

# CONSTITUTION of TokaiMTB

## 1. NAME OF ASSOCIATION

The name of the Association (hereinafter referred to as the "Association") shall be the name, TokaiMTB and will affiliate to AMARIDER NPC.

## 2. AIMS AND OBJECTIVES

The aims and objectives of the Association will be:

To promote and manage mountain bike trail access within Tokai forest and surrounds.

## 3. MEMBERSHIP (Club, if any)

Membership of the Association shall be open to all persons paying the prescribed subscription and abiding by the aims and objectives of the Association. Membership fees will be set annually.

All members will be subject to the regulations of the constitution and by joining the Association, will be deemed to accept these regulations and codes of practice.

## 4. MANAGEMENT

The management of the Association shall rest in an Executive Committee comprising no less than:

- Chairman,
- Vice-chairman,
- Secretary
- Treasurer

(The Secretary and Treasurer can be a combined position.)

The Executive Committee shall meet as often as necessary but at least once every three months. The quorum shall be at least 40% of those entitled to attend.

The executive shall conduct all the affairs of the Association subject to ratification by a General Meeting, a Special General Meeting or an Annual General Meeting.

At least once during the year, and apart from the Annual General Meeting, a General Meeting shall be held to which the full membership shall be invited to attend. A General Meeting shall have complete control over the Association's activities. The quorum for a General Meeting shall be 50% plus 1.

## 5. FINANCE

All funds of the Association shall be banked in an account held in the name of the Association.

The Association can defer its financial management to any audited body it is affiliated to.

The Association treasurer will be responsible for the finance of the Association.

The financial year of the Association will end on: 31 March

Any one of the chairman, vice-chairman, secretary plus the treasurer shall sign the relevant documents.

A statement of annual accounts will be presented by the Treasurer at the AGM.

## 6. GENERAL

The Association shall, at its discretion, affiliate to any other body.

In the event of dissolution, all the Association's assets shall be donated to any one of the bodies to which it may be affiliated, or to an Association whose interests are not dissimilar.

Nothing in this constitution may be amended without the consent of two-thirds majority members present, and voting at a Special General Meeting or an Annual General Meeting.

Additions and amendments to the constitution may be made by a simple majority.

**i. Meetings of the Association**

The Annual General Meeting shall be held in February of each year. The date and time of the AGM shall be notified to each member 21 days in advance of the meeting.

A meeting of the Executive Committee shall be called at any time and shall meet at agreed periods when all members shall have full voting rights.

**ii. Changes to constitution**

The rules of the Association may be amended or revoked by a resolution of a two-thirds majority of the members present at the Special General Meeting or Annual General Meeting.

**iii. Dissolution**

The Association shall be dissolved upon a resolution to that effect passed by a two-thirds majority (or as agreed) of those paid-up members present and voting at an Association AGM. Following this resolution the trustees of the Association shall take appropriate action to convert into money all the property of the Association to discharge all debts and liabilities of the Association. The use of remaining finances should be indicated (for example donated to recognized charity or distributed amongst all full members).

**7. DISCIPLINE AND APPEALS**

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged.

The committee has the power to take appropriate disciplinary action.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint.

There will be the right to appeal to the Executive Committee. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

**8. DECLARATION**

TOKAIMTB hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

NAME: Mark Smith  
POSITION: Treasurer & safety portfolio

SIGNED:



NAME: Deon de Villiers  
POSITION: TMNP Liaison

SIGNED:



NAME: Tim Price  
POSITION: Chairman & legal portfolio

SIGNED:



DATE: 18 February, 2017

## GLOSSARY

- **Associate members:** members who are linked to the Association in some way.
- **Executive committee:** committee.
- **Honorary members:** members who do not pay membership fees.
- **Subscriptions:** money paid in order to belong to the Association.
- **Quorum:** the minimum number of people who have to be present at a meeting.