

VOLVO OWNERS CLUB OF SOUTH AFRICA

CONSTITUTION

1 PREAMBLE

The Volvo Owners Club of South Africa is a non-profit organisation managed in accordance with this constitution by volunteers. All funds received are deposited into the Club's bank account and is used to manage & promote the Club.

2 DEFINITION:

- 2.1 Club means VOLVO OWNERS CLUB OF South Africa
- 2.2 AGM – Annual General Meeting
- 2.3 SGM - Special General Meeting
- 2.4 Committee – Members elected to the main club committee at the AGM
- 2.5 Area Assistants – Members elected to represent the members in the respective geographical areas at the AGM and other meetings.
- 2.6 Regional Branch Committee – Members elected at independent club level under the auspices of the main club at the AGM.
- 2.7 Ad-Hoc committee – Members appointed for a specific task at any level
- 2.8 Regional Branch – is a club that is formed and operates under the auspices of the main club as per the Constitution.

3 NAME:

VOLVO OWNERS CLUB OF S.A. / VOLVO EIENAARSKLUB VAN S.A.

4 PURPOSE:

The purpose of the club is:

- 4.1 To bring together, in an organized fashion, those patrons who have a common interest in Volvo vehicles.
- 4.2 To promote the restoration and preservation of out of production vehicles in their original form
- 4.3 To promote and facilitate the bartering for and acquisition of spare parts
- 4.4 To provide and promote standards for the restoration of vehicles.
- 4.5 To organise and arrange meetings with the sole purpose of promoting the Club and its activities
- 4.6 Providing a socially enriched environment that will be conducive to expanding the Club's membership base.
- 4.7 Providing technical support to the Club's members.
- 4.8 To set up a communication structure that can advise on social and other events of interest to the Club's members.
- 4.9 To promote road safety at all times.
- 4.10 To issue regular newsletters

5 MEMBERSHIP:

5.1 Application

Interested parties must complete an application form and pay the annual membership fee and once off registration fee and submit the duly completed application form and proof of payment to the club committee for approval. Should the application be successful, the candidate will be advised that his application was successful. The fee shall be refunded should the application be deemed unsuccessful.

5.2 Membership & Fees:

The committee shall determine the membership fee on an annual basis and such fees shall be payable at the beginning of each new financial year – which runs from January to December. Annual membership fee subscription will be discussed & finalized at each AGM, thereafter printed in following club newsletters.

News letters will not be posted to members who have not paid their yearly membership in full by the 1st March. Membership will be deemed cancelled in such cases.

New membership applications accompanied by full yearly membership fee plus the prescribed once off registration fee submitted on or after the 1st of October or at the current AGM will automatically carry over to the year following. Receipt of a membership card will be acknowledgment that respective member fees have been received and accepted by the committee for the period stipulated on the membership card.

5.3 Termination of Membership

Membership shall be terminated:

- At the death of a member
- By official resignation in writing
- By expulsion in accordance with this constitution
- By failure to pay the prescribed membership fee before the 1st of March of that year.

5.4 Honorary Membership

5.4.1 At the recommendation of a subcommittee, honorary memberships can be awarded by the Committee, at the AGM, to any member of the club, who rendered an outstanding service to the club over an extended period of ten (10) years or more.

5.4.2 Notice of such a recommendation shall be included in the agenda in writing and shall be submitted to the aforementioned committee for consideration.

5.4.3 The benefits of an honorary member include:

- Membership Fee redemption
- Invitation to attend as honorary guest at any national or branch social event.

6 FINANCIAL YEAR

The financial year of the club shall commence 1 January each year to 31 December.

7 PROTECTOR OF THE CONSTITUTION

The Chairman of the Committee would serve as the protector of the constitution.

