

Cape Reptile Club

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CONSTITUTION

1.0 Name of Club

- 1.1 The name of the club is the CAPE REPTILE CLUB (hereafter referred to as “the club”)

2.0 Aim

- 2.1 The Club aims to be an educational and conservational group of amateur and professional herpetologists who want to share their knowledge, enthusiasm and friendship with others who share their interests.

3.0 Objectives

- 3.1 To further the conservation of herpetofauna in South Africa.
- 3.2 To encourage conservation of wildlife in general and of herpetofauna in particular.
- 3.3 To educate the general public about South Africa's herpetofauna.
- 3.4 To educate those persons interested in keeping herpetofauna in captivity.
- 3.5 To encourage education and dissemination of scientific information through the facilities of the Club.
- 3.6 To achieve closer cooperation and understanding between amateur and professional herpetologists so that they may work together in the common cause of furthering science.
- 3.7 To assist any paid member of the club with permit matters, where applicable. Individuals must, however, apply for their own permits.
- 3.8 To participate and be part of herpetological projects that may take place in the Province.
- 3.9 To publish gathered information in club's newsletters.

4.0 General Prohibitions

- 4.1 The club shall be organized and operated for scientific, policy forming educational and various other purposes.

- 4.2 No part of the net earnings of the club shall or may under any circumstance benefit any Private shareholder or individual.
- 4.3 The club shall not be organized or operated for profit.
- 4.4 The club shall not:
 - 4.4.1 lend any part of its income or assets, without the receipt of adequate security and a reasonable rate of interest.
 - 4.4.2 pay any compensation, in excess of a reasonable allowance for salaries or compensation for personal services actually rendered.
 - 4.4.3 make any part of its services available on a preferential basis.
 - 4.4.4 make any purchase of securities or any other property for more than adequate consideration in money or money's worth from the club.
 - 4.4.5 sell any securities or other properties for less than adequate consideration in money or moneys worth.
 - 4.4.6 engage in any other transactions which result in a substantial diversion of its income or assets without one third present and two thirds in favor at a pre arranged meeting.

5.0 Distribution on Dissolution

- 5.1 Upon dissolution of the club, the committee shall distribute the assets and accrued income to one or more organizations as determined by the committee, which organization or organizations shall meet the limitations prescribed in sections 4, immediately preceding.

6.0 Club Year

- 6.1 The club year shall run from the 1st day in April to the 31st day of March.

7.0 Membership

- 7.1 The membership shall consist of ordinary members, correspondence members and honorary members.
 - 7.1.1 Ordinary Members
 - 7.1.1.1 Paid up senior member, junior member, family members and institution members shall be entitled to one vote, excluding junior members, at general meetings
 - 7.1.1.1.1 Senior Member
 - 7.1.1.1.1.1 Any member of the club eighteen (18) years and older
 - 7.1.1.1.2 Junior Member
 - 7.1.1.1.2.1 Any member of the club (eighteen (18) years or) younger.

7.1.1.1.3 Family Member

7.1.1.1.3.1 Any family of the club consisting of an adults and children.

7.1.1.1.4 Institution member

7.1.1.1.4.1 Any member that joins the club on behalf of an institution and who is older than eighteen (18) years.

7.1.2 Correspondence members

7.1.2.1 Any member that subscribes to the club's publications and newsletters, shall not be entitled to a vote at general meetings

7.1.3 Honorary Members

7.1.3.1 The committee shall have the power to invite suitable persons to become honorary members for a period at the discretion of the committee. Honorary members are exempt from subscription fees and have no voting rights. They may make recommendations to the committee.

7.2 Membership shall be open to all persons who shall make formal application (See appendix B) to the Membership Secretary and pay the prescribed dues.

7.3 The committee shall have the right to refuse any new member for cause and without prior notice. The decision of the committee shall be final and the committee shall give reasons for declining the application for membership if asked.

7.4 Membership fees shall be payable by the 31st of March each year. Applications received after the 1st day of October shall be half the annual subscription fees. The Committee shall set fees as is necessary.

7.5 Membership fees will be revised annually at the annual general meeting and published as appendix A of the club's constitution.

