

THE CONSTITUTION

OF

IKETSEISENG DISABLED
CENTRE

THE CONSTITUTION

1. Name

The organization will be called: **IKETSETSENG DISABLED CENTRE**

Its shortened name will be: **IKETSETSENG**

2. IKETSETSENG's main objectives are:

- 2.1. To support and care for people with disabilities.
- 2.2. To promote and protect the interests of people with disabilities.
- 2.3. To ensure loyalty towards the development, prosperity and well-being of disabled people..
- 2.4. To conscience all stakeholders to read positively towards the development and success of disabled people.
- 2.5. To develop and present programs towards preparing people with disabilities for the working environment.

3. Income and property

- 3.1. The organization will write down and keep a record of everything it owns.
- 3.2. The organization may not give any of its money or property to its members or office bearers. The only time IKETSETSENG can do this is when it pays for work that a member or office bearer has done for the organization. The payment must be a reasonable amount for the work that has been done.
- 3.3. A member of the organization can only get money back from the organization for expenses that she or he has paid for on behalf of the organization.
- 3.4. Members or office bearers of the organization do not have rights over things that belong to the organization.
- 3.5. If the organization has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are explained in Section 1 of the Financial Institutions (Investment of Funds)

Act of 1984. Or the organization can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act of 1985. Organizations can go to different banks to seek advice on the best way to look after their funds

4. Membership

If a person wants to join the organization as a member, she or he will have to approach the organization's management committee. The management committee however, reserves the right to accept.

Members of the organization must attend its annual general meetings. At the annual general meeting:

- Members will elect the management committee for the next term of office. Those elected then become the organizations office bearers.
- The financial statements and the chairperson's report will be discussed.
- The budget for the next year will be approved.

All members who are over eighteen (18) years of age, will be allowed to vote at the annual general meeting.

The organization will:

- 4.1. Exist in its own right, separately from its members.
- 4.2. Still continue to exist even when its membership changes and there are different office bearers.
- 4.3. Be able to sign contracts and enter into other relationships. It can sue and be sued in its own name.
- 4.4. Be able to own property and other assets.

5. Management

- 5.1. A management committee will manage the organization. The management committee will be made up of not less than six members. They are the office bearers of the organization.

- 5.2. Office bearers will serve for one year, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organization, they can stand for re-election into office again, and again. This is as long as their services are needed, and they are ready to provide their services.
- 5.3. If a member of the management committee fails to attend three management committee meetings in a row, then the management committee will find a new office bearer to take that person's place.
- 5.4. The management committee will meet at least once a month. More than half the members of the committee need to be present at the meeting to make decisions that are allowed to be carried forward.
- 5.5. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to the management committee members two weeks prior to the next meeting.
- 5.6. The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution, for example, it needs the power and authority to raise funds. It also needs to be able to invite and receive contributions. In raising funds however, it may not start doing big ongoing trading activities that would change the organization from being nonprofit in its work. Its activities must always abide by the law. The management committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 5.7. The organization has the right to form sub-committees. The decision that these sub-committees take must be given to the management committee. The management committee would therefore, decide to agree to them or not at its next meeting. By agreeing to the decisions, the management ratifies them, and all the members of the organization have to abide by decisions that are taken by the management committee.

6. Finances

- 6.1. An accounting officer shall be appointed at the annual general meeting. His or her duties will be to check on the finances of the organization.

- 6.2. A treasurer would also be appointed, and his or her job would be to control the finances of the organization. Two other people from within the organization would be assigned to work with the treasurer.
- 6.3. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organization must sign for the withdrawal.
- 6.4. The financial year of the organization starts on the **1st of APRIL every year, and ends on the 31st of MARCH of the following year**, that is, it will cover a twelve-month period.
- 6.5. The organization's accounting records and reports must be ready and handed to the Director of Nonprofit Organizations within six months after the end of the financial year.

7. Changes to the constitution

- 7.1. The constitution can be changed by way of a resolution, which has to be agreed upon and passed by not less than two thirds of the members who attended the meeting. Members must vote at the annual general meeting, or at a specially called general meeting.
- 7.2. The change to the constitution can only be accepted if at least 75% of the members at the meeting vote for the change. Members who vote must be people who have been active in the organization.
- 7.3. A written notice must go out not less than twenty eight (28) days before the meeting at which changes to the constitution are going to be proposed. The notice must indicate that the proposed changes are going to be discussed.

8. Closing down the organization

When the organization closes down it has to pay off all its debts. After doing this, if there is property or money left it should not be paid or given to members of the organization. It should be given in some way to another organization that has the same or nearly the same objectives. This can be decided upon at the annual general meeting, and if a decision can not be reached, the Department of Social Welfare's Directorate for Nonprofit Organizations will decide.

No amendments may be made which would have the effect of making the organization cease to exist.