8 ESTABLISHMENT OF A REGIONAL BRANCH & RESPONSIBILITIES TO THE MAIN CLUB.

- 8.1 Should specific interest or need for the establishment of a new regional branch arise, the Chairman or Secretary of the club will, upon receipt of a letter requesting same, including substantiating reasons, convene a meeting with the interested parties.
- 8.2 At this meeting the new regional branch chairman and committee will be nominated.
- 8.3 The committee should consist of at least three (3) with a maximum not exceeding eight (8) delegates.
- 8.4 The acceptance of a new regional branch by the club permits them the use of the club's name and insignia.
- 8.5 The regional branch shall pay an affiliation fee, at the discretion of the main committee, in respect to the number of regional members, to the main club.
- 8.6 All office bearers shall retain their posts until the next AGM. Should a vacancy occur during the year, the committee shall have the authority to elect a replacement.
- 8.7 All regional branch's respective members application forms to be copied in full to the membership secretary to facilitate accurate capture & record keeping of the official membership list against which the mailing list is reflected
- 8.8 Each regional branch will be expected to contribute to the newsletter & report on area events.

9 MEMBERS

- 9.1 A person who meets the following requirements is considered a member:
 - 9.1.1 Completed and signed a membership application form
 - 9.1.2 Accepted the Motor Sport South Africa indemnity on the reverse side of the application form
 - 9.1.3 Paid up his/ her membership fees and the prescribed once off registration fee.
 - 9.1.4 Been accepted by the committee, proof of membership shall be a current membership card.
 - 9.1.5 Only members of good standing shall be entitled to a vote at the AGM.
- 9.2 Members are entitled to place suggestions, complaints or any other matter of mutual interest on an agenda, which must be forwarded to the chairman in writing, giving full details for such a request 14 days before an AGM & 7 days before a committee meeting.

10 MEETINGS

- 10.1 The secretary or his/ her nominee shall notify the club members in writing of the AGM. A twenty-one (21) day notification shall be necessary for an AGM and a fourteen (14) day notification for any SGM. The number of days for notification shall be determined by the postage and or posting date of such notification.

- 10.2 Notification as contemplated in 10.1 above may be in writing mailed to members by normal mail, by email or by posting a notice on the Club's website and members will be notified of the posting on the website by way of cellular phone text message.
- 10.3 A SGM can be convened by the committee's decision or by way of a written request for such a meeting by at least one tenth (10%) of the club members. This written request shall be motivated with relevant reasons and submitted to the secretary.
- 10.4 All meetings shall be chaired by the Chairman, In the event of his absence, the Vice Chairman shall automatically take over this duty. Should it occur that the Vice Chairman is also unavailable, any constituent committee member may be nominated to act as chairman for that particular meeting, provided a quorum of membership is present.
- 10.5 For the AGM the agenda shall make provision for the perusal of the previous AGM minutes, financial report, the chairman's report and any other matters that need to be discussed.
- 10.6 The quorum for all meetings held by the club shall be one-tenth (10%) of membership. Should a quorum not be present at a meeting, the meeting shall be postponed one (1) week for the same time and venue. Members who are then present will be considered a quorum.
- 10.7 The chairman will have an ordinary, as well as a deciding vote regarding matters discussed during a committee meeting as well as at an AGM.
- 10.8 Only members referred to in paragraph 9 shall have a right to vote at meetings.
- 10.9 At all meetings the majority vote shall be binding.
- 10.10 Committee Meetings
 - 10.10.1 The committee shall meet monthly or as often as deemed necessary
 - 10.10.2 The quorum consists of one-half (50%) of the appointed committee members.
 - 10.10.3 Should a committee member fail to attend three (3) consecutive meetings without an acceptable apology, he automatically forfeits the right to serve on the committee. In such an event the committee has the right to appoint another club member in that person's position.
 - 10.10.4 Committee members residing further than 50 kilometers from committee meeting venue will be entitled to a fuel allowance as determined by the full committee.

11 ACTIVITIES AND RESPONSIBILITIES OF THE NATIONAL COMMITTEE

- 11.1 To formulate and execute the rules of the club
- 11.2 Control of the National club funds and spending
- 11.3 Award and control of honorary membership
- 11.4 To suspend any member who is guilty of misconduct temporarily or for life. In addition the committee can decide on the action to be taken against any individual member, who misbehaves and contravenes the rules of the club and in so doing jeopardizes the good name of the club. Refer Para 12.

12 DISCIPLINARY PROCEDURE

- 12.1 Such a member, refer Para 11.4 may be summonsed to appear before a disciplinary committee and shall be informed of the committees' decision.
- 12.2 Such a member has the right to appeal providing this is accepted in writing within seven (7) days of the committee's decision.

