



Durban Home Brewers

Home brewers social club

Established:2015

CONSTITUTION OF Durban Home Brewers

Version: 11 April 2016

1. NAME

The name of the club shall be: “Durban Home Brewers”, hereinafter called DHB

2. PRINCIPLES

Durban Home Brewers exists to enable its members to engage in enjoyable, social and educational activities focused on home brewing as its key foundation.

3. AIMS AND OBJECTIVES

- 3.1 To learn more about home brewing, tasting, judging and brewing techniques.
- 3.2 To educate our community on home brewing and craft beer.
- 3.3 To promote the hobby and enjoyment of home brewing,
- 3.4 To be responsible with the consumption of alcoholic beverages.

4. MEMBERSHIP

- 4.1 Membership of DHB shall be open to all who brew beer at Home on a non-commercial basis.
- 4.2 Subscriptions shall be set at Annual General Meetings.
- 4.3 A register of members and their addresses shall be kept by the Secretary and updated monthly. The register shall be conclusive evidence of membership of DHB.
- 4.4 DHB exists in its own right separately from its members and is able to sue and be sued in its own name.

5. AMENDMENTS TO THE CONSTITUTION

No amendment, suspension, deletion or addition to the Constitution shall be made without the sanction of the majority of the members of DHB present at any Annual General Meeting or specially convened General Meeting. A copy of the proposed amendment must be displayed with the agenda, on DHB Facebook page at least 21 days before such meeting. The original copy of this Constitution shall be kept by the Chairman or his successor in title.

6. DHB COMMITTEE

6.1 DHB Committee shall consist of a Chairman, Vice Chairman, Treasurer, Secretary (Office Bearers) and other members. Not more than ten (10) members of DHB shall be eligible to be elected at the Annual General Meeting of DHB.

6.1.1 Eligibility to serve on DHB Committee is open to any individual who:

- a) Is a registered and active member of DHB for a minimum period of 12 months, or
- b) Is a registered and active member of DHB for less than 12 months but who can prove a previous continued and unbroken membership with another Home Brew Club and DHB for a period of not less than 12 months.”

6.1.2 A husband and wife, or couple co-habiting, may serve on the committee concurrently on the condition that both may not serve as Office Bearers or both be signatories to the DHB Bank Accounts

6.2 The elected committee shall meet immediately after the Annual General Meeting to elect the Office Bearers for the ensuing year. The position of Office Bearer shall not be filled by the same person for longer than three (3) consecutive years, unless agreed to by a unanimous vote of DHB Committee.

6.3 The function of DHB Committee shall be to manage and control the affairs of DHB.

6.4 The DHB Committee shall meet, subject to there being a quorum, for the transaction of business at least once in two months. A quorum shall consist of five (5) committee members or 75% of committee members where there are less than 8 elected members. The Chairman shall have a casting vote.

- 6.4.1 In the failure to reach the required quorum, the meeting shall be adjourned for a period of 15 minutes, after which a meeting may proceed normally with the members present duly constituting a quorum.
- 6.5 At any committee meeting, in the absence of the Chairperson, the Vice Chairperson may exercise the duties and functions of the Chairman. In the absence of the Chairman and Vice Chairman, a meeting may be conducted by a Chairman duly elected by the members at the meeting, subject to their being a quorum.
- 6.6 Any member of DHB Committee who fails to attend two (2) consecutive meetings of the Committee without leave of absence shall cease to be a member of the Committee. In such cases, and also where a vacancy occurs on DHB Committee due to a committee member resigning from the Committee, or DHB, or where such member has been adjudged by a 2/3 (two thirds) majority of DHB Committee to have committed a breach of discipline, he or she may be replaced by the co-opting of another member of DHB to DHB Committee.
- 6.7 The Committee may co-opt members of DHB to perform specific tasks. Such co-opted members may attend committee meetings but will not be eligible to vote.
- 6.8 DHB Committee shall spend any of the monies in such manner as it may deem to be the DHB's interest and furtherance of its objectives.
- 6.9 The DHB Committee shall be authorised to:
- 6.9.1 To acquire for DHB by purchase, and to dispose of, or let on lease, and deal with in any way whatsoever, any fixed property or rights of any kind and to borrow on mortgage or likewise such monies as from time to time may be required.
 - 6.9.2 to elect to maintain or alter any buildings necessary or convenient for the objects and / or requirements of DHB.
 - 6.9.3 To establish dedicated accounts for the purposes of ensuring that DHB is able to meet its Aims and Objectives.
- 6.10 **Annual General Meeting**
- 6.10.1 The Annual General Meeting of members shall be held at such date and such a time and place as the DHB Committee may direct, but in no case

