



MCSA
Motorhome Club South Africa
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MKSA
Motorwoonwa Klub van Suid Afrika
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1. NAME

- (a) The Club shall be known as the “Motorhome Club of South Africa” in English and the “Motorwoonwa Klub van Suid-Afrika” in Afrikaans.
- (b) The acronym of the name shall be “MCSA” in English and “MKSA” in Afrikaans.
- (c) In this document hereinafter, the Motorhome Club of South Africa shall be referred to as the “Club”.
- (d) In this document, any reference to the singular shall include the plural and visa-versa and any reference to gender shall include the other gender.

2. MOTORHOME

For the purposes of this Constitution, a motorhome shall mean a self-propelled and self-contained designated vehicle for recreational living and motoring. It shall contain cooking equipment, one or more beds and usually a shower and toilet.

3. OBJECTIVE OF THE CLUB

- (a) The main objective of the Club shall be to create and maintain a social environment to further the interests of motor homing and related interests in South Africa.
- (b) To ensure that members adhere to the established and approved Code of Conduct to maintain or increase the standards for motorhomes and members.

4. MEMBERSHIP

Membership of the Club shall consist of the following categories

(a) National Membership-

A national member shall be a person, who is the owner of a motorhome and has applied for membership, been accepted as a member by the National Committee and has paid the subscriptions in full.

Eligibility for membership shall be judged according to the criteria set up by the National Committee from time to time with due cognisance taken of the definition of a motorhome.

- (b) Honorary Membership.
The National Committee may independently, or on the recommendation of a Regional Committee, nominate dignitaries, donators, retired members and other deserving persons in recognition of their office, or for acts of goodwill to the Club, as Honorary Member for a fixed period of time, to be ratified at the next Annual General Meeting. Honorary Members shall not be required to pay subscriptions.
- (c) Veteran Motor homer Membership.
Veteran motor homer membership status shall be bestowed on a member who has participated in at least 100 Club rallies or tours. All other conditions of membership of the Club shall remain.
- (d) Associate Membership.
At the discretion of the National Committee, associate status may be granted to persons regularly participating in club events, or to members or widows retired from active participation who wish to retain their relationship with the Club. Associate members shall pay such dues as may be determined from time to time by the National Committee.
- (e) Temporary and Reciprocal Membership.
At the discretion of the National Committee, temporary membership may be granted to a visitor, who is a member of a motorhome club in another country on a visit to South Africa and wishes to utilise the facilities of the Club. A temporary member shall pay such monthly membership fee as determined from time to time by the National Committee.
- (f) Non-Acceptance of Membership.
In the event of the Committee not accepting a person as a member, the reason for non-acceptance need not be furnished
- (g) Transfer of Membership.
 1. On application a member in good standing may transfer from one region to another. The National Secretary to be informed accordingly.
 2. Upon termination of a family relationship, through death, or otherwise, any spouse, or permanent partner, may apply to be substituted as the principal Club member.

5. ANNUAL SUBSCRIPTION AND ENTRANCE FEE

- (a) The financial year of the Club shall run from 1 July to 30 June of the next year.
- (b) All members shall pay annual subscriptions and any levies decided from time to time by the National Committee.
- (c) On acceptance of a new member, an entrance fee, as determined by the National Committee, shall be payable. This entrance fee shall include a once off joining fee and the first year's pro-rata annual subscription.
- (d) The National Committee shall set temporary membership fees from time to time.

- (e) Renewal subscriptions shall be payable not later than 31 August of each year. A member who fails to settle by that date shall be sent a written reminder allowing him a further twenty-one (21) days in which to settle, failing which his membership shall be terminated. Should he so wish, he shall then have to re-apply for membership and pay the necessary entrance fee and subscriptions.

