

BRENTON RATEPAYERS ASSOCIATION: Promoting the interests and welfare of the Brenton-on-Sea community.



CONSTITUTION Rev 5. OCTOBER 2023

1. NAME

The name of the association shall be the Brenton Ratepayers Association (BRA).

2. AIMS AND OBJECTIVES

- 2.1. To protect and promote the interest and welfare of the Brenton community as a whole;
- 2.2. To act as a mouthpiece for the Brenton community in any negotiations or discussions which concern their interests.

3. MEMBERSHIP

- 3.1. Any person who has attained the age of 18 years shall qualify for membership of the association if such person:
 - 3.1.1. is the registered owner of immovable property in the Brenton area;
 - 3.1.2. is the partner of a person mentioned in sub-paragraph 3.1.1;
 - 3.1.3. is a juristic person who is the registered owner of immovable property in the Brenton area;
 - 3.1.4. is the partner of a person mentioned in sub-paragraph 3.1.3.;
 - 3.1.5. is a legal tenant / lessor of an immovable property in the Brenton area and is authorised in writing by the owner of such property to become a member of the Association.
- 3.2. Any such person as defined above in paragraph 3.1, shall become a member of the Association upon payment of the annual membership fee as determined at the Annual General Meeting from time to time.
- 3.3. A member shall lose their membership if such member:
 - 3.3.1. ceases to qualify therefore in terms of paragraph 3.1.;
 - 3.3.2. fails to pay the membership fees due by that member for the year prior to such meeting being held.
- 3.4. A member may exercise any rights of membership through their nominee duly authorised thereto in writing.
- 3.5. For the purposes of sub-paragraphs 3.3.2 and 4.4.1, a "year" or "current year" shall be deemed to commence on the 1st of December and end on the 30th of November following.
- 3.6. The liability of the members is limited to the amount of the annual subscription.

4. GENERAL MEETING

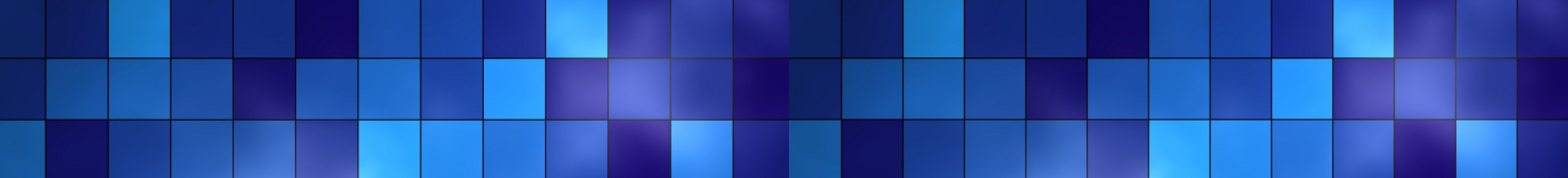
- 4.1. The Chairperson of the Management Committee referred to in sub-paragraph 6.1. (herein after called "the Chairperson") shall convene an Annual General Meeting of members of the Association to be held at Brenton during the month of December of each year, and shall give notice of such AGM at least 21 days prior thereto. The notice to the members referred to shall be by email and also by notice affixed to the noticeboard at the Community Hall, as well as advertised in the local press.
- 4.2. Every such meeting shall deal with the following matters:
 - 4.2.1. annual report of the Chairperson;
 - 4.2.2. discussion and approval of the financial report;
 - 4.2.3. discussion of motions submitted to the meeting;
 - 4.2.4. election of a Management Committee (hereinafter called "the Committee") for the ensuing year;
 - 4.2.5. any other matter, including any change in the amount of membership fees, which the members consider necessary.
- 4.3. At the written request of at least ten members of the Association, accompanied by a proposed agenda, the Chairperson shall convene a Special General Meeting of the Association for a date not earlier than one calendar month after receipt of such request; provided that, if exceptional circumstances so demand, the Chairperson may, with the concurrence of the Committee, convene such meeting for an earlier date.
- 4.4. At any General Meeting, whether Annual or Special:
 - 4.4.1. every member who has paid his or her membership fee for the past year shall be entitled to vote;
 - 4.4.2. twenty such members shall constitute a quorum;
 - 4.4.3. the meetings shall be presided over by the Chairperson (or in the absence of the Chairperson the Vice-Chairperson of the Committee) unless the Meeting decides otherwise.

