

SISU CONSTITUTION

1. NAME

- 1.1 The organisation hereby constituted will be called Sisü Community Social Organisation.
- 1.2 Its shortened name will be SISU.

2. BODY CORPORATE

The organisation shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

3. OBJECTIVES

The organisation's main objectives are to:

- a) To foster positive community development by providing life skills and leadership training.
- b) To provide a safe and supportive environment where the community will engage in social, educational, and extracurricular activities.
- c) To help the community identify and pursue their career goals, social issues, life orientation guidance, mentorship.
- d) To encourage and increase community participation, involvement and engagement in healthy lifestyles among the community members through educational programmes, talk shows, community programmes and campaigns, and initiatives.
- e) To establish community partnerships to facilitate the development of social initiatives
- f) To develop a robust volunteer network to support the organisation's activities.

The organisation's secondary objectives will be to:

- a) Networking and collaboration:

The organization will aim to create opportunities for networking and collaboration among their members. This will include facilitating partnerships and collaborations between individuals and organizations with similar goals and interests.

- b) Advocacy and awareness:

The organization will work to promote awareness and advocate for specific social issues or causes. It will educate the community about those issues, raising awareness, and advocating for policy changes or societal shifts.

- c) Capacity-building and skills development:

The organization will build the capacity and skills of their members. This includes providing training and development opportunities to build knowledge, skills, and expertise in relevant areas, such as community organizing, leadership, or advocacy.

d) Building relationships and social cohesion:

SISU aims to foster relationships and social cohesion within the community. This includes organizing social events, promoting inclusivity and diversity, and creating spaces for community members to connect and form social bonds.

e) Fundraising and sustainable resource generation:

The organization relies on fundraising and resource generation to fund its operations and initiatives. It will develop sustainable fundraising strategies, diversifying funding sources, and building relationships with potential donors, sponsors, or partners.

f) Research and knowledge dissemination:

The organization will research and knowledge dissemination. This involves conducting research on social issues, sharing findings with the community, and disseminating information through publications, workshops, or conferences.

g) Volunteer coordination and support:

SISU will rely on volunteers to support their activities and developing systems and processes for volunteer recruitment, training, and coordination, as well as providing ongoing support and appreciation for volunteers.

h) Collaboration with other organizations:

SISU will collaborating with other organizations, both within the community and beyond. This involves partnering on shared initiatives, pooling resources, or coordinating efforts to maximize impact and avoid duplication.

4. GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE

4.1 The Office Bearers will oversee the organisation. The Office Bearers will be made up of eight (8) members. They are the Board of Governance of the organisation.

4.2 Term of office:

Office bearers will serve for a period of three years (3) which has been agreed to by the general membership at an AGM, and which shall not exceeds three years. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.

4.3 Vacancies:

The Office Bearers must, as soon as reasonably possible, appoint someone to fill any vacancy that reduced the number of Office Bearers.

4.4 Resignation:

An Office Bearer may resign from office in writing.

4.5 Disqualification or Removal

If an Office Bearer does not attend three meetings in a row, without having applied for and obtaining leave of absence from the Board, then the Board will find a new member to take that person's place.

5. MEMBERSHIP

- 5.1 To identify the requirements that members would meet in order to join the organisation. These eligibility criteria would include age, residence, occupation, interests, and other specific requirements.
- 5.2 To reach out to potential members by creating awareness of the organisation and its activities in the community. This would be done by word-of-mouth, social media, flyers, posters, and other channels.
- 5.3 To share detailed information about the organisation's objectives, mission, vision, and values with interested members. To highlight the benefits of membership, such as access to resources, networking opportunities, and social activities.
- 5.4 To provide prospective members with membership applications, either in print or online. These forms would capture the members' personal information, interests, and any other relevant details.
- 5.5 To review all membership applications to ensure that the eligibility criteria are met.
- 5.6 Once the applications have been reviewed, they would be accepted or rejected based on eligibility criteria and other relevant factors.
- 5.7 To provide feedback to all applicants, either accepting or declining their application.
- 5.8 Once accepted, new members will be inducted into the organisation. This would be done through an orientation programme or induction ceremony, where new members learn about the organisation's operations, policies, and opportunities for engagement.