6. TERMINATION OF MEMBERSHIP

A member shall cease to be a member:

- (a) if he informs the Secretary in writing of his intention to end his membership.
- (b) if he fails to pay his renewal subscriptions in the time allotted, being 31 August or twenty-one (21) days after the receipt of a reminder.
- (c) if he is informed by the Committee that his membership is to be terminated This shall apply to a member not complying with the Code of Conduct as drawn up, or on the recommendation of seventy-five percent (75%) of the National Committee. Any such members shall be entitled to a hearing.
- (d) if he no longer owns a motorhome and has not indicated his intention to replace the vehicle.

7. CONTROL OF THE CLUB

- (a) The overall management and control of the affairs of the Club shall be vested in a National Committee, the members of which shall be elected by the members at a National Annual General Meeting.
- (b) The National Committee shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Chairmen of Regional Committees and additional ordinary members, as required. The same person shall not hold the roles of chairman, secretary or treasurer.
- (c) All Committee Members shall retire from office at each National Annual General Meeting but may be re-elected should they be proposed and seconded, except that the Chairman shall not hold office consecutively for more than three (3) years.

8. POWERS OF THE NATIONAL COMMITTEE

The National Committee shall have the power to:

- (a) co-opt additional members to the National Committee, with the proviso that co-opted members shall not serve for longer than elected members, and that the total number of members on the National Committee, excluding ex officio members, shall not exceed ten (10).
- (b) elect a new Chairman, Vice Chairman, Secretary or Treasurer should any of these offices become vacant for any reason during the course of the year.

- (c) appoint sub-committees to handle specific affairs of the Club
- (d) consider, accept or reject applications for membership of the Club
- (e) withdraw a person's membership, if seventy-five percent (75%) of the National Committee supports the termination or when a member fails to comply with the Code of Conduct or the Constitution of the Club, with the proviso that the member shall be entitled to a hearing.
- (f) manage and control the affairs of the Club in a prudent manner, subject to any decision on management and control taken at a general meeting of members and, in particular, to control and utilise Club funds as they see fit and in the interests of the Club.
- (g) open a bank account in the name of the Club, to draw, accept and endorse promissory notes, bills of exchange, cheques, and other negotiable documents associated with the business of the Club. Two signatories nominated by the National Committee shall sign all such negotiable instruments. The National Committee shall be authorised to carry out financial transactions by electronic banking and the National Treasurer and at least one other National Committee member shall have authorised access to the account with the proviso that some means shall be put in place to ensure that both persons have knowledge of any transactions associated with the transfer of negotiable instruments from the account.

9. NATIONAL COMMITTEE MEETINGS

- (a) The Secretary shall call a National Committee meeting if and when requested by at least three (3) National Committee members.
- (b) National Committee meetings, other than those requested by National Committee members, shall be held once a quarter.
- (c) At least five (5) clear days' notice of a National Committee meeting shall be given, unless members agree to waive such period, due to the importance or urgency of the matter.
- (d) A quorum for a National Committee meeting shall be 4 (four) members of the committee, present in person.
- (e) A committee member unable to attend a National Committee meeting in person may appoint a proxy to act and vote on his behalf, or alternatively a proxy in the form of a telephonic conference facility, electronic means or postal service shall be permitted.
- (f) All matters handled by the National Committee shall be decided by majority vote with each member or proxy having one vote. In the event of an equality of votes, the Chairman shall have a casting vote.
- (g) Should the Chairman be absent from a National Committee meeting, the members present shall elect a chairman from those present at the meeting.

- (h) The Secretary shall keep minutes of each meeting to be circulated to members or read at the next meeting and signed by the chairman.
- (i) Any National Committee member absent from two committee meetings in any year without reasonable cause shall resign, and a new member co-opted for the remainder of the term of office. This provision shall exclude chairmen of remote regions.

