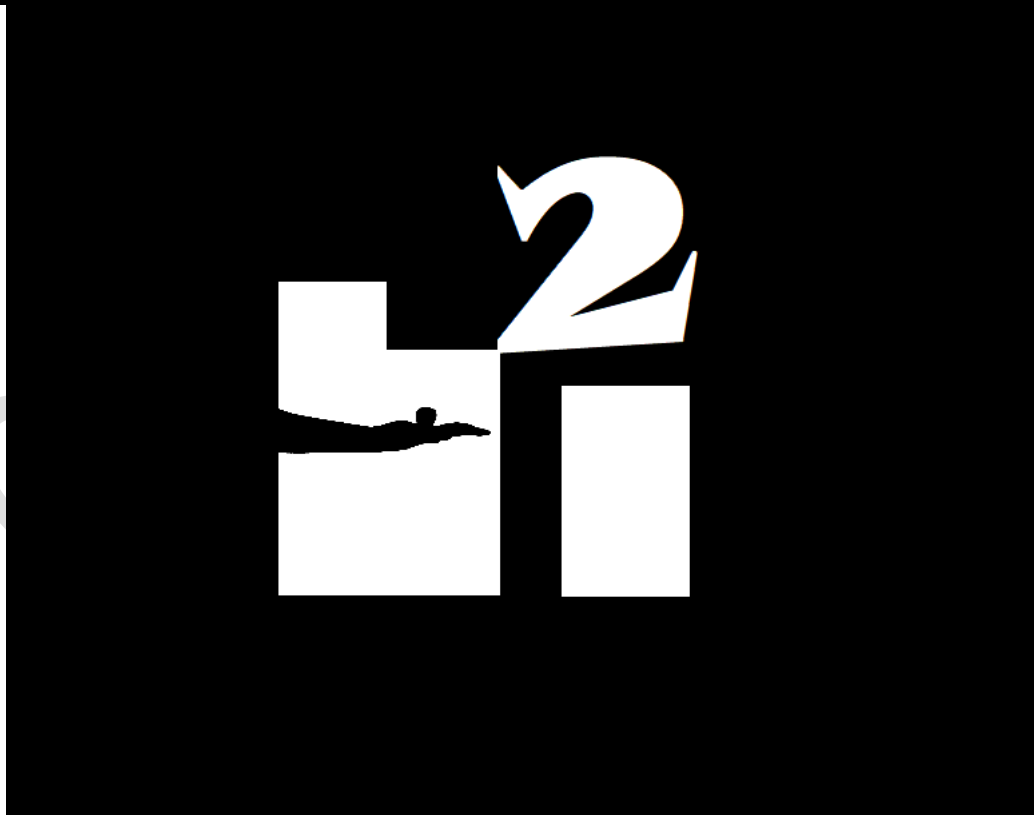




GAUTENG T² TABLE TENNIS CLUB CONSTITUTION



Initialed by: Chairperson: _____ Deputy Chairperson: _____ Secretary: _____ Treasurer: _____

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1) NAME & AFFILIATION

1. The name of this sports club is “Gauteng T² Table Tennis Club” and is established in the Republic of South Africa.
2. Hereinafter shall be referenced or referred to with the name “T²”.
3. T² shall, within reason, become affiliated with the Gauteng Central Table Tennis Association (G.C.T.T.A), and by extension, become affiliated with the Gauteng Table Tennis Board (G.T.T.B.), and by extension, become affiliated with the South African Table Tennis Board (S.A.T.T.B), and by further extension, become affiliated with the International Table Tennis Federation (I.T.T.F).

2) EMBLEM AND COLOURS

1. The emblem of T² shall be a square shaped Monochrome lettering of the letter ‘T’ and the number ‘2’. There is further an optional symbolic silhouette of a table tennis service presentation of the ball, to emphasize the club’s primary interest of serving the best interests of the sport of Table Tennis.
2. The Official Club Kit or attire of T² shall be Black/Grey Trackpants/Shorts/Skirts and Black/Grey T-Shirts (collared or uncollared), with minimal optional white accents or logo branding.
3. Variations of the Emblem or the use thereof may only be employed with the approval of the Executive Committee of T².