9. Adoption of the constitution

This constitution was approved and accepted by the members of :

IKETSETSENG DISABLED CENTRE

At a special (general) meeting held on:

Date: _____ **Month** _____ **Year** _____

E. Sprintan

Chairperson

Secretary

The following should also be taken into consideration in regards to the day-to-day running of the organization:

1. Membership

- People who are over 18 years of age and wants to help the organization to achieve its objectives, should be allowed to join. If members have to pay membership fees, they should be allowed to pay once a year to keep their membership.
- Every member has only one vote.
- The organization can decide whether to allow other organizations or institutions that are interested in helping the organization achieve its objectives to become members.
- Each member organization must appoint someone to represent it. That person will vote on its behalf at the organizations meetings. It may send someone else, called an alternate, if its chosen representative is unable to attend meetings.
- Each member organization must inform the organization's secretary who its representative and alternate would be.

2. Ending membership

- If a member has not been active in the organization for a period of six months, or been absent from 3 consecutive meetings without a valid reason, the organization can decide to terminate such membership.
- A member may terminate his or her membership by the way of resignation. This however, is on condition that there would still be at least four members of the management committee left after this member has left the organization.
- A member may resign if he or she can no longer carry on serving properly because of a mental disorder, illness or if, by being active in th organization, he or she can no longer properly run his or her own affairs at home or at work.

3. Office bearers

The office bearers of the organization shall include:

- Chairperson
- Vice-chairperson
- Treasurer
- Secretary
- Assistant secretary

All office bearers shall be elected at an annual general meeting of the organization. They shall hold office until the next general meeting, but they can still stand for re-election in that meeting.

4. Duties of office bearers.

□ The chairperson

The chairperson, as the leader of the organization, chairs all the organization's meetings that she or he attends. He or she must:

- See that members stick to the rules and guidelines that are in the constitution.
- Chair meetings so as to keep good order.
- Sign minutes of meetings after members have agreed that they are accurate.
- Check that accounts show correct spending of the organization's funds, and agree to the accounts being paid.
- Sign cheques on the organization's bank account or accounts.
- Sign all funding agreements.
- Provide general supervision duties.
- Do other duties that the organization expects of its chairperson.
- Ensure that meetings take place at times set out in the constitution.
- Serve as an ex-officio in all the sub-committees.

- Run the annual general meeting.
- Ensure that the annual report is prepared.

□ **The vice-chairperson**

The vice-chairperson would assume all the chairperson's duties that have been passed to him or her in the absence of the chairperson. The chairperson must keep in close contact with the chairperson. If both the chairperson are not available for a meeting, the other members can elect a chairperson amongst themselves.

□ **The treasurer**

The treasurer keeps the record of the organization's income and expenditure. His or her detailed duties include:

- Keep a proper record of the organization's receipts and expenditure.
- Keep a record of all donors.
- Pay the organization's accounts.
- Be responsible for collecting membership fees from members.
- Ensure that always the organization's expenditure does not exceed its receipts.
- Prepare the organization's financial statements to be presented at the annual general meeting.

□ **The secretary**

The secretary is responsible for making sure that the organization's administration runs smoothly. He or she must work closely with the chairperson and the vice-chairperson. The secretary must:

- Keep proper records and minutes of all meetings.
- Deal with all the correspondence that comes in and goes out of the organization.

- Prepare and send notices of all meetings of the organization.
- Prepare the venue for the meetings.

□ **The vice-secretary**

The vice-secretary will be in charge of all the secretary's duties in the absence of the secretary.

5. Meetings and procedures of the committee.

- The management committee must hold at least two ordinary meetings each year.
- The chairperson, or two members of the committee, can call a special meeting if they feel the need, but they must let the other management members know of the date of the meeting at least 21 days before the meeting. If however, one of the matters to be discussed is the appointment of a new management committee member, then those calling for the meeting must let the other committee members not less than thirty (30) days, before the meeting.
- The chairperson shall act as the chairperson of the management committee. If he or she does not attend a meeting, then the members of the committee who are there choose which of them will chair that meeting. This must be done before the meeting starts
- There shall be a quorum whenever such a meeting is meeting.
- When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
- Minutes of all meetings must be kept safely and always be on hand for members to consult.

6. Annual general meetings.

The annual general meeting must be held once every year, towards the end of the organization's financial year.

The organization should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent in apologies because they cannot attend.
- Read and confirm the previous meetings minutes, with matter arising.
- The chairperson's report.
- The treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General matters.
- Close the meeting.

7. Adoption of the constitution

This constitution was adopted on:


Date: _____ Month _____ Year _____

by the people who have signed at the bottom of this document.

Signed by:

Full name: M O SEFUTHI

Title: Mrs

Signature: 

Full name: HLOPHLEKHE

Title: Miss

Signature: E. Sprinkaan

Full name: EVELINE DISEBO

Title: Miss

Signature: S. Segate

Full name: MOFOKENG

TITLE : Miss

Signature : Mofokeng