10. NATIONAL ANNUAL GENERAL MEETINGS

- (a) A National Annual General Meeting of members of the Club shall be held each year before 31 December.
- (b) The Secretary shall give twenty-one (21) days clear notice of the meeting to each member of the Club. An agenda, Chairman's report and audited financial statements for the past year shall accompany the notice.
- (c) The following business shall be addressed at an Annual General Meeting:
 - (i) Approval of the minutes of the previous Annual General Meeting.
 - (ii) Matters arising from the previous minutes.
 - (iii) Chairman's report.
 - (iv) Report on the financial statements for the past year.
 - (v) Election of a national committee for the ensuing year.
 - (vi) Appointment of an auditor for the ensuing year.
 - (vii) Confirmation of the official address of the Club.
 - (viii) Any other business of which the secretary was notified at least twenty-one (21) days before the date of the meeting
- (d) A quorum for an Annual General Meeting shall be 10 (ten) fully paid-up members present.
- (e) Matters before the meeting shall be decided by a majority vote. Every fully paid-up member present in person or by proxy, and this refers to the main member only, shall be entitled to one vote with the proviso that in the event of an equality of votes the National Chairman shall have a casting vote.
- (f) Under certain circumstances when a decision of a sensitive nature is required, it may be necessary to hold a secret ballot. Again, each main member present in person or by proxy shall be entitled to one vote with the proviso that in the event of an equality of votes the National Chairman shall have a casting vote.

11. SPECIAL NATIONAL GENERAL MEETINGS

- (a) A special general meeting may be called by the Secretary under the following circumstances:
 - (i) if so, instructed by the National Committee, or
 - (ii) at the request of not less than 10% of the total membership of the Club.

- (b) Twenty-one days' notice of such meeting shall be given to all members and the notice shall set out the reasons for calling the meeting.
- (c) The rules governing a special general meeting shall be similar to those applicable to an Annual General Meeting

12. REGIONS IN THE CLUB

- (a) The Club shall be divided up into regions, generally situated in the more densely populated areas of the country where most motorhomes are to be found.
- (b) Members shall be classified into the region closest to their main place of abode. Members not falling in the proximity of one of these regions shall be classified into "Other Regions".
- (c) Each region shall be controlled and managed by a Regional Committee, comprising a Chairman, Vice Chairman, Secretary, Treasurer and at least one additional committee member, to be elected at a Regional Annual or General Meeting, or an inaugural meeting in the case of a new region.
- (d) All Committee Members shall retire from office at each Regional Annual General Meeting but may be re-elected should they be proposed and seconded, except that the Chairman shall not hold office consecutively for more than five (5) years.
- (e) The Regional Committee shall have the power to:
 - 1. Open up bank accounts in the name of the Region with the proviso that any two signatories, nominated by the Regional Committee, shall sign all financial transactions.
 - 2. Elect a new Chairman, Secretary or Treasurer should any of these offices become vacant for any reason during the year.
- (f) The rules governing Regional Committee meetings shall be similar to those applicable to national meetings, except that only regional matters shall be addressed, and a quorum shall be three (3) members. Regional meetings shall be held once a quarter. Similar provision to those for National Committee meetings shall exist to call additional meetings, if required.
- (g) Any membership forms or subscriptions handed to a Regional Committee shall be forwarded to the National Committee for processing.
- (h) To finance the regions, the National Committee shall pay a capitation fee to each region, determined from time to time by the National Committee, based on the number of members belonging to that region. The National Treasurer shall pay capitation fees to regions within thirty days (30) of the National Annual General Meeting. The capitation fee in respect of members in the "Other Regions" shall remain vested with the National Committee. Pro-rata capitation fees in respect of new members joining after the beginning of the new financial year shall be paid to regions from time to time based on the number of new members in that region.

- (i) Each region shall organise rallies, gatherings and tours for the benefit of all members of the Club and may organise self-financing events and retain any such proceeds for the benefit of that region.
- (j) A member may rally with any region of his choice.
- (k) Extraordinary expenses arising in a region may be submitted to the National Committee, together with supporting documentation for sanction, and on approval by the National Committee these may be paid or reimbursed by the Club Treasurer
- (l) Each region shall be entitled to send representatives to a National Annual General Meeting. The cost of such attendance may be defrayed in whole or in part, as decided by the National Committee from time to time
- (m) Once a quarter each region shall submit a report to the National Secretary on the activities in the region to keep the Club informed. This could be in the form of a report tabled at a National Committee meeting as Regional Chairmen serve on that committee.

