



**MEMBERS' HANDBOOK OF
THE JEEP CLUB SOUTH AFRICA NPC
(hereinafter referred to as "the Club" or "the Company")
Registration Number of Company
2013/160369/08**

Contents

1 Name	2
2 Code of Conduct	2
3 Rights of Members	2
4 Disciplinary Procedure	3
5 Complaints Procedure	3
6 Settlement of Disputes	4

SOUTH AFRICA

1. NAME

The name of this organisation will be the "JEEP CLUB SOUTH AFRICA" also referred to as the "Jeep Club SA", "Jeep Club ZA" or the "Jeep Club RSA", here forth referred to as the "the Club or the Company".

2. CODE OF CONDUCT

- a. To promote the safe and responsible use of off-road vehicles in on and off-road conditions
- b. No Alcohol is allowed to be consumed before a trip or during the trail by the Driver.
- c. To abide by all laws, rules and regulations and set an example to others.
- d. To consider and respect other human beings, cultures and environments; be friendly and helpful in every way.
- e. To always be environmentally aware and assist in educating and promoting environmentally minded behavior by all off-road enthusiasts.
- f. To "tread lightly", stick to existing tracks, stay clear of sensitive environmental areas and avoid disturbing nature in any way.
- g. To abide by the well-known phrase "take only photos and leave only footprints" thus protecting and conserving our natural heritage.
- h. To plan and prepare yourself and your vehicle before embarking on any trip, gather information, respect the rules and regulations and obtain permission where needed, before entering protected, controlled or private areas.
- i. To be an ambassador to your club, country and off-road enthusiasts in general.
- j. To complete the Club Indemnity form and sign it in accordance with the terms of the indemnity form. All passengers' details must also be included on the Indemnity and signed by the passengers. Minors must be signed by the respective parent. Children considered minors that are not traveling with their parents must have written consent by their parents to ride in the members vehicle.
- k. To be impartial, non-political and non-profitable.
- l. Not to discriminate against race, colour, religion, nationality, sexual relations, age or disability.

3. RIGHTS OF MEMBERS

- a. All family members of a Club member are entitled to use the facilities of the Club.
- b. As soon as an application for membership is approved, the new member will receive proof of membership.
- c. All members displaying good conduct are entitled to attend the Annual General Meeting (AGM) as well and may take part in discussions concerning matters about which decisions need to be taken.
- d. All members who have complied with the Company's Code of Conduct; and who have attended at least 3 (three) events organised by or officially supported by the Club during the year; and have fully paid their Membership fees and who are present at the AGM, or represented by proxy, will be eligible to vote and for this purpose every qualifying member will have one vote according to their category of Membership.
- e. All members are allowed guests attending any Club function or meeting on the condition that:
 - i. the member remains responsible for the behaviour of his guests;
 - ii. the member remains responsible for payment of entrance fees and costs at such functions or meetings and
 - iii. if classified as a closed event, the member will be responsible for his guests attending the event in a Jeep or partake as passengers in the members vehicle.
- f. No right or privilege of a member is transferable and all such rights and privileges expires when the members' membership expires either through death, resignation or otherwise.
- g. When a membership expires either through death, resignation or otherwise, the family members will have the choice of transference of membership, which must be made within 90 (ninety) days of such occurrence. Should the family members not react within the period stipulated, all rights and privileges will cease with immediate effect.

- h. Any change of address must be registered with the Club Secretary. Should the member neglect changing his/her address, he/she accepts post being delivered to his/her domicilium executandi as indicated on the registration form.

