behalf of the Club shall be paid into an account to be opened in the name of the Club at such bank or building society as its members, in terms of these Rules, may from time to time determine.
52. Such account shall be operated upon by any two members of the committee as the full committee may from time to time decide.
53. The committee shall have authority to disburse such amounts as may be necessary for the proper conduct of the affairs of the Club, provided;
- 53.1. that the committee shall lay before each ordinary meeting of the members a detailed statement, duly certified by not less than three of its members, reflecting the payments or disbursements made by it during the preceding calendar month;
- 53.2. that the members at any meeting may attach such condition and / or restrictions to the aforesaid authority as they may from time to time deem fit.

ANNUAL FINANCIAL STATEMENTS

54. The financial year of the club shall terminate on the 30th of June in each and every year, as at which date the committee shall cause an income and expenditure account and a balance sheet to be prepared in respect of such year.
55. The correctness of such account and balance sheet shall be ascertained and certified by the auditor or auditors appointed in accordance with these Rules and shall, in addition, be signed by the chairman and honorary treasurer.
56. The aforesaid account and balance sheet, duly certified and signed, together with a report, if any, by the auditor and a report by the committee on the activities and state and condition of the Club shall be submitted by the committee to the members at the annual general meeting of the club.

DEFICIT

57. Should the accounts disclose that the expenditure exceeded the income in any one year, such excess shall be made good out of any funds that may be in hand or accrue to it in the next succeeding year or years.

58. The members shall annually at the AGM, appoint a duly competent person, whether a member or not, to act as auditor for that year, provided, however, that no member of the committee, including the secretary and treasurer, may act as auditor.

MEETINGS

59. Meetings of the club shall consist of:
- 59.1. Ordinary meetings,
 - 59.2. Annual General Meetings, and
 - 59.3. Special General Meetings.
60. At any meeting the Chairman, or in his absence the Vice-chairman, shall be entitled to take the chair, or failing both of them, the meeting shall from its own number elect a member as chairman, provided, however, that at a SGM convened upon requisition, the members so assembled shall elect from their own number a chairman for that meeting or any adjournment thereof.

ORDINARY MEETINGS

61. The members shall meet as often as shall be requisite for the transaction of its business, provided further that the Secretary shall give prior notice of such meeting to each member in such a manner and form as the committee from time to time may decide.
62. The business to be transacted at such meeting shall be:
- 62.1. to approve, or otherwise amend, the minutes of the previous meeting;
 - 62.2. to consider the statement of revenue and expenditure, if any, prepared by the committee;
 - 62.3. to consider such abnormal or extraneous expenditure, if any, as the committee may recommend;
 - 62.4. to consider and transact such other business which ought to be transacted thereat.

INFORMAL MEETINGS

63. The members may, either at the conclusion of an ordinary meeting or at such other time and place as they, upon recommendation of the committee may decide, hold informal meetings solely for the purpose of conducting lectures, demonstrations, experiments and activities of a like nature.

ANNUAL GENERAL MEETINGS

64. At the AGM held in terms of Rule 31, the business to be transacted thereat shall be:
- 64.1. to approve, or otherwise amend, the minutes of the previous general meeting;
 - 64.2. to receive the annual report from the committee;
 - 64.3. to receive the audited account of income and expenditure and the balance sheet and the auditor's report thereon, if any;
 - 64.4. to elect members of the incoming committee;
 - 64.5. to consider and transact such other business which may or ought to be transacted at an AGM.
65. A member who desires to give notice of any matter or business which is to be considered or transacted at an AGM shall, not later than the 21st day of the month preceding that of the AGM, lodge, in writing, with the secretary full particulars of the subject matter so to be considered or transacted.

SPECIAL GENERAL MEETING

66. A special general meeting may be convened by the committee at any time. The honorary secretary shall convene a SGM when requisitioned either by not less than two committee members or upon requisition signed by not less than five members of the club. The meeting will be convened within 21 days after the receipt of such a requisition.
67. The business of a SGM shall be restricted to that stated in the notice convening the meeting and any matter arising therefrom.

QUORUM

68. For the purpose of transacting any business at any meeting a quorum at the time of voting on a resolution, shall consist of:
 - 68.1. in the case of an ordinary meeting, 10 per cent of the members in person or by proxy;
 - 68.2. in the case of an AGM, 12,5 per cent of the members in person or by proxy; and
 - 68.3. in the case of a SGM, 12,5 per cent of the members in person or by proxy;
 - 68.4. provided that a quorum shall in no case consist of less than five members in person.
69. If within thirty minutes after the time appointed for a meeting a quorum is not present, the meeting, if convened upon requisition of members, shall not be held. In any other case it shall stand adjourned either:
 - 69.1. to the second week thereafter at the same time and place, or if that day be a public holiday then the next succeeding day other than a public holiday; or
 - 69.2. to such other time and place as the committee, subject to these Rules, may decide, provided that it shall not be earlier than the second week thereafter.
70. If, at such adjourned meeting a quorum is not present within thirty minutes after the appointed time, the members present, not being less than five, shall constitute a quorum and may transact the business for which the meeting was called.