- 12.3 An appeal committee consisting of at least 15 responsive members shall consider the appeal.
- 12.4 The appeal committee's decision shall be final and no further correspondence shall be entered into.

13 REGIONAL BRANCH COMMITTEES DUTIES AND RESPONSIBILITIES

- 13.1 To renew or terminate membership (regional).
- 13.2 To control regional club spending
- 13.3 To arrange and convene regional meetings
- 13.4 To assist and defend the club in any court action, co-operating with the chairman of the committee in this regard.
- 13.5 To manage and control all regional branch matters as per the constitution.
- 13.6 The committee shall endeavour to control all necessary book and record keeping of the transactions executed by the regional branch.

14 NATIONAL COMMITTEE DUTIES AND RESPONSIBILITIES

14.1 DUTIES OF THE CHAIRMAN

1. To lead and manage the club in accordance with the constitution of the club.
2. To chair committee and annual general meetings.
3. Ensure that the committee members perform their duties in accordance with the constitution.
4. In consultation with the committee deal with member complaints, correspondence and general club issues.
5. Liaise with National bodies with regard to club management, e.g. SAMCA.
6. Liaise with website developers/ administration with regard to the Club website
7. Attend SAMCA and other meetings as when necessary.
8. Communicate with the committee and club members on club and relevant issues on a regular basis.
9. Responsible for Club public relations and primary contact with dealings/ discussions with Volvo Cars South Africa and their dealership network.
10. Perform regular updates of the Club website and overall responsible for the control of the website with regard to approval of registrations, content, advertisements etc.
11. Manage and maintain the Club's text message database and send out regular text messages to members on events and other relevant matters.
12. Signatory for approval of financial reports, quotations and Club expenditure.
13. Check and moderate the Club newsletter received from the Editor prior it going into print.
14. Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer, counterfoil of such transaction handed to or copied to the Treasurer
15. Responsible for the following events – Any Damn Wheels Day held in March of each year and the Spring Bring & Braai held in September of each year.
16. Actively promote the Club in order to retain & grow membership, sponsorships, advertising income.
17. Perform allocated National Saamtrek duties at the annual Saamtrek.
18. Approved Club Evaluator.

14.2 DUTIES OF THE VICE CHAIRMAN

1. Assist and advise the chairman with regard to club management issues.
2. Stand in as chairman in instances where the chairman is absent/ unable to manage the club.
3. Responsible for the organizing and arrangements necessary with regard to the AGM and National meeting of the club by co-opting committee and club members to assist with the arrangements and organizing.
4. To execute all reasonable requests as instructed by the committee.
5. Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer, counterfoil of such transaction handed to or copied to the Treasurer.
6. Insurance / indemnification satisfied for each Club event as and when necessary.
7. Custodian of the Club judging process and responsible to ensure that the judging arrangements for the annual concourse are in place and executed.
8. Responsible for the annual Breakfast run held in Parys each year.
9. Perform allocated National Saamtrek duties at the annual Saamtrek.
10. Approved Club Evaluator.
11. Moderate club correspondence as and when required in conjunction with the chairman and secretary.
12. Actively promote the club in order to retain and grow membership.

14.3 DUTIES OF THE MEMORABILIA COORDINATOR

1. Responsible for the management of the club regalia and memorabilia in accordance with accepted principles.
2. Generate ideas for a sales catalogue/ brochure for Club regalia
3. Identify suppliers and develop an ordering system for the ordering and distribution of items.
4. Develop/ propose a payment system whereby payments can be made via EFT at the point of sale.
5. Obtain quotations, determine final costing and a recommended selling price and submit for approval.
6. Ensure proper inventory management and sufficient stock levels of items for sale
7. Display and sell club regalia and memorabilia at large gatherings and events.
8. Submit an accurate and up to date stock report at each committee meeting and at the AGM.
9. Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer, counterfoil of such transaction handed to or copied to the Treasurer
10. Perform allocated National Saamtrek duties at the annual Saamtrek.
11. Appointed trophy master of the club & responsible for the management of the club's trophies by keeping an up to date register of the trophies, winners etc.
12. Ensure that the trophies are available at the prize giving dinner.
13. Responsible for the annual Vanderbijlpark President Hyper event and the annual Potchefstroom Car Show.
14. Execute any reasonable request on instruction from the committee.
15. Approved Club Evaluator.
16. Actively promote the club in order to retain and grow membership.

