

CONSTITUTION of the Africa Centre for Social Change

1. GENERAL

1.1 Name

The organisation is known as the Africa Centre for Social Change, hereafter referred to as the Centre (ACSC).

1.2 Status

The Centre is an independent unit of community service.

2. AIMS

The aims of the Centre are:

2.1 To develop and implement community service projects that are related to the social change in communities;

2.2 To develop expertise and infrastructure in order to maintain the highest possible standards in service provision regarding social change;

2.3 To make available the expertise in the field of social change to individuals and organisations that require it;

2.4 To control and manage external funding that has been obtained with a view to performing the Centre's community service functions.

3. MANAGEMENT STRUCTURE

The Centre is controlled by a Management Committee and managed by the director assisted by an Executive Committee (optional). All decisions, functions and powers defined below are subject to the general policy of the Centre.

4. STAFF STRUCTURE

The Centre consists of:

The director of the Centre

Administrative staff (part time or full time) that the board may appoint or second to the Centre
Co-workers within and when necessary to acquire specific competencies outside of the Centre.

5. Income and property

5.1 The organisation will keep a record of everything it owns.

5.2 The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.

5.3 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.

5.4 Members or office bearers of the organisation do not have rights over things that belong to the organisation.

5.5 In the case of dissolution of the Centre, all of its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in its legal successor, and the Board of the Centre shall perform all actions necessary to effect such conveyance.

6. Powers of the organisation

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. Its activities must abide by the law.

6.1 The management committee has the power and authority to raise funds or to invite and receive contributions.

6.2 The management committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.

6.3 The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

6.4 Organisations will decide on the powers and functions of office bearers.

7. Meetings and procedures of the committee

7.1 The management committee must hold at least two ordinary meetings each year.

7.2 The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days notice.

7.3 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.

7.4 There shall be a quorum whenever such a meeting is held.

7.5 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.

7.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.

7.7 If the management committee thinks it is necessary, then it can decide to set up one or more sub- committees. It may decide to do this to get some work done quickly. Or it may want a sub- committee to do an inquiry, for example. There must be at least three people on a sub- committee. The sub- committee must report back to the management committee on its activities. It should do this regularly.

8. Finance

8.1 An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.

8.2 The treasurer's job is to control the day to day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.

8.3 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.

8.4 The financial year of the organisation ends on eg 31 March 2002

8.5 The organisations accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the financial year end.

8.6 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions.

9. CONDITIONS OF SERVICE AND REMUNERATION

All appointments of staff to the Centre including those paid for from its own funds are made in accordance with the usual policy of the Centre.

Remuneration for presenting programmes is done in accordance with the guidelines based on the internal equity measures. Any deviation from the rule may occur only with the approval of the Centre's Management Committee.

Remuneration for special services rendered by individuals or organisations outside of the Centre entailing the execution of particular projects takes place in accordance with ad hoc negotiations with the director.

10. LEGAL CAPACITY

10.1. Exceed acts as legal entity on behalf of the Centre.

10.2. Liability claims are dealt with in terms of the appropriate liability policy of Exceed.

10.3. Signing powers in accepting instructions apply in accordance with the prevailing rules of Exceed.