

**CONSTITUTION**  
**OF THE**  
**HERMANUS HISTORY SOCIETY**

**1. NAME**

The name of the Society shall be “The Hermanus History Society”, hereafter referred to as “the Society.”

**2. GEOGRAPHICAL AREA**

The area of concern shall be Greater Hermanus from Voelklip to Fisherhaven.

**3. AIMS**

The aims of the Society are:

- 3.1 To bring the history of Hermanus alive to residents and visitors.
- 3.2 To create an awareness of history among the people in the Hermanus area and those whose ancestors lived in this area.
- 3.3 To encourage the collection and preservation of historical resources
- 3.4 To be a forum for the sharing of historical information through exhibitions, preservation of historical sites, the use of invited speakers, outings to useful family historical sites and through sharing historical information collected by or involving members themselves.
- 3.5 To assist in the identifying and preservation of historical documents of interest, and to enable easier access to these documents for members, as well as the general public.

- 3.6 To liaise with the Heritage and Aesthetics Committee, the Old Harbour Museum and other bodies interested in the history of Hermanus.

#### **4. ASSOCIATION STRUCTURE AND MEMBERSHIP**

- 4.1 The Society shall be a voluntary association.
- 4.2 Membership shall be open to all who are interested in furthering the aims of the Society.
- 4.3 Members may be “local members” (members who live within area between Voëlklip and Fisherhaven or “country members” (members living too far away from Hermanus to attend regular meetings but who are interested in furthering the aims of the Society and would like to be kept informed of the Society’s activities).

#### **5. COMMITTEE**

- 5.1 The Committee shall carry out the day-to-day running of the Society.
- 5.2 The Committee/office bearers shall consist of a Chairperson, a Secretary and a Treasurer.
- 5.3 The committee has the right to co-opt additional members to assist with smooth running of the society.
- 5.4 The Committee shall be elected at the Annual General Meeting held at the beginning of each year and will serve until the conclusion of the next Annual General Meeting.

5.5 A vacancy occurring on the Committee may be filled either by the co-option of a member of the Society by the remainder of the committee, or through an election at an Extraordinary General Meeting.

## **6. ANNUAL GENERAL MEETING**

6.1 The Annual General Meeting of the Society shall be held at the beginning of each year but not later than the 31<sup>st</sup> of March in each calendar year.

6.2 Notice of the Annual General Meeting shall be given by mail/or email to all members at least three weeks before the date of the Annual General Meeting .

6.3 A quorum of at least one quarter of the members is required to be present at the Annual General Meeting, as well as at any Extraordinary or Special General Meeting.

6.4 If a quorum of members is not present at the Annual General Meeting, the meeting (AGM) shall be reconvened within three weeks and at such meeting the members attending shall constitute a quorum.

6.5 A Special General Meeting may be called at the written request of one third of the members of the Society.

6.6 At the Annual General Meeting the following business shall be transacted:

6.6.1 The minutes of the previous Annual General Meeting and any Extraordinary or Special General Meetings since the previous Annual General Meeting are to be read/circulated and accepted.

6.6.2 The audited accounts for the previous year are to be presented and tabled for approval.

6.6.3 A report on the activities of the Society during the previous year is to be presented by the Chairperson and accepted by the meeting.

6.6.4 The annual subscriptions for following year are to be proposed and accepted.

The annual subscriptions are to be proposed by the outgoing Committee and approved.

6.6.5 A Chairman, a Secretary and a Treasurer plus 2 members will be elected at the Annual General Meeting. Any other business, of which notice at least three weeks before the AGM.

## **7. ELECTION OF OFFICE BEARERS**

7.1 Nominations for the Chairman, Secretary and Treasurer must be received three weeks before the Annual General Meeting. The existing Committee members are eligible to stand for re-election for a maximum of five consecutive years. The names of those nominated shall be circulated to all members three weeks before the meeting.

7.2 Postal votes (via mail or email) from members who are unable to attend the meeting and whose subscriptions are up-to-date shall be accepted up to twenty-four hours before the meeting. A simple majority of postal votes and the votes of those present at the meeting shall determine the successful candidates for Committee.

