

# CONSTITUTION OF CENTURION ACCOMMODATION ASSOCIATION

## 1. Name and objectives

- 1.1. The name of the organisation shall be Centurion Accommodation Association (CAA) (hereinafter referred to as "The Association". The Association is known in Afrikaans as Centurion Akkomodasie Assosiasie (CAA).
- 1.2. The objectives of The Association are:
  - 1.2.1. the protection of the interests of its members;
  - 1.2.2. the promotion of the Bed & Breakfast, Guest House and Hospitality trade, either directly or indirectly, by underwriting improvements in the trade for the benefit of the Association and its membership as a whole;
  - 1.2.3. the supervision of the standards of the establishments and the conduct of members and taking such steps as to ensure the upholding of the good name of The Association and the provisions contained in this constitution or any by-laws, order or resolutions formulated in terms thereof.
  - 1.2.4. the supervision of grading standards henceforth only establishments with a minimum grading of 3 stars TGCSA and/or Recommended AA Quality Assurance, will be considered for membership

## 2. Membership

- 2.1. All persons engaged in the bed and breakfast / guest house field in Centurion and who operate as such on a full-time basis, shall be entitled to apply on behalf of such a Guesthouse, for membership of The Association. Establishments must submit proof of the Metropolitan Council's approval.
- 2.2. Application for membership shall be submitted on a form approved from time to time by the Executive Committee.
- 2.3. Each application for membership shall be signed by the applicant or his representative who shall upon approval and acceptance of the application for membership by the Executive Committee, *ipso facto* be bound by the terms of this constitution and any by-laws, order or resolutions passed by The Association from time to time.
- 2.4. The Executive Committee shall consider each application for membership and may either approve or refuse the application without giving reasons for such refusal and the Executive Committee's decision in this respect shall be final.
- 2.5. A maximum of 50 members will be allowed to join the association. Should the membership target be reached, new applications will be submitted to the Association's monthly meetings for consideration.
- 2.6. Association to be notified of changes in ownership.
- 2.7. Establishments with minimum grading of 3-star TGCSA and/or Recommended AA Quality Assurance will be considered for membership.

## 3. The executive committee

- 3.1. The Executive Committee shall consist of a Chairperson and Secretary.
- 3.2. The Executive Committee shall be elected at the annual general meeting by a show of hands; provided that:
  - 3.2.1. Should the chairperson cease to be a member of The Association his/her place in the chair shall be taken by the next chairperson to be selected at the next meeting.
  - 3.2.2. Should any member of the Executive Committee other than the chairperson cease to be a member of The Association / Committee, he/she may be replaced by any other member of The Association as nominated by the members.

3.3. The Chairperson shall be elected by the members present at an annual general meeting.

#### **4. Powers of the executive committee**

4.1. The management of the affairs of The Association shall be vested in the executive committee.

4.2. The Executive Committee, subject always to the directions of the ASSOCIATION shall represent The Association in all matters relating to the Association's objectives in terms of this constitution and pursuant to the rights, privileges and welfare of the members of The Association.

4.3. The Executive Committee shall have the following specific powers:

4.3.1. to appoint a sub-committee and any other person it may deem necessary in the furtherance of The Association's objectives;

4.3.2. to make such by-laws as it may deem necessary in the interest of The Association as well as to enforce any of the Association's objects and/or terms of this constitution provided that no by-law shall be operative unless approved by a general meeting;

4.3.3. to revoke or amend any by-laws, orders or resolutions being issued from time to time, subject to the *proviso* contained in the preceding sub clause;

4.3.4. To sue in the name of The Association and to take any such legal steps as may be necessary to preserve its rights or interests or those of its members in terms of this constitution; to admonish, suspend or expel any member of the Association not adhering to the rules of the Association.

4.4 All Electronic payments made by the treasures have to be authorized or co-signed by the chairperson or one extra person of the committee.

#### **5. The annual general meeting and general meetings**

5.1. The Association shall hold its annual general meeting in the month October of each year or any other month directed.

5.2. The annual general meeting shall elect the members of the Executive Committee.

5.3. The annual general meeting shall approve the Financial Statements of the Association and the annual report of the Executive Committee and perform such duties as may be required in terms of the constitution.

5.4. Apart from the Annual General Meeting, at least 4 (four) general meetings shall be held annually.

5.5. The quorum at an annual general meeting or a general meeting shall be 50% plus one member in good standing at the time.

5.6. Notice of an annual general meeting or a general meeting shall be given not less than 3 (three) days prior to the date of the meeting. Each such notice shall be accompanied by an agenda setting out the business to be discussed at the meeting.

5.7. The Chairperson of the Executive Committee shall be the Chairperson of all meetings and in his absence a Chairperson shall be elected from the Executive Committee and the person so elected shall act as Chairperson for the duration of such a meeting.

#### **6. Minutes**

6.1. The secretary shall keep proper minutes of all Executive Committee meetings, general meetings and the annual general meeting.