5.9 Termination of Membership and Loss of Benefits:

- 5.9.1 Failure to comply with the organisation's code of conduct, and rules would result in membership termination.
- 5.9.2 Members would voluntarily resign by submitting a written notice to the Membership Committee.
- 5.9.3 In extreme cases of misconduct or violation of the organisation's values, the Membership Committee would recommend the expulsion of a member. Such cases would be addressed following the organisation's laws and procedures.
- 5.9.4 If a member fails to pay their dues within the specified timeframe, they would lose their membership benefits until the outstanding fees are settled.
- 5.9.5 If a member violates the code of conduct, such as engaging in disruptive behaviour, harassment, or unethical conduct, they would face disciplinary actions, including the loss of membership benefits.
- 5.9.6 If a member consistently fails to meet the participation requirements, events, meetings, and volunteer activities, they would be deemed inactive or non-contributing, resulting in the loss of membership benefits.
- 5.9.7 If a member fails to renew their membership within the prescribed timeframe, their membership benefits would be suspended until they renew.

5.10 The Procedure for Appeals against the Loss or Termination of Membership

- 5.10.1 Members would familiarise themselves with the organisation's governing documents to understand the procedures and grounds for appealing a loss or termination of membership.
- 5.10.2 Members would prepare a written appeal detailing the reasons why they believe the loss or termination of their membership was unjust or incorrect. They would clearly state the grounds for their appeal and provide any supporting evidence or documentation to strengthen their case.
- 5.10.3 They would submit their appeal to a membership committee, or a designated appeals board.
- 5.10.4 Once their appeal is submitted, the organisation will typically review their case. This would involve a thorough examination of the circumstances leading to the loss or termination of their membership, as well as any relevant documentation or statements from involved parties.
- 5.10.5 An appeals hearing would be conducted to allow members to present their case in person. This hearing would involve a panel or committee that will listen to their arguments and consider any additional evidence or witnesses they bring forth.
- 5.10.6 After reviewing their appeal, the organisation will communicate its decision to the members in writing. This decision would uphold the loss or termination of their membership, or it may reverse the decision and reinstate their membership benefits.
- 5.10.7 Once a final decision has been reached, members would adhere to the outcome as outlined by the organisation. This would involve accepting the loss of membership benefits or following any conditions or requirements set forth for reinstatement.

6. POWERS OF THE ORGANISATION

- 6.1 The Board shall carry out the powers on behalf of the organisation and they shall manage the affairs of the organisation in accordance with the resolutions of the members as shall be taken from time to time at General Meetings of the organisation.
- 6.2 The Board is responsible for making decisions, and acting on such decisions, which it believes it needs to make in order to achieve the objectives of the organisation as stated in point number 2 of this constitution. However, such decisions and their activities may not be against the resolutions of the members or be against the law of the Republic of South Africa.
- 6.3 The Board shall have the general powers and authority to:-
 - 6.3.1 raise funds or to invite and receive contributions.
 - 6.3.2 buy, hire or exchange for any property that it needs to achieve its objectives.
 - 6.3.3 make by-laws for proper governance and management of the organisation.
 - 6.3.4 form sub-committees as and when it is necessary for proper functioning of the organisation.
- 6.4 If the Board thinks it is necessary, then it would decide to set up one or more sub-committees. It would decide to do this to get some work done quickly. Or it would want a sub-committee to do an inquiry, for example.

- 6.5 The Board may delegate any of its powers or functions to a sub-committee provided that:-
- 6.5.1 such delegation and conditions are reflected in the minutes for a meeting
 - 6.5.2 at least one Office Bearer serves in the sub-committee.
 - 6.5.3 there are three or more people on a sub-committee.
 - 6.5.4 the sub-committee must regularly report back to the Board on its activities.
- 6.6 The Board would in advance approve all expenditure incurred by the sub-committee, and would revoke the delegation or amend the conditions of the delegation.

7. MEETINGS

7.1 Annual General Meetings (AGM)

- 7.1.1 Stakeholders of the organisation must attend its annual general meetings.
- 7.1.2 The purpose of an Annual General Meeting (AGM) is to:
- Report back to stakeholders from the Office Bearers on the achievements and work of over the year.
 - Make any changes to the constitution.
 - Enable members to decide on the policies of the organisation.
- 7.1.3 The annual general meeting must be held once every year, towards the end of the organisation's financial year.
- 7.1.4 The organisation 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 apologies because they cannot attend
 - Read and confirm the previous meeting's minutes with matters arising.
 - Chairperson's report.
 - Treasurer's report.
 - Changes to the constitution that members may want to make.
 - Elect new office bearers.
 - General.
 - Close the meeting.

7.2 Special General Meetings

- 7.2.1 The Special General Meeting (SGM) or any other special meeting is held outside of the normal or regular meetings.
- 7.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.
- 7.2.3 The Board or not less than one-third of the members may call a Special General Meeting of the organisation.
- 7.2.4 Special meetings may be called when the Board needs the mandate or guidance of the general members of the organisation to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.