3) OBJECTIVE

1. T² shall to the best of its ability at all times endeavour to promote and develop Table Tennis throughout it’s area of influence, in a transformational and inclusive manner in order to give equitable access to the sport of table tennis to all persons residing in the area of influence.
2. To raise funds and generate income and to utilize resulting income to subsidize the maintenance, upkeep, and expansion of facilities for use by its members, and to fulfill the purposes of the club and operate in a non-profit manner and with an altruistic or philanthropic intent.
3. To promote, market and further the sport of table tennis throughout our area of influence, especially amongst the youth, whilst being transparent to it’s members about all aspects of the management and funds of the club.

4) PURPOSE

1. To be transparent to its members in terms of its finances and objectives.
2. With exception to non-paying members, or members whose membership is in disrepute - to promote and encourage inclusion irrespective of club member’s gender, race, colour, creed, religion, politics, financial statuses, or other grounds. There would however be the expectation to categorize members based on age, gender, skill level, and other grounds – all of which will be evaluated by formal records.
3. To help develop sportsmanship and responsibility amongst club members.
4. To provide table tennis instruction and coaching to club members.
5. To provide table tennis officiating (umpiring or refereeing) instruction and coaching to club members.

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6. To provide the opportunity for league and tournament level competition.
7. To host and incentivize guests who have extraordinary experience, influence, or expertise in their respective field(s).
8. To designate and/or sponsor representation at international or domestic table tennis tournaments.
9. To own property and other possessions, and/or secure assets and or consumables for use or resale, or make investments to further its objectives or for it's funding.
10. No resources will be used, directly or indirectly, to support advance or oppose any political party.
11. No activity will directly or indirectly promote the economic self-interest of any fiduciary or employee of T² other than by way of reasonable remuneration, unless approved as a common interest of the Club Executive.
12. The funds of the T² will be used solely for the objects for which it was established.
13. No remuneration will be paid to any employee, office bearer, member, or other person, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered and has not and will not economically benefit any person in a manner which is not consistent with its objectives and purposes.
14. The financial transactions of T² shall primarily be conducted by means of a banking account, the only other means would be cash transactions provided that there is an accurate written record or log of such cash transactions.
15. The financial year of the organization ends on 30th November each year.
16. To promote, market and further sports throughout our area of influence. Especially sports very similar to table tennis, Example TTX or Teqball.
17. To encourage or incentivize people, businesses, or other organizations in contributing towards the purposes and objectives of T².
18. To apply for Income Tax Exemption in terms of a Public Benefit Organization Act as per the Income Tax Act (ITA), Section 10(1)(cO) read with Section 30A.
19. No donation will be accepted which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of section 18A of ITA: Provided that a donor (other than a donor which is an approved public benefit organisation or an institution, board or body which is exempt from tax in terms of section 10(1)(cA)(i) of the act, which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.
20. To exist in its own right, separately from its officers and/or members.
21. To be able to sue and be sued in its own name.

5) SCOPE

1. These concepts, rules and by-laws so incorporating the constitution shall apply without exception to all club members, while participating in any activity relating to, sponsored by, or representing T² in any way, whether at home or away.

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2. Applicable concepts, rules and by-laws shall also apply to prospective members, guests, and visitors when at T² venues, facilities or using T² equipment or assets.

6) ORGANIZATION

1. Active members of T², elected and accepting or, appointed and accepting, the duties of the following positions are considered officers of T²:
 - a. Chairperson
 - b. Deputy Chairperson
 - c. Secretary
 - d. Treasurer
2. These officers take on the power and authority that it believes it needs to, to be able to achieve the objectives of the organization.
3. These officers are to be elected annually by a majority vote of all eligible and entitled voting members at the annual meeting of the club, and they shall hold office until the next annual meeting, or until their successors are elected and qualified.
4. Election/appointment of officers shall be for a one-year term at the annual general membership meeting.
5. Elections may be held in person or virtually via electronic voting forms over a prescribed period of time. All candidates must be nominated, seconded, and approved by majority vote of those current members entitled to vote. The results of such vote, shall be completely transparent where all the identities of the candidates, nominees, nominators, and votes are published to all members of T².
6. Sub-committees may be appointed and formed by the Executive Committee to further and fulfill the purpose, objectives, and interests of T².
7. Other officers may be elected or appointed by the Executive Committee to further and fulfill the purpose, objectives, and interests of T².
8. T² may not give any of its money or property to its officers or members. The only time it can do this is when it pays for work that an officer/member has done for T² or as an incentive or reward that a member has performed within T². The payment must be a reasonable amount for the work that has been done, or the accomplishment of the officer/member, limited to the market value of such service.
9. Officers and members are responsible for the upkeep of their copy and familiarity with this constitution.
10. Resignation/termination of office shall be so indicated in writing to the Secretary and Chairperson. In the event of the resignation/termination of office by the Chairperson, the Deputy Chairperson will automatically become Chairperson, and will continue to hold this office until the normal term of the Chairperson is terminated. Upon resignation of office, the resignee/terminee will, within seven days of resignation/termination, turn over to the Secretary and Chairperson, all correspondence and other materials pertaining to T².
11. In the event of the death, abscondment, or grave laxness of officers, the remaining officers may nominate any existing member to fulfill the role on an acting basis.