13. FORMATION OF A NEW REGION

- (a) Any ten (10) or more members of the Club may collectively apply to form a new region. An inaugural meeting shall be called at which meeting a committee shall be elected, comprising a Chairman, Secretary, Treasurer, and at least one other committee members.
- (b) The committee shall notify the National Committee of the intended establishment of a new region and the National Committee shall ratify or decline the formation at the next National Committee meeting.
- (c) No new region shall be established within the bounds of an existing region. With the approval of the National Committee, the outer boundary of an existing region may be amended to allow such area to fall within the bounds of the new region.

14. REGIONAL ANNUAL GENERAL MEETINGS

- (a) A Regional Annual General Meeting of members for each region shall be held prior to the National Annual General Meeting.
- (b) The Secretary of the region shall send out a notice with an agenda to each member of the region at least twenty-one (21) days prior to the meeting.
- (c) The following business shall be attended to at a Regional Annual General meeting:

- (i) Approval of the minutes of the previous general meeting.
 - (ii) Matters arising from the previous minutes.
 - (iii) Chairman's report.
 - (iv) Presentation of the financial statements for the past year.
 - (v) Election of a regional committee for the ensuing year.
 - (vi) Appointment of an accountant/auditor for the ensuing year.
 - (vii) Confirmation of the official address of the Region.
 - (viii) Any other business of which the Secretary was notified at least twenty-one (21) days before the date of the meeting.
- (d) A quorum at a Regional Annual General Meeting shall be 10 (ten) members of which a minimum of 6 (six) present in person and the balance by proxy.
- (e) Matters before the meeting shall be decided by majority vote. Every member present in person or by proxy shall be entitled to one vote. In the event of an equality of votes, the Chairman shall have a casting vote.
- (f) Whereas Regional financial statements shall be scrutinised by a person with some knowledge of accounting, it shall not be essential for the accounts to be audited by a chartered accountant.
- (g) Annual financial statements shall be submitted to the National Committee, following the Regional Annual General Meetings.
- (h) Where necessary a Special General Meeting may be called to handle any regional matters not within the powers of the Regional Committee or if the Regional Committee should resign en block. A quorum for a Special General Meeting shall be 10 (ten) members present in person or by proxy, or less for small regions.

15. INDEMNITY

- (a) Members of the various committees and officials of the Club are hereby indemnified against any claims arising out of the loss, costs, damages, or any expenditure arising from their actions or omissions as officials of the Club. Officials of the Club shall furthermore not be held liable for any loss occurring from the actions of any banker or other person to whom money or securities are entrusted for safe keeping by such person, where it is the said person's business to accept money or securities for safe keeping.
- (b) This indemnity shall be of no force and effect should the loss, as intended in the above clause, occur due to fraudulent practices of any official or committee member.
- (c) The National Committee shall be authorised to apply for suitable insurance cover to minimise the risk of loss, and to pay the instalments due in terms of the policy from the funds of the Club.

16. AMENDMENTS TO THE CONSTITUTION

This Constitution may only be amended or added to with the sanction of seventy-five percent (75%) of the members present in person or by proxy at any National Annual General or General Meeting.

17. ADMINISTRATIVE OFFICE

The official administrative addresses for National and Regional Committees shall be confirmed and approved each year at the National and Regional Annual General Meetings.

18. WINDING UP

The Club or any of the Regions may be wound up and any remaining assets distributed in accordance with the direction of seventy-five percent (75%) of the relevant fully paid-up members.

Constitution, as amended and approved at the Annual General Meeting, held on 22 October 2022.

Signed and dated this 22nd day of October 2022



S. Otto
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Chairman Tim Swanepoel ----- Secretary Sonja Otto -----