



Italian Club of Cape Town (ICCT)

CONSTITUTION

INDEX

Article	Contents	Page
1	Name	2
2	Objectives	2
3	Membership Foundation Honorary Life Ordinary	2
3. C	Application for membership	2
3. D	Club Admission fee	2
3. E	Annual Subscription	2
4	General Meeting of Members The Annual General Meeting A Special General Meeting The Notice Convening the Annual General Meeting	3
5	Managing Committee	4
6	Administration	6
7	Modification of the Constitution	7
8	Interpretation	7
9	General	7
10	Dissolution of the Club	7
11	Responsibility	7
12	Code of Conduct	

CODE OF CONDUCT

Conduct of Members and their Guests	14
Affiliated Sections	14
Complaint Procedure	14
Disciplinary Procedure	14

1 – NAME

The name of the Club is: “ITALIAN CLUB OF CAPE TOWN” abbreviation “I.C.C.T.” referred to as the Club in this document.

2 – OBJECTIVES

The objectives of the Club are: to promote, foster, provide and retain facilities for social, sporting and cultural activities amongst the Italian people and to facilitate their settling down in the South African community.

The Club is to provide a 'home from home' Italian experience for Italians living in Cape Town, as well as a welcoming place for non-Italians who appreciate the Italian way of life.

3 – MEMBERSHIP

A - Patron of the Club is the Italian Ambassador

Honorary President of the Club is the Italian Consul of Cape Town.

B - The members shall consist of: -

(a) Foundation members and their spouses who have paid the sum of R200, 00 during the prescribed period of time,

(b) Honorary members by virtue of their holding public office or for some special benefit or service conferred upon the Club.

(c) Life members as conferred to, by the presiding President of the Club,

(d) Ordinary members who pay an annual subscription fee.

Foundation members, honorary members, life members and ordinary members are entitled to the full rights and privileges offered by the Club, have the right to vote and can be elected to all the official posts on condition they have reached the age of 21 years.

C - (i) The application for membership to the Club shall be made in the manner prescribed by the Managing Committee and must be accompanied by admission and annual subscription fees. The Management Committee reserves the right to accept or reject applications for membership.

The application for membership implies the acceptance of the constitution of the Club in every respect. Members may not allege, in any circumstances, ignorance or insufficient knowledge of the constitution.

Online Membership applications are made with payment, and with the proviso condition communicated online, that should the membership proposal be revoked by the Managing Committee, there would be a full refund given to the person applying for membership. Online membership applications are conditional of full website terms and conditions.

(ii) Honorary membership Admission: -

(a) May be conferred by resolution of members in a General Meeting to any person who has extended or conferred some special benefit upon the Club or holds some public office;

(b) May be extended by resolution of the Managing Committee to any bona fide candidate for membership.

D - The Club admission fee for ordinary members is that which has been determined by the Managing Committee during the year of application,

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(c) The Managing Committee reserves the right to the admission, resignation, suspension and expulsion of members. The member concerned will have the right to appeal to the Managing Committee or the Annual General Meeting which will have been briefed to deal specifically with this case, as per article 4B;

(d) The Managing Committee reserves the right to change the admission fee and annual subscription fee if and when it deems fit as well as the dates when these become due, and the conditions under which a member may lose his membership or voting rights through non-payment of the annual subscription;

(e) Membership subscriptions are annual from the date payment confirmation is received by the club. An ordinary member who remains in arrears for over one (1) month with the payment of the annual subscription fee ceases to be a member and all membership privileges cease;

(f) Resignation of a member must be in writing and addressed to the Secretary;

(g) Membership cards and/or identification needs to be produced at the security gate and whenever asked to do so by the Managing Committee or staff, whether attending a sport event, the restaurant or a Club event. Failure to do so will disqualify any membership privileges related to Club membership at that point in time. It may also result in being asked to leave the Club premises.

Non-members may visit the Club provided they comply with Club regulations.

Membership benefits are determined by the Managing Committee and may change without notice.

4 – GENERAL MEETINGS OF MEMBERS

A - The Annual General Meeting of members will be convened by the President every year before the end of March to:

- (a) Approve the minutes of the previous General Meeting;
- (b) Discuss and approve the balance sheets and the annual report of the President and the Treasurer;
- (c) Elect the President and the Vice President of the Club. The President will be the candidate who receives the greatest number of votes;
- (d) Elect the members of the Managing Committee;
- (e) Nominate the auditors;
- (f) Deal with any other matter included in the agenda.

B - A member having the right to vote may ask the Managing Committee that a particular subject that he must have clearly set out in writing by the 31st December, be submitted to the Annual General Meeting for entry on the Agenda of the day.

C – A special General Meeting of members may be convened at any time at the initiative of the Managing Committee or at the request of members, endorsed by at least 50 members entitled to vote. In the written application it must be clearly stated the reason for such meeting being requested.