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12. Officers of T² shall not be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the officer is performing functions for or on behalf of T².
13. T² shall continue to exist even when its membership changes and there are different officers.
14. Members or office bearers of T² do not have rights over things that belong to T².
15. Members or office-bearers are not liable for any of the obligations and liabilities of T² solely by virtue of their status as members or office-bearers of T².

7) OFFICERS

1. Officers in T² shall be those persons accepting fiduciary responsibility for T² and shall be empowered with executive powers and decisions relating to T².
2. Officers of T² may not be connected persons to each other, nor relatives within the third degree of consanguinity.
3. Officers of T² shall only eligible for office if they have been members of T² for at least Ninety-Two (92) days prior to being nominated and elected for office.
4. Only those members who have paid at least 30% of their Membership Fees for the next annual cycle may be considered as eligible for office and for voting privileges at the AGM.
5. Members who wish to be nominated for office shall be required to submit a police clearance certificate as per Children's Act 38 of 2005, Chapter 7, Section 123. The clearance certificate may not be older than 5 years. If the clearance certificate is older than a year, then an affidavit stating that they are not (to their best knowledge) listed in the CPR since the date of the clearance certificate (as provided to T²).
6. Officers of T² shall be classified into Four (4) types:

a. Chairperson

- i. Chairs and conducts general membership and other meetings, as appropriate, and decides who addresses the chair.
- ii. Responsible for the proper operation and conduct of T².
- iii. Administers necessary action to uphold and implement the concepts and rules governing T², as set forth in the constitution, by-laws and/or other documents of T², as appropriate by the club's general membership.
- iv. Shall establish committees and set their scope where appropriate.
- v. Coordinates activities of T² officers and committees.
- vi. Assists T² officers and committees with guidance in the performance of their duties where applicable.
- vii. Shall appoint officers with the approval of a majority vote of current, eligible members.
- viii. Coordinates scheduling of matches, tournaments, practices, clinics and meetings with facility officials, T² officers and/or other persons concerned.
- ix. Shall prescribe disciplinary action and execute the same.
- x. Submits agenda items to Secretary prior to general membership meetings.
- xi. Prepares correspondence in communication with other agencies or persons, locally or internationally, in the best interests of T², as required.

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- xii. Rule on questions of procedure and points of order.
- xiii. Prevent irrelevant discussion, offensive statements and excessive heckling.
- xiv. Preserve order by naming offenders and to ask for the removal of any person who fails to comply with the orders from the chair.
- xv. May adjourn meetings if it becomes unruly, quorum lapses, or by discretion.

b. Deputy Chairperson

- i. Administers necessary action to uphold and implement the concepts and rules governing T², as set forth in the constitution, by-laws and/or other documents of T², as appropriate by the club's general membership.
- ii. Submits agenda items to Secretary prior to general membership meetings.
- iii. Shall act as Chairperson in the absence of the Chairperson or at the Chairperson's direction.
- iv. Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- v. Chairs and conducts general membership and other meetings, as may be required.
- vi. Attends general membership meetings and other meetings, as required.
- vii. Prepares correspondence in communication with other agencies or persons, locally or internationally, in the best interests of T², as required.
- viii. Keeps an accurate record of attendance times at all meetings and club sessions.
- ix. Prepares and maintains an inventory of all equipment and their locations belonging to T². Institutes careful consideration of the usage and storage of such equipment. Presents such information as may be required for strategic or statistical purposes at meetings.
- x. To open and/or maintain a banking and/or savings account in the name T² and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Treasurer, and/or Secretary.

c. Secretary

- i. Administers necessary action to uphold and implement the concepts and rules governing T², as set forth in the constitution, by-laws and/or other documents of T², as appropriate by the club's general membership.
- ii. Submits agenda items to Secretary prior to general membership meetings.
- iii. Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- iv. Records and prepares minutes of meetings, keeps an accurate record of business transacted at all meetings.
- v. Prepares correspondence in communication with other agencies or persons, locally or nationally, in the best interests of T², as required.
- vi. Attends general membership meetings and other meetings, as required.