4. DISCIPLINARY PROCEDURE

- a. In the event of any member (hereinafter referred to as the “defaulting member”) being in breach of the Club’s Memorandum of Incorporation (“MOI”) or this Members’ Handbook, or any rules framed thereunder, or acting in such manner as, in the opinion of the Board, to bring the Club into disrepute, the Board may take disciplinary proceedings against the defaulting member as per the disciplinary proceedings detailed in this Members’ Handbook.
- b. The Board shall by written notice advise the defaulting member of the complaint or complaints against him, and shall invite the defaulting member to make such representations as he may wish to make in regard to such complaint or complaints within a period specified in such notice, being not less than fifteen (15) business days after the date of dispatch thereof to the defaulting member.
- c. The Board will convene a hearing relating to such complaint or complaints.
- d. After consideration of the information before it, the Board may:
 - i. Impose any fine or other sanction upon the defaulting member as may be laid down in terms of the rules of the Club.
 - ii. Suspend the defaulting member from membership of the Club for such period as it may deem fit. In such event, such defaulting member shall not be entitled to any of the benefits nor to exercise any of the privileges of the membership of the Club during such period of suspension.
 - iii. Cancel the membership of the defaulting member, and provide that such defaulting member shall not be re-admitted to membership, either at all or for such period as the Board may determine. In such event the defaulting member shall not be entitled to a refund of any portion of the membership fee.
- e. The Board may in its discretion publish the name of any defaulter, details of the complaint, and any action taken or sanction imposed upon such defaulter.
- f. The Board shall, in exercising its function referred to in this Members’ Handbook, comply with the tenets of natural justice.

5. COMPLAINTS PROCEDURE FOR MEMBERS

- a. All Complaints received from Club/Regional Management Committee Members must be submitted in writing and directed to the Board Chairperson. Only complaints submitted in writing will be reviewed and fall into this process outlined below:
 - i. Complaint in writing to be emailed to Board Chairperson@jeeclubs.co.za if received by info@jeeclubs.co.za it will be forwarded immediately to the Board Chairperson.
 - ii. The Board Chairperson will review the complaint and forward to the respective Regional Chairmen of the Regional Management Committees where the complaint originated to investigate and report back to the Board Chairperson in writing within 5 working days. This Report will explain the background to the complaint, who is involved and how it has been resolved by the respective Regional Chairmen.
 - iii. Board Chairperson will then liaise with Complainant to confirm the matter has been addressed and resolved or what actions are still outstanding relating to the resolution of the matter.
 - iv. If the Regional Chairmen is unable to resolve the complaint then this must be included in the written report addressed to the Board Chairperson within the 5 working days.
 - v. The Board Chairperson will then inform the Board of the Complaint as well recommend what steps are to be taken to resolve or manage the complainant going forward.

- vi. Complaints submitted relating to Regional Chairmen/Regional Management Committees Members must be in writing and directed to the Board Chairperson.
- vii. The Board Chairperson will address the complaint directly with the respective Regional Chairman and request a written response from the Regional Chairman within 5 working days.
- viii. On receipt of this response the Board Chairperson will review the response and engage both parties to find an amicable solution to the complaint.
- ix. If no resolution is found, this will be deferred to the Board for resolution.
- x. All the Club's Directors will be informed of the final outcome.
- xi. Complaints submitted relating to the Board Chairperson must be in writing and addressed to the Club Secretary/ Executive Director, who will in conjunction with a minimum of 3 Club Directors, namely the investigation team, address and manage a resolution. The investigation team will address the complaint directly with the Board Chairperson and request a written response from the Board Chairperson within 5 working days.
- xii. On receipt of this response, the investigation team will review the response and engage both parties to find an amicable solution to the complaint. If no resolution found, this will be raised at Board level for a resolution to be found. All the Club Directors will be informed of the final outcome.

b. Appeals.

- i. Should a complainant not be satisfied with the outcome of the original resolution, the person must submit an appeal in writing, clearly stating the reason/s, to the Club Secretary/Executive Director within 48 hours.
- ii. A minimum of three of the Club's Directors must be appointed by the Board to make a finding, which will be tabled at a special directors meeting and a final conclusion to the matter will be taken.
- iii. All of the Club's Directors must be informed of the final outcome.

6. SETTLEMENT OF DISPUTES

In the case of any dispute as to the application or interpretation of any clause in the Members' Handbook of the Club, the English version will take preference and disputes shall be settled by resolution of the Board, whose decision on such matters shall be final and binding on all members.