8.0 Termination Membership (Expulsion of members)

8.1 The committee shall have the right to terminate the membership of an existing member for cause and without prior notice. The decision of the committee shall be final and the committee shall give reasons for the termination for membership if requested. The termination of the membership will be done in writing. Main causes would be:

8.1.1 Breach of the constitution of the club.

8.1.2 Any member who, in the opinion of the committee, has behaved in any manner detrimental to the good name of the club.

8.1.3 Failure to pay subscription fees before the 31st of March each year. The committee shall be entitled to deprive a member of membership.

- 8.2 No pro-rata refunding will be made of money already paid with the termination of membership.
- 8.3 Any member whose name has been removed from the membership roll shall have the right to appeal at the next general meeting, provided that twenty-eight (28) days notice of such an appeal shall be given to the secretary in writing. The decision of the general meeting shall be binding.
- 8.4 Any member who contravenes the Cape Nature Conservation Board legislation will be liable for prosecution by Cape Nature Conservation irrespective of any disciplinary action by the club.

9.0 The Committee

- 9.1 The committee of the club shall be of two kinds: elective and appointive committee members.
 - 9.1.1 The elected committee member shall be Chairperson, Vice Chairperson, Secretary, Membership Secretary and Treasurer.
 - 9.1.2 The appointed committee member shall include a Newsletter Editor, Marketing Chairperson, Legal Advisor, Librarian and Web Master to be determined by the Committee.
- 9.2 The committee shall be duly elected at the annual general meeting of the club. Elections shall be by secret ballot if requested by any member, otherwise by open ballot. Each nomination needs to be seconded.
- 9.3 Individual committee member may hold more than one but no one individual committee member can exercise more than one vote.
- 9.4 The terms of office for all elected officers shall be for one year.

10.0 Duties of the committee

- 10.1 The committee shall direct and manage all the affairs of the club. The annual general meeting of the club shall be within three months of the close of the club year. The committee shall decide on a suitable venue. All members to be notified at least fourteen days before the meeting.
- 10.2 The duties of the elected committee members shall be as follows:
 - 10.2.1 The *Chairperson* shall preside at meetings of the club, shall be nominal head of the club, shall rule on questions of procedures that may arise, shall appoint standing and ad hoc committees at his or her discretion.
 - 10.2.2 The *Vice-Chairperson* shall fulfill duties of the Chairperson when the latter is absent and shall also assume the presidency should that office become vacant during a term.
 - 10.2.3 The *Secretary* shall maintain the records of the club, shall notify the membership of the Society of pertinent business, shall be responsible for all general correspondence of the club and shall take and later distribute minutes of each club meeting to committee members, present or not.

- 10.2.4 The *Membership Secretary* shall maintain the membership records of the club, shall keep the official record of the club's membership, shall cause to be distributed to the current members a membership roster at least once a year, and shall provide the newsletter editor(s) with any changes in the membership via membership mailing labels. He/she shall ensure that all the members have laminated membership cards.
- 10.2.5 The *Treasurer* shall keep current records and accounts of the club including all monies received and disbursed, shall collect the annual dues and maintain the current record of membership dues collected and owed, and shall be responsible for all financial reports required by the business of the club.
- 10.2.5.1 The treasurer will deposit all money received, into the club's bank account.
- 10.2.5.2 Two executive committee member signatures will be required for any withdrawals.
- 10.2.5.3 An auditor will be appointed when the balance of the account is ten thousand rands (R 10 000.00) or higher.
- 10.2.5.4 Raising of funds may take place when necessary to support the aims of the club.
- 10.3 The *Members at Large* shall serve as members of the committee and shall perform other duties at the discretion of the chairperson.
- 10.4 All records and implements of office shall be turned over by any officer to his or her successor immediately subsequent to the latter's assumption of the office.
- 10.5 The duties of the appointed committee members shall be as follows:
- 10.5.1 The *Newsletter Editor* of the club newsletter shall be responsible for all phases of its publication. Inasmuch as the newsletter is the principle mechanism for written communication to the membership, the Editor is obligated to publish all communications of the club on a first priority basis, and to include, as space permits, other items consonant with the stated objectives of the club. He/She shall report annually to the committee to whom he/she is ultimately responsible.
- 10.5.2 The *Marketing Chairperson* shall be the representative of the club, acting as a spokesperson between the club and shopping centers, schools, libraries, nature centers, etc., for the purpose of doing shows and/or demonstrations by the club. He/She shall keep in touch via announcements and letters with television and radio stations for the purpose of publicizing and informing the general public about the club. He/She shall coordinate the distribution of hand out flyers to the community at veterinarians' offices, pet shops, libraries, schools, etc. He/She shall also organize guest speakers at general meetings.
- He/She shall be responsible for the organizing and coordinating of the club's shows, presentations and demonstrations. He/She shall contact the show's sponsor, informing him/her of our insurance, and guidelines as well as procedures regarding the location, number of participants, animals involved, and all the details regarding requirements necessary to