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- vii. Shall prepare and distribute correspondence, notices, minutes, agendas, schedule regulations, etc., that are not specifically assigned or accessible to others.
- viii. To open and/or maintain a banking and/or savings account in the name T² and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Deputy Chairperson, and/or Treasurer.
- ix. Prepares correspondence in communication with other agencies or persons, locally or nationally, in the best interests of T², as required.
- x. Prepares and maintains a database of all information of members, along with their registration forms. Presents such information as may be required for strategic or statistical purposes at meetings.

d. Treasurer

- i. Act as custodian of all dues, fees and other income, maintaining proper records of same and reporting such for meetings.
- ii. Conducts comprehensive audits on the club's balance sheets, statements and receipts.
- iii. To open and/or maintain a banking and/or savings account in the name T² and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least one other signatories from amongst the Chairperson, Deputy Chairperson, and/or Secretary.
- iv. Keeps an accurate record of Bank Statements and avails such at meetings when required.
- v. Acts as trustee of club funds, in the best interests of T², which includes being entrusted to commit club to financial arrangements with outside vendors and for possible financing with banking institutions.
- vi. Shall, with the approval of a majority vote of current officers establish committees and set their scope.
- vii. Shall, with the approval of a majority vote of current officers establish the financial limitation of committees.
- viii. Submits agenda items to Secretary prior to general membership meetings.
- ix. Attends general membership meetings and other meetings, as required.
- x. Forwards warning notices to members 7 days in arrears in dues and terminates their membership at 30 days in arrears.

8) MEMBERSHIP

- a. Membership to T² shall be applicable and available to the general public subject to the submission of relevant forms, fees and documentation as prescribed by the officers of T².

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- b. Members of T² should disclose if they are listed in Part A or Part B of the National Child Protections Register. Membership of any persons listed in Part A or Part B of the National Child Protections Register shall be revoked and terminated until such time they are able to produce a police clearance in their reapplication for membership to T².
- c. Membership to T² is non-transferrable and neither are Members permitted to resell Membership.
- d. Members of T² shall be provided with proof of membership by means of a membership card which includes the Membership Identity Number/Code, the Name(s) and year of membership that the person has been approved for.
- e. Members of T² may be expected to present such proof of their membership as and when deemed appropriate, and on failure to present such proof – the members may be asked to leave the vicinity where Members have gathered, until such time that they are able to present such proof.
- f. No individual member shall hold dual membership or dual playing enjoyment with any other affiliate of the GCTTA and/or the SATTB, such member shall forfeit their T² Membership privileges.
- g. Only Members in good standing with T² will be eligible for T² Membership privileges. Members of T² who are owing fees/funds to T², or have been found to be having any conflicts of interest, exercising self interest, having divided loyalties, soliciting or enticing T² members for personal gain or for the benefit of other clubs or organizations (with exception to presiding affiliate bodies), and/or misalignment of priorities in terms of T²'s values, mission, and activities, shall have their membership privileges limited or unequivocally revoked. They shall not be entitled to vote at any Annual or Special General Meeting and shall not be eligible for election to the Executive Committee.
- h. Any officer of T² may submit a formal appeal should they believe a member or fellow officer is not in good standing with T², and the matter shall be decided by the majority of the remaining other officers. Such appeal shall be considered valid for 7 days prior, and 7 days post the appeal date or until the majority of the remaining other officers have ruled. As such, any election results during such time may be affected by such appeal, and if the appeal is ruled to be valid – then the outcome and affected election results must be formally communicated to all voting T² Members.
- i. Membership in T² shall be classified into Four (4) types:

a. Active Membership

- i. Available to any person.
- ii. Active Members 18 years or older have full privileges of T².
- iii. Active Members younger than 18 years shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- iv. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

b. Affiliate Membership

- i. Available to any school governing body and their enrolled learners.
- ii. Affiliate Members have limited privileges of T², shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.