7.3 Ordinary Meetings

- 7.3.1 Ordinary members meetings are conducted to complete a standard order of business of the organisation. These are held once a quarter and are attended by the board.
- 7.3.2 The meetings of the Board will be held at least once a quarter or when a need arises from time to time to conduct the business of the Board.

7.4 Notices of Meetings

- 7.4.1 The Chairperson of the Board shall convene meetings. The Secretary must let all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.
- 7.4.2 However, when convening an AGM, or a Special General Meeting, all members of the organisation must be informed of the meeting no less than fourteen (14) days before such a meeting.
- 7.4.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.
- 7.4.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.
- 7.4.5 For confirmation of delivery, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.
- 7.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

7.5 Quorums

- 7.5.1 Quorums for all meetings of the organisation shall be a simple majority (50% +1) of relevant members who are expected to attend.
- 7.5.2 However, for the purpose of considering changes to this constitution, or the dissolution of the organisation, then a two thirds ($\frac{2}{3}$) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.
- 7.5.3 All meetings of the organisation must reach a quorum before they can start.
- 7.5.4 If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.
- 7.5.6 If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

7.6 Procedures at Meetings

- 7.6.1 The Board may regulate its meetings and proceedings as it deems fit, subject to the following:
- That the Chairperson shall chair all meetings of the organisation, including that of the Board.
 - That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

7.7 Making decisions in meetings

- 7.7.1 Where possible, the decisions of the organisations shall be taken by consensus. However, when there is no consensus, then members will discuss options for a while and then call for a vote.
- 7.7.2 All votes shall be counted and the majority votes on an issues shall be regarded as the decision of the meeting
- 7.7.3 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.
- 7.7.4 All members must abide by the majority decision
- 7.7.5 Decisions concerning changes to this constitution, or of dissolution and closing down of the organisation, shall only be dealt with in terms of clauses 9 and 10 of this constitution.

7.8 Records of meetings

- 7.8.1 Proper minutes and attendance records must be kept for all meetings of the organisation.
- 7.8.2 The minutes shall be confirmed as a true record of proceedings by the next meeting of the Board, or of general members as the case may be, and shall thereafter be signed by the chairperson.
- 7.8.3 Minutes shall thereafter be kept safely and always be on hand for members to consult.

8. INCOME AND PROPERTY

- 8.1 The organisation will keep a record of everything it owns.
- 8.2 The organisation may not give any of its money or property to its members or the Board. The only time it can do this is when it pays for work that an Office Bearers or member has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- 8.3 The Board or a member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation, and for which authorisation has been granted.
- 8.4 The Board or members of the organisation do not have rights over things to belong to the organisation.

9. FINANCES AND REPORTS

9.1 Bank Account:

The Board must open a bank account in the name of the organisation with a registered Bank.

9.2 Signing:

Cheques and other documents requiring signature on behalf of the organisation shall be signed by at least two persons authorised by the Board. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.

9.3 Financial year-end:

The financial year end of the Organisation shall be end of 31st of March of each year.

9.4 Financial Report:

The Board must ensure that proper records and books of account which reflect the affairs of the organisation are kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether or not the financial statements of the organisation are consistent with its accounting policies and practices of the organisation.

- 9.5 The Treasurer is responsible for making sure that the money of the organisation is safe and is accounted for.
- 9.6 The Treasurer must also make regular reports to the Board on the finances the organisation, which should include all incomes, expenditures and balance that remain according to accounting practices of the organisation.
- 9.7 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984, or as shall be amended. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985 (as amended). The organisation can go to different banks to seek advice on the best way to look after its funds.

10. AMENDMENTS TO THE CONSTITUTION

- 10.1 The constitution can only be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds ($\frac{2}{3}$) (or at least 67%) of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.
- 10.2 For the purpose of considering changes to this constitution, a two thirds ($\frac{2}{3}$) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in clause 6 of this constitution
- 10.3 As provided for in clause 6, written notices must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.
- 10.4 No amendments may be made which would cause the organisation to close down or stop to function or die away.

11. DISSOLUTION/CLOSING DOWN

- 11.1 The organisation may dissolve or close down if at least two thirds ($\frac{2}{3}$) of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
- 11.2 When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers. It should be given in some way to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

This constitution was approved and accepted by members of

Sisu Community Social Organisation

At a special (general) meeting held on.....**13/07/2023**
Day/Month/Year

Chairperson

Secretary