## **8. FINANCES**

- 8.1 An annual subscription shall be levied on the members of the Society for the running expenses of the Society.
- 8.2 The amount of this subscription shall be proposed by the outgoing Committee and presented to the Annual General Meeting for approval.
- 8.3 A differential subscription may be levied on local and country members.
- The subscriptions to the Society will be used for administrative costs and other activities of the Society as determined from time to time by the Committee and/or members. With the approval of the Committee this may include the purchase of research material that shall be made available to all paid-up members.
- 8.4 Following approval by the Committee additional funding may be sought from public and private bodies and private individuals to further the aims of the Society. Any profits of the Society shall not be distributed to members, but must be utilised for furthering the aims of the Society.
- 8.5 The collection and secure management of subscriptions is the responsibility of the Committee.
- 8.6 Financial accounts shall be presented at every Annual General Meeting for approval.
- 8.6 Audited financial accounts shall be presented at every Annual General Meeting for approval.

## **9. MEETINGS**

- 9.1 The frequency of regular meetings of the Society shall take place at the discretion of the Committee and members.  
Bi-monthly Meetings may consist of:
- 9.2 A presentation by an invited speaker or a member.  
An opportunity to share successes, questions or problems related to activities of the Society.
- 9.3 Outings to places of historical interest in the area between Fisherhaven and Voëlklip and other presentation considered acceptable to the members.

## **10. DISCIPLINARY MEASURES**

- 10.1 The Committee may suspend membership of individuals who bring the Society into disrepute. Such suspension must be presented at, and approved of by, the Annual General Meeting.
- 10.2 Members who do not pay their subscription within the year of membership and who have received at least two reminders to pay the subscription are considered to have become lapsed members and will no longer receive notification of the Society's activities nor be entitled to attend meetings.

## **11. RECORDS AND ACCOUNTING**

- 11.1 The Committee shall keep proper records and books of account of the affairs of the Society, including a register of members.
- 11.2 The Committee shall cause the books of account to be audited annually by an auditor who may be a member of the Society, but shall not be a member of the Committee.

- 11.3 The Committee shall operate a Society banking account with such bank or banks as the Committee may decide. All cheques drawn on account of the Society shall be signed by at least two Committee members in accordance with such signing procedures as the Committee and the banks may from time to time require.

## **12. DISSOLUTION**

- 12.1 The Society may be dissolved, or merged with another society with similar purposes and objectives, in each case only by a resolution passed by not less than two thirds of members present at a duly constituted general meeting of members; or
- 12.2 on an application to a South African court of law with jurisdiction, by any member on the grounds that the Society has become dormant or is unable to fulfil its purposes and objectives.
- 12.3 In the event of dissolution of the Society, the assets of the Society shall be realised by a liquidator appointed by the Annual General Meeting or the Court, as the case may be, and the proceeds shall be donated to such society having similar objects to this Society as the meeting or court may decide.

## **13. INDEMNITY**

- 13.1 Subject to the provisions of any relevant clause, members of the Committee and other office bearers shall be indemnified by the Society for all acts done by them in good faith on its behalf. It shall be the duty of the Society to pay all costs and expenses which any person incurs or becomes liable for as a result of any contract entered into, with the Committee's approval, or any act done by him or her, in his or her said capacity, in the discharge, in good faith, of his

or her duties on behalf of the Society.

- 13.2 Subject to the provisions of any relevant clause, no member of the Committee and/or other office bearer of the Society shall be liable for the acts, neglects or defaults of any other member or office bearer, or for any loss, damage or expense suffered by the Society, which occurs in the execution of the duties of his or her office, unless it arises as a result of his or her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

#### **14. LANGUAGE**

- 14.1 The society accepts that language should respect the cultural heritage of its members. For practical purposes English and Afrikaans will be the language for correspondence and for dealing with society matters.

- 14.1 If there is a dispute about Afrikaans or English text, the English text will be accepted as correct.

#### **15. DATE OF COMING INTO FORCE**

The date the constitution shall come into force at the date set out on the date of approval by a meeting of members and signing hereof by the Chairman and Secretary of the Hermanus History Society.

Chairperson .....Secretary .....

Date .....