organize a successful show such as booths, tables, chairs, electrical outlets, insurance, cords, availability of water, etc. He/She shall provide all participants of shows with the club's guidelines for said show and any information deemed necessary for the success of a show.

- 10.5.3 The *Librarian* shall be responsible for the storage, upkeep, organization of and records of all materials that belong to the club's library, such as the following: herpetologically related articles, periodicals, newsletters, books, slides, care sheets, over-heads, photographs, videos and any educational or scientific materials concerning reptiles and/or amphibians. He/She shall also make such materials available to the club for checkout upon request, keeping records as to which materials have been checked out, by whom and when they are due. The Librarian shall also follow up if such materials, which have not been returned to the library after appropriate notice has been given. The Librarian shall also actively source information and material for the club's archives.
- 10.5.4 The *Webmaster* manages the website domain and ensures that he/she keeps it updated with the club's information, such as the following: the club's constitution, the club's newsletters, herpetologically related articles, photographs, Nature Conservation guidelines on permits etc, free advertising for club members, links to other herpetological sites and any educational or scientific materials concerning reptiles and/or amphibians.
- 10.5.5 The *Legal Advisor* shall take care of all the legal correspondence leaving the club. This correspondence needs to be approved by two-thirds of the committee members present. He/she will ensure that the secretary gets a copy, for filing, of the approved correspondence for any future reference. He/she shall be responsible for the maintenance of the clubs constitution.

11.0 Meetings

11.1 Club Meetings

- 11.1.1 The club shall hold five general meetings annually at a time and place set by the committee and documented in appendix A.
- 11.1.2 The membership shall be informed in writing of the time and place of the general meeting not later than two week prior to the opening of the meeting.
- 11.1.3 Two-thirds of the membership present shall constitute a quorum of the club at any meeting.

11.2 Committee Meetings

- 11.2.1 The committee shall meet at least once a month.
- 11.2.2 Any meetings of the committee shall be open to attendance by interested members of the club, on invitation by the chairperson.
- 11.2.3 Seven Members of the committee shall constitute a quorum.

- 11.2.4 A two-thirds majority of those present and voting shall be necessary to pass any motion.
- 11.2.5 Special meeting of the committee may be called by the Chairperson or by a majority of the committee.
- 11.3 Annual General Meetings
 - 11.3.1 The club shall hold one annual general meeting annually at a time and place set by the committee and documented in appendix A.
 - 11.3.2 The membership shall be informed in writing of the time and place of the annual general meeting not later than thirty (30) days prior to the opening of the meeting.
 - 11.3.3 Two-thirds of the membership present shall constitute a quorum of the club at any meeting.
 - 11.3.4 Special meetings may be called by vote of a majority of the committee members, or on petition of two-thirds of the membership. The time and place of such special meetings must be announced to the membership in writing at least two week prior to the meeting.
 - 11.3.5 Club meetings dates will be revised annually at the annual general meeting and published as part of appendix A of the clubs constitution. A change in dates may be documented by vote of a majority of the committee members, or on petition of a quorum of the membership. The change in date will be published in the newsletters.
 - 11.3.6 Feedback will be provided by the Chairperson and committee on the past years accomplishments, club status, membership base etc.