14.4 DUTIES OF THE AREA ASSISTANTS

- 14.4.1 To assist the committee with club matters in the areas in which they have been appointed.
- 14.4.2 To coordinate and arrange members to attend motor events in the area.
- 14.4.3 To submit regular reports on events and happenings in the area.
- 14.4.4 To act as coordinator and contact person of the club in the area.
- 14.4.5 To actively promote the club and encourage new members to join in the area
- 14.4.6 Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer.
- 14.4.7 Execute any reasonable request from the committee.
- 14.4.8 Approved Club Evaluator.
- 14.4.9 Actively promote the club in order to retain and grow membership.

14.5 DUTIES OF THE CLUB TREASURER

1. To be responsible for the recording of financial activities and book-keeping activities. The treasurer must avail these records to any committee member or any person appointed by the committee during a general meeting.
2. Access and perform approved transactions on the Club's bank account via internet banking and ensure the safeguarding of log on details.
3. Draw weekly bank statements on the Club's account and distribute to the chairman and membership administrator.
4. Compile a monthly income statement, cash flow statement and annual income statement for approval by the committee at committee meetings.
5. To ensure that all accounts are duly paid.
6. To submit to the general meeting all records regarding financial statements and bank balance sheets.
7. To submit a summary of the financial position of the club at committee meetings.
8. To compile an annual financial report for the financial year describing the financial status of club and submitting such documentation for approval and external auditing when necessary.
9. Signatory on financial reports and expenditure.
10. To deposit and control all club funds transactions into its banking account.
11. To execute all reasonable requests as instructed by the committee.
12. Notify membership secretary either via e-mail or fax of membership fees credited to the Club's account & in respective of member(s) name & /or member(s) membership number(s)
13. Compile, update and send out membership statements annually to all current members for renewal annually.
14. Follow up on outstanding payments from members in respect of memorabilia, Saamtrek purchases/ meals etc. To ensure that there are no outstanding moneys due to the Club.
15. Perform the allocated National Saamtrek duties at the annual Saamtrek.
16. Actively promote the club in order to retain and grow membership.

14.6 DUTIES OF THE MEMBERSHIP SECRETARY-ADMINISTRATOR

1. To receive, process and file all membership application forms and proof of payments.
2. Advise chairman of new members as and when membership has been processed.

3. Collect newsletters from printers, mail to members and ensure delivery of balance to Volvo Cars South Africa
4. Mail membership cards, membership information and follow up on new members.
5. Liaise on a weekly basis with the treasurer re payment and membership applications.
6. To deposit any membership monies received into club account & present secretary/ treasurer with proof of such transactions.
7. Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer, counterfoil of such transaction handed to or copied to the Treasurer
8. To maintain official membership list, having member's details in full and on request from chairman, present a current membership list for perusal at committee meetings.
9. Manage membership archives and maintain at least a 4 year history.
10. The official membership list must be available at AGM.
11. To contact each member at least once during the current year to confirm members details.
12. To execute all reasonable requests as instructed by the committee.
13. Ensure access control at identified events.
14. To forward list of regional members to respective area assistance. Once proof of payment against annual membership is satisfied by individual members or by area assistants, membership cards will be issued.
15. Perform allocated National Saamtrek duties at the annual Saamtrek.
16. Responsible for Angela's picnic which is held in April of each year.
17. Actively promote the club in order to retain and grow membership.

14.7 DUTIES OF THE EVENTS COORDINATOR

1. Responsible for coordinating, publishing and promoting of current listed events on a national basis by keeping the members informed of upcoming events.
2. Ensure that the club is informed of event details in terms of what is permitted/ not permitted.
3. Maintain and coordinate club event equipment in order to ensure that it is available for events and for set up by event owners.
4. Keep record of or ensure that record is kept of number of Volvo's per event for reporting purposes.
5. Ensure that the Club Website and newsletter Editor is kept up to date with upcoming events.
6. Responsible to obtain photos, details and a write up of events attended for the bi monthly newsletter, Club Facebook page and Website.
7. Liaise with current event organisers to secure dedicated parking for members attending the event.
8. Coordinate, assist and central Club contact for the arranging of the annual National Saamtrek.
9. Obtain quotes for the National Saamtrek and submit for approval and arrange that the required payments are made.
10. Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer, counterfoil of such transaction handed to or copied to the Treasurer
11. Perform the allocated National Saamtrek duties at the annual Saamtrek.
12. To perform all reasonable requests as instructed by the committee.