6.2. Each minute shall be certified and signed by the chairperson after confirmation thereof by the meeting following, to the effect that the minutes is a true reflection of what took place at the meeting and a copy thereof shall subsequently be filed in a minute book kept for this purpose.

- 6.3. The minutes of The Association are confidential and subject to inspection only by members of The Association, provided that with the approval of the executive committee the right to inspect the minutes may be granted to a person who is not a member of The Association.

## **7. Finance**

- 7.1. The property of The Association shall be vested in and held in trust by The Association, control of which rest with the executive committee acting on behalf of the members of The Association and in accordance with the directions of the general meeting.
- 7.2. Each member (Guesthouse) shall pay The Association, annually in advance the approved subscription fee as proposed by the Executive Committee and approved at an annual general meeting for a particular year.
- 7.3. A joining fee equal to 2 times the approved subscription fee, which includes the current year's subscription / pro-rata subscription fee, is payable by new members from the 1<sup>st</sup> of the month following their acceptance by the Executive Committee. (A membership year commences on 1 June)
- 7.4. The committee will keep a record of all members and their payments to The Association in terms of this constitution.
- 7.5. Any member who fails to pay a subscription becoming due shall be regarded as being in arrears, shall consequently no longer be in good standing and shall, while he remains so in arrears, not be permitted to vote at any meetings of the Association. All aspects of marketing shall be withdrawn.
- 7.6. A member who is in arrears for more than two (2) months with his subscription or any other amounts due to the Association, may be expelled by the executive committee without prejudice to the Association's right to recover the outstanding amount or amounts by way of legal process
- 7.7. The financial year of The Association ends annually on the 30<sup>th</sup> of September. At the conclusion of the financial year the treasurer shall cause all accounts and financial records of The Association to be audited by members appointed by the executive committee for this purpose. A balance sheet together with a revenue and expenditure account, duly certified by the appointed members, shall be submitted for approval to the annual general meeting immediately following the conclusion of the financial year.
- 7.8. The Chairperson shall be remunerated R3000-00 annually for expenses occurred. This amount will be reviewed annually.

## **8. Misconduct by members**

- 8.1. In addition to sub-clause 7 (7), any member who departs from any of the provisions of this constitution or any by-laws, orders or resolutions of The Association may be expelled or suspended by the Executive Committee. A member, who has been suspended, remains a member of The Association during the period of his suspension and thus liable for the current year's subscription fee but until his re-instatement he shall have no voting rights or privileges and opportunities within the marketing strategy.
- 8.2. A member who has been expelled ceases to be a member of the Association but his expulsion does not prevent. The Association from recovering from the member so expelled any amounts due to The Association in terms of this constitution.
- 8.3. A member who has been expelled may within 14 (fourteen) days of his expulsion, appeal to the general meeting who, after consideration of the appeal, may either re-instate him as a member or confirm his expulsion and in this respect the decision of a general meeting shall be final.
- 8.4. The Executive Committee shall have the power, instead of expelling or suspending a member to reprimand the member without affecting his membership of The Association.

**9. Winding up**

- 9.1. The Association shall be dissolved if, at a general meeting specially convened for this purpose, a quorum as specified votes in favour of its dissolution.
- 9.2. Should the required vote for dissolution be obtained the meeting shall appoint a liquidator.
- 9.3. The liquidator shall take the necessary steps to liquidate the debts of The Association from its unexpended funds and any moneys realised from any assets of The Association. If the said funds so accumulated are insufficient to meet the claims of all creditors after deduction of the liquidator's fees and general expenses for the winding up of The Association's affairs, the order in which creditors shall be paid shall, subject to the provisions of sub-clause (5) hereof, be as prescribed in any law relating to the distribution of the assets of an insolvent estate.
- 9.4. After the payment of all debts in accordance with the preceding sub-clause, any remaining funds shall be distributed amongst the members of The Association in good financial standing as at the date of dissolution in proportion to the subscriptions paid by each of them in respect of the twelve months immediately preceding the date of dissolution.
- 9.5. The liability of members shall for the purpose of this clause be limited to the amount of subscriptions due by them to The Association as at the date of dissolution.

**10. Amendment of the constitution**

The conditions of this constitution may not be amended other than by an annual general meeting and provided that not less than 50% plus one member present vote in favour of such amendments, provided further that at least fourteen days notice shall be given of a general meeting at which an amendment of the constitution is to be considered and such notice shall set out in broad terms the proposed amendment The notice shall take effect as from the date of posting thereof to the members and no amendment shall be vitiated merely for the reason that notice shall take effect as from the date of posting thereof to the members and no amendment shall be vitiated merely for the reason that notice thereof has not been received by the addressee.

The amendments to this constitution is adopted at the special general meeting of the Centurion Accommodation Association held at

TRAVELLERS NEST IN CENTURION ON THIS THE 11<sup>H</sup> DAY OF OCTOBER 2017.

WITNESSES:

1. .... 2. ....  
(Chairman)

3. .... 4. ....