5. VOTING AND VOTING PROCEDURES AT GENERAL MEETINGS


- 5.1. All persons entering the venue shall report at the registration tables where a Committee member will ensure that conditions of membership are complied with. Voting procedure shall be by means of show of hands unless closed vote/ballot has been requested by a majority of members present at the meeting.
- 5.2. Each member, or his or her duly authorised nominee, shall have one vote irrespective of the number of immovable properties owned in the Brenton area.
- 5.3. Except where otherwise stated, matters shall be decided by a simple majority of those voting.

6. MANAGEMENT COMMITTEE

- 6.1. The Committee shall consist of a Chairperson, a Vice-Chairperson and twelve additional members, of whom one shall serve as Secretary and one as Treasurer, provided that one member may serve as both Secretary and Treasurer.

- 
- 6.2. Members of the Committee shall be members of the Brenton Ratepayers Association who ordinarily reside in Brenton and shall be elected at the Annual General Meeting.
 - 6.3. The names of the candidates for the Committee shall be submitted to the Secretary or the Chairperson in writing at least five (5) days prior to the AGM or failing such submission, candidates may be nominated from the floor after the commencement of the AGM.
 - 6.4. The Committee may at any time co-opt two additional members to serve on the Committee in a purely advisory capacity and shall itself fill any vacancies which may arise in the Committee.
 - 6.5. Six members of the Committee shall constitute a quorum.
 - 6.6. Decisions of the committee shall be taken by a majority of the votes of the members and in the case of parity of votes, the Chairperson shall exercise a casting vote.
 - 6.7. Town Councillors may not serve on the Committee and in the event of a serving member being elected to Council, he or she must forthwith resign from the said Committee. The vacancy thus caused shall be filled by the Committee.
 - 6.8. The Committee shall meet not less than once a month and, on such occasions, as it may deem necessary.
 - 6.9. Should it not be possible for the Committee, or any member of the Committee to meet as required, electronic progress reports must be circulated by each Committee member to all others in relation to the agenda for such meeting.
 - 6.10. Any member of the Committee who fails to report monthly on progress, regularly fails to attend Committee meetings, or fails to perform his / her duties as assigned, may be immediately removed from the Committee by majority vote of the remaining members.
 - 6.11. The Committee shall:
 - 6.11.1. carry out such tasks as may be entrusted to it by a General Meeting.
 - 6.11.2. liaise with the Knysna Municipality and any other appropriate statutory body exercising powers in connection with local government.
 - 6.11.3. be responsible for the administration of the affairs, including the financial affairs, of the Association;
 - 6.11.4. keep a proper register of the paid-up members of the Association;
 - 6.11.5. send / provide update communications to all paid up members at the discretion of the Committee.

7. FINANCE

- 7.1. All monies accruing to the Association shall upon receipt thereof be deposited in an interest-bearing account from which expenses of the Association shall be met.
 - 7.2. Such account shall be operated by the Chairperson (or in his absence the Vice-Chairperson) together with the Treasurer, subject to the approval of the Committee.
 - 7.3. A statement of the financial affairs of the Association shall be drawn up by the Treasurer and submitted to the Annual General Meeting for approval.
 - 7.4. The financial year of the Association shall end on the 30th of November each year.
- 



8. MINUTES

- 8.1. Minutes of all meetings of the Association shall be kept and shall be submitted at the next similarly constituted meeting for approval by the Committee.
- 8.2. The minutes of the Annual General Meeting as well as any Special General Meeting shall be made available to the members.

9. DISSOLUTION OF THE ASSOCIATION

- 9.1. The Association shall be dissolved should at least two-thirds of the members voting at a General Meeting so decide.
- 9.2. Any assets of the Association at the time of its dissolution shall, after settlement of its liabilities, be donated to a local charitable organisation by the Committee unless, by a simple majority, the General Meeting decides otherwise.

10. AMENDMENTS TO THE CONSTITUTION

- 10.1. This Constitution may be amended by an affirmative decision of at least two-thirds of the members voting at a General Meeting.
- 10.2. Any proposed amendments shall require the recommendation of the Committee or of at least ten members of the Association and shall be submitted to the Chairperson in writing at least one calendar month prior to the meeting at which it is to be considered.

11. ENTRY INTO FORCE

This amended constitution shall enter into force with effect from 30th December 2023.
Amended: 20 Dec 2006, 19 Dec 2007, 10 December 2015, 21 December 2017