13. Responsible for the Volvo display at the annual Rand Show held in April of each year.

14. Actively promote the club in order to retain and grow membership.

14.8 DUTIES OF THE CLUB SECRETARY

14.8.1 To convene all committee and club meetings (AGM & SGM) in co-operation with the chairman and to notify the members of committee meetings and to ensure that an agenda is available.

14.8.2 The secretary is responsible to keep accurate minutes of all meetings of the club in co-operation with the chairman & to ensure that the minutes all meetings are distributed to the relevant parties.

14.8.3 The secretary shall be responsible for filing and keeping of all correspondence & minutes.

14.8.4 To place requests by members as described in paragraph 1 on the agenda.

14.8.5 To execute all reasonable requests as instructed by the committee.

14.8.6 Ensure that cash received on behalf of the club is receipted, accounted for and paid into the clubs bank account or handed over to the club treasurer, counterfoil of such transaction handed to or copied to the Treasurer

14.8.7 Perform allocated National Saamtrek duties at the annual Saamtrek.

14.8.8 Arrange for and send out condolences/ wreaths as and when required.

14.8.9 To execute all reasonable requests as instructed by the committee.

14.8.10 Actively promote the club in order to retain and grow membership.

14.9 DUTIES OF THE SAMCA REPRESENTATIVE

14.9.1 Attend monthly SAMCA meetings and SAMCA AGM on behalf of the club.

14.9.2 Raise any specific club issues at the SAMCA meeting on behalf of the club.

14.9.3 Ensure that the club receives their membership invoice and that it is submitted to the treasurer for payment.

14.9.4 Provide the committee with feedback on meetings on issues that may affect the club or its members.

14.9.5 Distribute SAMCA meeting minutes to the committee.

14.9.6 Perform allocated National Saamtrek duties and the annual Saamtrek.

14.9.7 To perform all reasonable requests on instruction from the committee.

14.9.8 Responsible for the annual Piston Ring Volvo day.

14.9.9 Actively promote the club in order to retain and grow membership.

15 INDEMNITY SAFEGUARD

Members shall be indemnified from any prosecution they have incurred during the execution of their duties regarding club matters, except when negligence or misconduct can be proved.

16 JUDICIAL MATTERS

In the event of a law suit regarding club matters, this club shall be represented by its Chairman. Should the committee deem it necessary, an additional judicial representative shall be obtained.

17 RULES OF CLUB MANAGEMENT.

Should it become apparent to the regional committee that the objectives or administration of the club could be improved the necessary changes could be ordained by the regional committee with the approval of the committee.

This should however not be incompatible with existing constitution. Such by-laws or rules shall be fully enforced after it has been approved at a Committee Meeting.

If necessary new by-laws or changes to the existing by-laws could be introduced which shall be fully in use until the next SGM which shall be convened for the specific purpose to enforce such amendments.

18 INTERPRETATION OF RULES

Should any ambiguity in terms of the interpretation of the rules with regard the constitution of the club arise, the committee's interpretation shall be binding.

19 PURCHASING OF GOODS AND SERVICES

The committee's approval shall be obtained for the purchasing of/or improvement to any equipment.

20 AMENDMENTS TO THE CONSTITUTION

At least two thirds (2/3) of club members present at the AGM should be in favour of any notion to change/ amend part or in total the constitution and that only after acceptance by the main committee may such change/ amendment come into force.

21 DISSOLUTION OF THE CLUB OR ANY OF ITS BRANCHES

At the dissolution of the club as a whole, the assets of the club shall be donated to an approved motor vehicle museum.

At the dissolution of any regional club of the club, the assets of the regional club shall be donated to the committee and shall be used to its best advantage.

**THUS DONE AND SIGNED AT JOHANNESBURG ON THIS ____DAY OF
_____ 2015.**

APPROVED:

CHAIRMAN

MEMBERSHIP SECRETARY