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- iii. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

c. Allied Membership

- iv. Available to any person who is a member of a club/body that T² is affiliated with.
- v. Allied Members have limited privileges of T², shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- vi. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

d. Junior Membership

- i. Available to any person under the age of 18, and/or formally enrolled with any Affiliate Members.
- ii. Junior Members have limited privileges of T², shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- iii. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

e. Honorary Membership

- i. A membership status given to a person who, by the judgment and approval of the Chairperson and Deputy Chairperson, has made unusual and extraordinary contributions to the sport of table tennis, T² or the community.
- ii. Honorary Members have full privileges of T².

f. Associate Membership

- iii. Available to any person.
- iv. Associate Members 18 years or older have full privileges of T² provided that they have at least a 50% attendance record for the previous annual period. Should they not have 50% attendance record for the previous year (from the start of the year, not from the start of their membership), then they shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- v. Associate Members younger than 18 years shall not be entitled to vote at any Annual or Special General Meeting, and shall not be eligible for election to the Executive Committee.
- vi. Where applicable, application and payment of dues and fees shall be made to the Treasurer.

9) MEETINGS

- a. Annual meetings will be held each Summer for the purpose of electing officers and committee members; acting on any suggested changes in the constitution, by-laws or rules and regulations, as well as to conduct any other business in the interest of T² for the next annual cycle.
- b. A seven (7) day prior notice/invitation is required to all members of T² for Annual General Meetings.
- c. Changes to the constitution may also be facilitated by a special meeting specifically designated for such changes. The resolution has to be agreed upon and passed by not less than two thirds

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of the officers at such special meeting. A written notice must be issued fourteen (14) days in advance of a meeting specifically aimed at changes to the constitution. The notice must include the relevant changes proposed.

- d. General membership meetings may be called at any time the Chairperson deems it advisable, to be held in either privately, in conjunction with the regular member recreational or tournament play activities.
- e. Special committee meetings may be called as necessary by the Chairperson or Committee Chairperson, with a 24 hour prior notice required.
- f. The quorum for a meeting of the Officers shall be half plus one of the total Office members. Should such numbers not be present at any meeting within fifteen (15) minutes duly convened, then the meeting shall be adjourned for not more than thirty (30) days, and the Secretary shall notify each officer of the date, place, and time on which the adjourned meeting shall be held. Should, as such adjourned meeting, the necessary quorum not be present, then the members present shall act and transact business as though they formed a quorum.
- g. Any member of the officers who without the consent of the Chairperson shall have failed to attend four (4) consecutive meetings, shall, if the Chairperson so resolve, cease to be an officer.
- h. Officers shall meet at least once a month or as often as the business of the club may require.
- i. Minutes of meetings shall be kept safely by the Secretary and always be available for officers to consult with.

10) VOTING

- a. Normally, decisions made at a general membership meeting will be made by majority vote of those current, eligible members present at the meeting.
- b. Eligible members are only those with privileges and who have been members for at least 3 consecutive months and where applicable, have settled their respective membership fees in full.
- c. Proxy votes will, however, be accepted from current, eligible members in their absence, providing the absent member makes themselves aware of the issues and records a vote(s) with the Secretary prior to the meeting.
- d. Officers of T² are exempt from the responsibility of initiating proxy votes.
- e. The Annual cycle of Club operations shall commence on December 1st of each year and conclude on November 30th of that year.

11) DUES AND OTHER FEES

- a. Memberships shall be structured annually or monthly as feasible. The annual cycle commences on December 1st and ends on November 30th and all fees/dues are levied on a 'paid in advance' basis.
- b. Membership dues for Active Membership, Affiliate Membership and/or Junior Affiliated Membership will be determined on an adhoc basis by the Officers of T².
- c. A prospective member will be allowed a maximum of two visits as a guest. If the dues are not paid by the third visit, the prospective member will no longer be able to participate.

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- d. Any prospective member desiring to become a full member in T² may do so by indicating their desire to any Office of T2 and by payment of dues, and by submission of completed application and other forms as may be required.
- e. Honorary membership will not be levied any membership fees, but application for such exemption shall be renewed on an annual basis.
- f. Hardship cases shall be forwarded in confidentiality to the club's officers, whereby determination shall be judged on its merit.
- g. Restructuring of dues will be established at the club's annual meeting.
- h. Any member of T² wishing to terminate membership may do so by notifying the Secretary. Dues for fees paid through the year will not be refunded.
- i. Dues paid in advance of the current annual cycle will be refunded in full following termination, provided such termination has been established before the commencement of the applicable annual cycle.
- j. There will be a waiver of all tournament fees for officers of T² as well as for major contributors to tournament proceedings, which will be determined by vote of the officers.

