



8 Wildeperske Ave, Heuweloord, 0157, Centurion.

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Heuweloord Residents Association Constitution

1. Title:

- 1.1 The name of the Association shall be **Heuweloord Residents Association (HRA)**.

2. Domicile:

- 2.1 The office of the Heuweloord Residents Association shall be: Heuweloord Community Centre,
8 Wildeperske Street,
Heuweloord,
Centurion.

3. Aims & Objectives:

- 3.1 To protect and improve conditions and amenities in the area for the benefit of members and their families.
3.2 To monitor the performance of municipal infrastructure, including but not limited to, power stations, roads, sporting facilities and buildings.
3.3 To promote the interests of all residents in the area and maintain good relationships in the community.
3.4 Strive to be non-political, non-sectarian, multi-racial and gender sensitive.
3.5 To work with any other organisation to the benefit of our residents.
3.6 To lease and hire municipal facilities and buildings for the benefit of the community.

4. Membership:

- 4.1 Membership is open to all residents in the area who are homeowners.
4.2 All members shall have an equal vote, i.e. one per household.
4.3 Tenants who are residing in our area may obtain written authorisation from the owner to raise concerns or to vote on their behalf.

5. Committee:

- 5.1 The committee shall comprise a Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, Treasurer, Communication Officer and 5 portfolio members.
5.2 The committee shall be elected at the AGM.
5.3 In the event of any withdrawals, resignation or discharge, the vacancy may be filled by an election at the next General Meeting. The committee may, in urgent cases, fill any vacancy arising in the committee until it is ratified at the next General Meeting.
5.4 Committee members shall carry out their duties given to them at general meetings.
5.5 Committee members may serve the association for a period of 3 (three) years.
5.6 A committee member who absents himself/herself from three consecutive meetings without a valid reason shall be deemed to have resigned from the committee.
5.7 A person who holds any elective position in local or central government shall not be eligible for election to the committee. Those wishing to stand for elections must first resign from the committee.

5.8 Two ordinary members of the Association, not being related to committee members, shall be elected at the AGM as Hon-Auditors of the Association.



5.9 No two family members may serve on the committee at the same time, nor can they be co-opted into any structures of the Association.

5.10 No family members of committee members may engage in any business transactions with the association.

6. Management:

6.1 The general management of the affairs of the Association shall be vested in the committee, which shall perform acts as may be deemed necessary or expedient to further the objects of the Association.

7. Banking Procedure:

7.1 The association shall open a banking account into which all monies or cheques shall be lodged. There shall be three signatories to the account (decided at the general meeting).

7.2 No payment shall be made without the express approval of the committee.

7.3 Monies and cheques must be deposited within 7 working days.

7.4 Payments for services must be made within 7 working days.

7.5 The Treasurer must produce financial reports monthly at General meetings and a reviewed financial report annually and at the AGM.

7.6 The Treasurer may keep a petty cash register to deal with daily minor expenses.

8. Committee Meeting:

8.1 All meetings shall be convened by the Secretary, who shall give due notice of dates and times to each committee member.

8.2 There shall be a minimum of 10 (ten) meetings per year.

8.3 Any two committee members, by giving written notice to the Secretary, may call a meeting.

8.4 A quorum for committee meetings shall be six members. The Secretary shall maintain minutes of meetings and a record of attendance.

8.5 Community members are entitled to attend committee meetings with prior arrangement with the secretary.

8.6 All complaints must be lodged in writing to the secretary for discussion and resolution by the committee. No telephonic, verbal or anonymous complaints will be accepted by the committee.

8.7 The Chairperson, with the approval of the committee, may refer a complaint for further investigation, hold an enquiry or escalate to relevant authorities after committee approval.

9. Annual General Meeting:

9.1 The AGM shall be held on the first Saturday of February each year. Elections only in the third year. Notice in writing or electronically must be given to all members at least 7 days before the meeting.

9.2 All members may submit motions for discussion at the AGM; such motions must be forwarded to the secretary 30 (thirty) days before the meeting.

9.3 Members unable to attend such meetings may register their votes by letter (proxy) to reach the secretary at least 72 hours before the meeting.

9.4 All motions shall be considered binding upon all members once ratified by a majority vote.

9.5 The Chairperson, Secretary and Treasurer must table their annual reports. (Before elections, only in the third year.)

9.6 Quorum shall be 10% of the homeowners.

9.7 Elections must be conducted by independent electoral officers appointed and approved at the AGM

9.8 The Constitution may only be amended at the AGM with a 60% vote.

10. Special General Meeting

10.1 A Special General Meeting may be called by the committee or by requisition signed by not less



than 5% of ordinary members of the Association, delivered to the Hon-Secretary, who in turn must call such a meeting within 20 days from the date of receipt of such requisition. Only the business stated in the requisition may be debated at the Special General Meeting, and the details of the said business should be included in the notice of meeting sent to all members.

11. Voting Rights and Quorum

- 11.1 A quorum for an Annual or Special General Meeting shall be 5% members. If a quorum is not reached, the meeting shall be reconvened within 7 days and all members informed of the new date and venue. Those present at a re-convened meeting shall constitute a quorum.
- 11.2 At all General Meetings, each household member will have one vote only.
- 11.3 Voting at all General Meetings shall be by hand, except when a ballot is demanded, and a simple majority supports such a demand.
- 11.4 The Chairperson shall, in each case, have an ordinary and casting vote at both Committee and General Meetings.

12. Dissolution of HRA

- 12.1 The Association may be dissolved only by the vote of not less than 50%+1 present at a Special General Meeting called for that purpose. An audited financial report shall be presented at such meeting. The dissolution will not be affected until assets are disposed of and liabilities discharged. In the event of insufficient funds to clear liabilities, the existing members shall contribute the deficiency in equal shares.
- 12.2 The balance of assets, whether in monetary form or otherwise, shall then be donated to the next committee.

13. Indemnity

- 13.1 All Officers of the Association shall be indemnified by the Association for any expenses incurred in executing their duties on behalf of, and on the direction of, the Committee of the Association.

14. Acceptance of Rules

- 14.1 Membership of the Association shall imply the acceptance of each and all of these rules, and additions and/or alterations, which may be agreed to at General Meetings.

15. Interpretation

- 15.1 The Committee, for the time being, shall have full power to decide any question for which no provision is made in these rules and shall be responsible for proposing the appropriate amendment at



the earliest possible time. The decision of the committee must be ratified at the next General Meeting.

16. Amendment of Rules

- 16.1 These rules shall not be amended, added to, or otherwise altered in any way, save with the consent of at least 50%+1 of the members present and qualified to vote at the Annual General Meeting or Special General Meeting called for that purpose in accordance with these rules.

17. Transitional Arrangement

- 17.1 The Chairperson, with the approval of the committee, authorises committee members to negotiate with other role players, i.e. municipal officials and sign leases and hire buildings for the benefit of the community.

18. News and Media Announcements

- 18.1 The Chairperson / Communication Officer shall make comments to the media with the express approval of the committee.

19. Administration

- 19.1 All registers, books, cheque books, financial registers, and minute books must be kept in an office accessible to all committee members.

Certified as a true copy of the Constitution

Siyabonga G. Kubheka

Chairperson

Fahrana Bee Bee Yacob

Treasurer

Mosima W. Makweya

Secretary

Servias Mazhetese

Vice-Secretary

Date: 11 March 2026