D – The notice convening the Annual General Meeting or the Special General Meeting setting out the day, time and place of the meeting together with the Agenda of the

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day, shall be sent, to every contactable member at least twenty one days before the date fixed for the meeting and posted on the Club's notice board.

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E – Legal number required for a “quorum”. The General Meeting of members, annual and special, shall be constituted by the presence of at least 25% of the members with the right to vote. If such quorum is not present within 10 minutes of the time designated for the opening of the meeting, the meeting shall be immediately adjourned in second convocation. The Meeting in second convocation is valid whatever the number of members present and the decisions taken are binding on all members.

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G – At the Annual General Meeting, for the election of the new Managing Committee members, the President of the retiring Managing Committee shall invite the assembly to propose:

- (a) A member for the post of temporary President of the meeting during the period of election. He/she must announce the results of the voting in respect of each nominated candidate;
- (b) A certain number of members to help the officials in the scrutiny and counting of the votes in the election. After the announcement of the results of the election the temporary President will hand over the chair to the new President elect.

F – At the election of the Managing Committee and whatever else is requested by at least a third of the members present, the vote is done by secret ballot. In case of equal votes the President of the meeting shall have the casting vote.

H – Every member is entitled to speak in the assembly. He must apply to the President and speak only after having received permission from the Chair. During discussions respectful silence is requested and the member speaking must not express himself in a manner unbecoming or offensive.

I - Election procedure

- a. The Managing Committee shall call for nominations to serve on the Managing Committee together with the notice of the Annual General Meeting.
- b. Candidates should be in good standing with the Club and should have at least 3 years continued membership.

5 – MANAGING COMMITTEE

A – The Club shall be governed and administered by a Managing Committee consisting of thirteen (13) members duly elected, and will consist of :

- The President,
- The Vice-President,
- The Secretary,
- The Treasurer,
- 9 committee members.

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The above mentioned committee members will be representatives of the following activities or fulfil the following functions:

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- (i) Sporting activities,

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- (ii) Events and fund raising,
- (iii) Club functions,
- (iv) Maintenance,
- (v) Marketing and IT,
- (vi) Cultural activities
- (vii) Catering and Housekeeping,
- (viii) Youth,
- (ix) Memberships,

Sub committees may be formed to assist.

Any committee member may act as Vice President.

The Managing Committee must consist of at least two-thirds of members of Italian origin.

The number of Committee members may be increased in the event of new sections being formed as provided for in Article 5E.

The Managing Committee members are elected for a period of two consecutive years.

B – The Managing Committee is vested with all powers necessary for the administration, the management and control of the affairs and activities of the Club. It holds therefore all power and authority to perform and accomplish any act, step, action or deed that may in any way interest or concern the Club in the attainment of its sporting, social, cultural and recreational aims, which however in terms of this constitution shall not have to be submitted to a General Meeting of members for the required approval.

The Managing Committee has the power to enact regulations when deemed more advisable in the interest of the Club, provided that it is not in contrast with the present constitution.

C – The President of the Italian Club of Cape Town shall be “ipso facto” chairman of the Managing Committee and of the General Meetings of members, annual or special, (with the exception as per article 4G). In his/her absence the Vice President will preside and should the latter also be absent, the Managing Committee will nominate a substitute in respect of that particular session.

D – At their first meeting of the year the Managing Committee will nominate a Secretary and Treasurer and assign the posts of the various committee members, with the exception of the representatives of the sporting sections and other sections eventually formed as per Article 5E.

E – Members are entitled, subject to the previous approval of the Managing Committee, to form sections in order to practice any sport or any recreational or cultural activity.

Such sections shall constitute sections or sub-sections according to their importance and the number of supporting members. The rules and regulations of such sections and sub-sections shall be approved by the Managing Committee. Each section will report to a Managing Committee member representing the relevant portfolio,

The President, Vice President and Secretary of the Club are “ex officio” members of all the section committees and sub-committees formed in the Club.

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The Managing Committee may dissolve any section or sub-section if the participants are reduced to an insufficient number or they show very little interest in the activity and good running of the section.

F – The Managing Committee shall meet once a month. Proper minutes of every meeting of the Managing Committee and of the General Meetings shall be kept, containing details of the business discussed. The resolution adopted with the relative votes shall be entered in books provided for the purpose. The minutes read and confirmed at the following meeting shall be signed by the President of the meeting. The “quorum” shall be of half the number of committee members plus one. In the second convocation, the meeting is valid whatever the number of members present.

G – In the event of a member of the Managing Committee resigning, the Managing Committee may nominate immediately a Club member of his choice. Whenever a member is absent for three consecutive meetings without justification, the Managing Committee may consider him “ipso facto” dismissed and may appoint a new member to replace him.

H – The decision of the President, or whoever presides at the various meetings of the Managing Committee and General Meetings are decisive and final, unless they are opposed immediately by a committee member or club member, in which case the said decision will be put to the vote and the President has an additional casting vote in case of equality of votes.