12.0 Changes to the constitution

- 12.1 Amendments may be proposed by the committee and/or by petition to the Secretary by ten or more members of the club.
- 12.2 Proposed amendments must be submitted in writing to the Secretary.
- 12.3 To be valid, the marked ballots shall be returned to the Secretary within a three-week period of the date printed on the ballot.
- 12.4 To be approved, an amendment must receive a positive vote by two-thirds of those voting.
- 12.5 Any adopted amendments shall become an integral part of the constitution and the Secretary shall be instructed to add them to copies of the constitution and to distribute the amended constitution to all the members of the club.
- 12.6 In the event of doubt as to the meaning or interpretation of the constitution, the committee shall be the final arbiter and its decision shall be binding upon its members.

13.0 General

- 13.1 Members must apply for permits privately. Guidelines will be provided from committee members.
- 13.2 The club expects all members to maintain their herpetofauna in terms of:
 - 13.2.1 Guidelines, as per nature conservation, for enclosures and security
 - 13.2.2 Maintenance of permits as requested by law.
- 13.3 The members accept the rules and regulations, as mentioned in this constitution, by signing appendix C and by paying membership fees.
- 13.4 It is the responsibility of every member to keep the club up to date of any change of address or telephone numbers.
- 13.5 Every outing or activity in which a member participates is in a voluntary capacity and at his/her own risk and the club cannot be held responsible for injuries, loss of any articles, equipment, limbs or the death of anyone.
- 13.6 Every member is responsible for his/her own activities. The club cannot be held responsible for misconduct or activities of its members.

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Proposed Constitution Draft 1	:	2002/07/30 (M Witberg)
Proposed Constitution Draft 2	:	2002/09/27 (M Witberg)
Constitution Version 1.0	:	2002/11/01 (M Witberg)
Proposed Constitution Draft Version 1.1	:	2003/02/06 (M Witberg)
Proposed Constitution Draft Version 1.2	:	2003/04/25 (M Witberg)
Proposed Constitution Draft Version 1.3	:	2003/05/09 (M Witberg)
Constitution Version 2.0	:	2003/05/26 (M Witberg)

CAPE REPTILE CLUB

APPENDIX A OF THE CONSTITUTION

1.0 Subscription fees (rands per annum)

#	Membership	Fees
1	Senior Membership	R 125.00
2	Junior Membership (Under 18)	R 50.00
3	Family Membership	R 200.00
4	Institution Membership	R 100.00
5	Correspondence Membership	R 50.00

2.0 Meetings

#	Meeting	Date
1	General Meeting	2003/05/30
2	General Meeting	2003/07/25
3	General Meeting	2003/09/26
4	General Meeting	2003/11/28
5	General Meeting	2004/01/30
6	Annual General Meeting	To be announced

3.0 Interim Committee

#	Committee Member	Tel #
1	Pierre Joubert (Chairperson)	084 556 2007
2	Margo Wilke (Vice Chairperson)	082 480 5077
3	Marcel Witberg (Secretary)	082 784 7314
4	Chris De Koker (Membership Secretary)	082 323 6453
5	Deon Van Zyl (Treasurer)	083 444 6983
6	Tracy Dawson (Marketing Chairperson)	082 414 8292
7	Gary Fryer (News Letter Editor)	082 639 4310
8	Francois Lourens (Librarian)	073 166 1368
9	Alan Levin (WebMaster)	082 600 8181
10	Zirk Mackay (Legal Advisor)	082 468 0371

CAPE REPTILE CLUB

APPENDIX B OF THE CONSTITUTION

I _____ (I/D _____)

accept the rules and regulations, as mentioned in this club and constitution, and by paying my membership fees.

Membership

Senior member Junior Member Institution Member
Family Member Correspondence Member:

Signed at _____ on this _____ day of _____ (20)

Signature of applicant

Parent if under 18

Witness

Chairperson

Additional Information

Address : _____

Postal Code : _____

Phone (Home) : _____

Phone (Work) : _____

Phone (Cell) : _____

Fax : _____

Email : _____