NOTICE

71. Save as otherwise in these Rules provided, all general meetings or any adjournment thereof shall be convened by the secretary by notice which shall be posted to the addresses of members at least ten days before the date fixed for the meeting and shall specify the date, place and hour of the meeting and the nature of the business to be transacted thereat.
72. The accidental omission to give notice to or the non-receipt of notice of any meeting by any member, shall not invalidate the proceedings (or resolutions taken) at such meeting.

VOTING

73. A member entitled to participate in the transaction of any business, matter or thing, upon which it is necessary to vote or ballot, as in these Rules provided, shall be one that is eligible to vote in terms of these Rules.
74. All decisions taken shall require a majority of the votes of the members present, provided that in the case of a ballot by all members, a majority of all such members shall be required.

75. Save as otherwise provided in these Rules, at any meeting at which business is being transacted:
- 75.1. all questions shall be decided in the first instance by the show of hands; and
 - 75.2. each member present and entitled to vote, whether by show of hands or by ballot as hereinafter provided, shall have one vote only; and
 - 75.3. in the event of equality of votes the chairman of the meeting, in addition to his deliberative vote as a member, shall have a casting vote.
76. Notwithstanding the provisions of the preceding Rule, the voting in the case of a contested election of members of the committee, the chairman and of the auditor, or auditors, shall not be by show of hands, but by way of ballot.
77. Unless a ballot is demanded, a declaration by the chairman that a resolution has been carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against the resolution.
78. Any member entitled to vote, having voted with the minority on a show of hands, may call for a ballot of the members present which ballot shall take place forthwith, whereupon the members present shall appoint at least two scrutineers to count the votes and report to the chairman.

SPECIAL BALLOT

79. Not less than 12,5 per cent of the total membership entitled to vote, with a minimum of three, either before or immediately after any vote has been taken (whether by show of hands or ballot) may call for a special ballot of all members, in which event so far as the question at issue only is concerned, the meeting shall stand adjourned to a date not less than ten days later to be fixed by the meeting, but which shall in no event be later than that of the ordinary meeting in the next succeeding month.
80. The committee shall forthwith cause voting papers to be prepared and posted to all members and shall clearly state the question at issue and require the return of the voting papers to the secretary by 16:00 on a date not later than two clear business days before the date of the adjourned meeting.
81. At the close of any such special ballot the scrutineers, who shall be appointed by members at the meeting at which the special ballot was demanded, shall count the votes, rejecting doubtful and spoiled papers, and report to the chairman the result of the voting and such report shall be recorded in the minutes of the meeting as the decision of the members upon the question at issue.
82. The decision as to the eligibility of the member to vote and/or the validity of the voting paper shall rest entirely with the scrutineers who, if necessary, shall have full access to all the books and records of the Club for this purpose and may call upon the secretary for such assistance as they may require.

MINUTES

83. Minutes of all committee meetings shall be kept by the secretary and such minutes shall be confirmed and signed at the next succeeding meeting of the committee, provided, however, that in the case of a meeting convened upon requisition of members, the chairman of that meeting shall sign such minutes.

MISCELLANEOUS

INDEMNITY

84. The office bearers and committee members are indemnified by the Club against all costs, losses and expenses arising from anything done by them in the bona fide administration of the Club, or in connection with any other matter or thing concerning the affairs of the Club save for wilful or dishonest wrong doing on the part of the person who is sought to be made liable.

VICARIOUS LIABILITY

85. No officer, member of the committee, or of any sub-committee of the Club shall be liable for the acts, receipts, neglects or defaults of any other member of the Committee, or of any sub-committee, or for any loss, damage or misfortune which happens in the execution of his duty, unless it happens through his own wilful or gross negligent act or default.

The Club is liable only for the debts on its behalf and any assistance granted to any person or body whether corporate or unincorporated, shall not render it liable for the debts of such person or body.

PROXY

86. Every member entitled to vote shall be entitled to be represented by proxy, provided that no person shall act as a proxy unless he is entitled on his own behalf to be present and vote at the meeting at which he acts as proxy.
87. The instrument appointing a proxy shall be in writing under the hand of the grantor and shall be in such form as the Club may from time to time decide, provided that the committee shall accept any other form of proxy which clearly and adequately indicates the intention of the person granting it and provided further that it is duly signed in accordance with law.
88. Unless specifically otherwise stated therein no instrument of proxy shall be valid for more than one meeting and any adjournment thereof, and no such instrument shall be used at an adjourned meeting which could not have been used at the original meeting.
89. The form of proxy shall be lodged with the secretary on the day preceding the meeting, or with the secretary half-an-hour before the meeting, as the case may be, at which it is used and the committee's decision, as the case may be, as to whether the form so received is in order or not, shall be final.

2015-10-31: Modification; 2015 AGM motions applied by ZS6P.

2017-10-29: Modification; 2017 AGM motions applied by ZS6P.