6 - ADMINISTRATION

A The financial year of the Club shall be from the 1st January to the 31st December of every year and the balance sheets shall be reviewed by an independent auditor, nominated by the Managing Committee and approved at the General Meeting.

B The funds of the Club must be deposited in a local bank. All cheques issued or payment made via EFT, requires the approval of two signatories after which it will be released by the person allocated with the banking release authority. Petty cash shall be used for small expenses. The mandate for expenditure including petty cash, is to be set by the committee at their first annual meeting.

C The Managing Committee shall submit, for preventive approval of the General Meeting, extra-ordinary expenses, greater than the current and annual budgeted expenses.

D Accounts, ledgers, inventory books and a register of members must be properly kept. The accounts ledger shall show all sums received and paid by the Club with clear indication of the reason for the entry and the payment. An asset register, containing inventory of all property and goods belonging to the Club, will be kept up to date and checked for accuracy on an annual basis. This asset register must be available for inspection to the Managing Committee, members and the auditors, when requested. Such books shall be kept in accordance with generally accepted accounting practices and good administrative rules and shall be open for inspections by the members. All books of account and inventory shall be revised at least once a year according to financial best practice and the annual balance sheet shall be compiled as per article 6A.

E The Club is empowered to accept and receive any donations in any form of trust, which may be employed in one or more activities of the Club.

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F The Managing Committee is empowered to organise the collection of funds to be employed for the sole benefit of the Club.

G The Managing Committee is empowered to invest the funds of the Club not immediately required in such manner as it may be deemed fit.

H No profit made by the Club from any cause whatsoever shall accrue to any individual.

7 - MODIFICATION OF THE CONSTITUTION

This Constitution may only be altered, varied or amended by a majority constituted by two-thirds of the members and two-thirds of members present with the right to vote at a General meeting, annual or special.

The notice convening such a General Meeting as per article 4D shall contain the full text of the proposed alteration, variation or amendment appertaining to the constitution itself.

8 - INTERPRETATION

The Managing Committee of the Club is the only authority responsible for the interpretation of this constitution and various regulations pertaining to the administration of the various activities of the Club. The interpretation of the Managing Committee in this matter is final and decisive.

9 - GENERAL

The present constitution shall be effective from the 1st January 2018, and will substitute any pre-existing one.

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10 - DISSOLUTION OF THE CLUB

The Life of the Club is unlimited and its possible dissolution must be approved by a special General Meeting of members at which there shall be present in person at least 80% (eighty percent) of members of Italian origin regularly registered with voting rights. Of the members present at the Special General Meeting, at least 80% (eighty percent) must be of Italian origin. The voting shall be by secret ballot and the dissolution will have to be approved by a majority of at least 80% (eighty percent) of the members present.

Liquidators of the Club shall be the Managing Committee, unless the Special General Meeting decides otherwise by appointing other liquidators.

The assets of the Club, after payment of debts, shall be donated to a charity determined at a Special General meeting.

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11 - RESPONSIBILITY

The Club accepts no responsibility for any loss, damages and injuries, which might occur to Members or Visitors before, during and after any Club activity.

CODE OF CONDUCT

The standard of conduct by our members and their guests are expected to be in a manner in keeping with the family values embodied in our mission statement and in a way that does not detract from the reputation of the Italian Club Cape Town. Guidelines of conduct include, but are not limited to the examples outlined below.

Conduct of Members and their guests:

Members and their guests shall not:

- Engage in or incite members or guests to engage in abusive or violent action.
- Use obscene gestures, profanity or disrespectful language.
- Invade the privacy of others and includes misrepresenting oneself.
- Violate any club rule or policy.
- Members may not make unauthorised entry into the Club.
- Conduct activity for financial gain without a written consent from the Committee.
- Advertise or promote pornographic, obscene, violent, racist material or any illegal activity.
- Use drugs, except for medical purposes that have been prescribed by a medical doctor.
- Consume alcohol except in the bar and restaurant areas
- Engage in any activity that is harassing or defamatory, including the use of language, which could be considered to be obscene, offensive or racist.
- Managing Committee reserves the right to refuse entry to any patron who, in their opinion, is not suitably attired.

Affiliated Sections:

Football, Bocce, , Fencing and Archery (not limited to)

Complaints Procedure:

Should any member have cause to complain concerning another member, a club officer, or any other aspect of the Club, they should write in confidence to the President or Secretary of The Club. Complaints will be considered by the Managing Committee and acted on as appropriate.

A conflict of interest arises when the private interest of a member conflicts with the interest of the Italian Club (ICCT) both financial and personal interest and include his family members, relatives and close personal friends.

Disciplinary Procedure:

The Managing committee will decide the appropriate response to the alleged incident, which may include a hearing and/or disciplinary action that may lead to expulsion from the Club, a fine to cover any damages sustained by the Club and/or legal action. The Club's president, in his/her absence the Vice president, shall have the final decision in such matters, in case of any appeal.

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