12) TERMINATION

- a. Any previous member of T² whose dues for a new year are in arrears 60 days will have that membership terminated from that point on.
- b. Reinstatement as a member will require an additional 30 day waiting period.
- c. A membership may be considered for termination for cause, upon presentation of a substantiated complaint submitted by anyone, to the Chairperson, or Deputy Chairperson, or Secretary. Any such event will be treated with strict confidence.
- d. Termination will be executed only by a majority vote of club officers, after which the member in question will be notified in writing of their termination. Should the member facing termination be an officer of T2, then the termination will be executed only by a unanimous vote of remaining club officers.
- e. Players exhibiting unacceptable behavior at practice sessions or club sponsored activities will be subject to disciplinary action as the club officers see fit. Unacceptable behavior would include, but not be limited to behavior detrimental to the welfare and reputation of T² or the spirit of the sport of table tennis (e.g., damaging of club or school equipment, acting in a manner that would endanger others present, use of profane language, etc.), and/or malicious damage of the venue/assets/facilities.
- f. Smoking and/or alcoholic beverages will not be allowed in the playing area of any practice session, clinic, match or tournament. Furthermore alcoholic beverages or any form of substance abuse, or sports doping will not be permitted anywhere near the facilities, not even in the parking area of the venue.
- g. Any appeals against loss of the benefits of membership or against termination of membership shall be formally submitted to the Chairperson, who will nominate and appoint a body of an equal number of club officers and an equal number of members, to determine the validity of the appeal. The Chairperson shall interview affected parties in the presence of said body, and shall eventually require the body to vote on a ruling. The ruling of the majority of such body shall be

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final and binding. The affected member shall have their membership suspended from the time of their termination/suspension up to the time said body has ruled.

13) PROPER EQUIPMENT AND ATTIRE

- a. Equipment used and clothing worn by members of T², while participating in sanctioned matches or tournaments, will be of colour, type, quality, markings and branding as approved by T² officials.

14) EQUIPMENT USAGE LIMITATIONS

- a. Any equipment belonging to T² will be for use by members, prospective members and club guests.
- b. Other parties wishing to use the equipment must seek approval of T², as determined by the officers on the merit of the request.

15) DISSOLUTION

- a. Dissolution of T² will be initiated by a two-thirds majority vote of the Active and privileged membership, after proper notification.
- b. Upon dissolution, the Secretary and Treasurer will prepare an inventory of all equipment and statement of funds belonging to the club. The equipment and monies owned by the club will be transferred by vote of all regular members present and entitled to vote at the final meeting.
- c. If T² closes down, it has to first prioritize paying off all its debts. After doing this, if there is property or money left over it should not be paid or given to it's members, it should be given in some way to another nonprofit club or organization that has similar objectives. The participants of the specific general meeting can decide which organization or club this should be.

16) VERSION HISTORY

Version	Created / Updated by	Comments / Notes
V1.00	Mohamed Mansoor	Initial version
V1.01	Mohamed Mansoor	Aligned clauses with office resolutions until 20 Dec 2022
V2.01	Mohamed Mansoor	Aligned clauses with DSD recommendations on NPO ACT No 71 of 1997
V2.02	Mohamed Mansoor	Added "Associate Membership" option
V2.03	Ishaaq Ahmed Seedat	Reviewed alterations of V2.02

17) SIGNATORIES

Signed at Suleiman Nana Memorial Trust Community Centre, 65 on Foyle Avenue, Crosby

As **Chairperson**

_____ Full Name(s): _____ Date: _____

As **Deputy Chairperson**

_____ Full Name(s): _____ Date: _____

Initialed by: Chairperson: _____ Deputy Chairperson: _____ Secretary: _____ Treasurer: _____

As Secretary

_____ Full Name(s): _____ Date: _____

As Treasurer

_____ Full Name(s): _____ Date: _____

As Witnesses

_____ Full Name(s): _____ Date: _____

_____ Full Name(s): _____ Date: _____

_____ Full Name(s): _____ Date: _____

CONFIDENTIAL

Initialed by: Chairperson: _____ Deputy Chairperson: _____ Secretary: _____ Treasurer: _____