later than 30th June each year, at which the financial condition and progress of DHB shall be reported and at which the election of committee members shall be made. A quorum shall consist of 20 members.

6.10.1.1 In the event that a quorum is not present at the Annual General Meeting then the meeting must be adjourned and, after a waiting period of 15 minutes, may be reconvened and proceed normally with the members present duly constituting a quorum.

6.10.2 Nominations for DHB Committee must be received two (2) weeks prior to the date of the Annual General Meeting in writing and signed by the nominee, proposer and seconder. The list of nominees shall posted to the DGB facebook page.

6.10.3 Prior to the election the names shall be read out and a call made for any objections.

6.10.4 The voting shall take place by ballot unless ten (10) or fewer nominations have been received, whereby the Committee may be voted in "en bloc". Voting can be done by a show of hands provided it is agreed to unanimously

6.11 **General Meeting**

General Meetings shall be called the by Chairman on requisition of eight (8) members of DHB in writing to the Secretary, stating the special business for which the meeting is desired and such meeting to be held within four (4) weeks of the receipt of such requisition.

6.12 **Control of Affairs**

DHB, through the DHB Committee, shall retain management and control of its own affairs and be responsible for its own debts and liabilities. Funds of the DHB shall in no way be used for profit of any individual member, or members, provided that payment of such works / services had previously been authorised by DHB Committee.

6.13 **Finances**

6.13.1 The assets, liabilities, receipts and expenditure shall be examined by the Members of DHB Committee at each meeting. The DHB Committee shall approve the Annual Financial Statements prior to submission at the Annual General Meeting.

6.13.2 The official year of DHB shall expire on the last day of March each year. DHB's accounting records and reports shall be finalised and delivered either to the Director of Non Profit Organisations within six (6) months after the end of the Financial Year or any other relevant authority if so required.

6.13.3 The Treasurer shall receive all monies and keep account of same. He / She shall keep a record of all assets of DHB and shall present the Annual Financial Statement, duly checked by the Chairman, at the end of each year. He / She shall deposit all monies in a bank, to the credit of DHB. He / She shall pay all accounts when passed by DHB Committee. Whenever funds are withdrawn from DHB's Bank Account, or cheques signed, the Chairman and at least two (2) other members shall sign the withdrawal and / or cheque. Such signatories shall be decided at a committee meeting.

6.14 **The Secretary**

The Secretary shall take the minutes at all meetings of the Committee and General Meetings. He / She shall keep a register of all members of DHB, conduct all correspondence on behalf of DHB and file all committee papers. Notice of each committee meeting must be included in the agenda and this, together with a copy of the minutes of the previous committee meeting, must reach members at least seven (7) days before the next committee meeting. Notice of each Annual General Meeting must be included in the agenda and this, together with a copy of the minutes of the previous Annual General Meeting must be presented at the Annual General Meeting.

7. DISSOLUTION OF DHB

In the event of the dissolution of DHB, the property and assets, subject to any liabilities thereon, shall be handed over to such Home Brewing or Brewing body or organisation as may be determined by two-thirds of the members of DHB Committee.

**THIS CONSTITUTION WAS AMENDED AND APPROVED BY MEMBERS OF THE
DHB**

CHAIRMAN: DHB

DATE: 22nd April 2016

NAME:

Tel:

Cell: