

**CONSTITUTION****1. Name**

- 1.1 The organization hereby constituted will be called **SIYAZENZELA YOUTH TRANSITION**
- 1.2 Its shortened name will be **S.Y.T.**
- 1.3 Body corporate

**The Area of Operation**

The organisation shall operate within the Kwa Zulu Natal province and beyond.

**2. Legal Status**

The organization shall

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

**3. Objectives**

(a) The organization's main objectives are to:

1. To promote religion, arts sciences, education, charity, recreation, or any other cultural or social activity or communal or group interest;
2. To Advance broader socio-economic transformation in the rural communities and beyond.
3. To provide career guidance services and facilities to the youth.
4. To assume the role of an effective voice for the needs aspirations and views of the youth.
5. To uphold and enhance the highest relevant professional standards and principles in youth development and leadership.
6. To encourage youth to play an active and meaningful full role in the broader south African community by participating in community outreach programs.
7. To engage companies to play a meaningful role towards the development of aspirant managers within the unemployed youth community.
8. To conduct workshops on the usage of educational technologies.

(b) The organization's secondary objectives will be to establish.

**4. Income and Property**

- 4.1 The organization will keep a record of everything in its owns.
- 4.2 The organization may not give 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 organization. The payment must be a reasonable amount for the work that has been done.
- 4.3 A member of the organization can only get money back from the organization for expenses that she or he paid for or on behalf of the organization.

**5. Memberships and General Meeting.**

- 5.1 If a person wants to become a member of the organization. She or he will have to ask the organization's management committee. The management committee has the right to say no.
- 5.2 Ordinary membership shall be derived from all persons who are aged 16 to 30 in kwa-Zulu Natal and beyond.
- 5.3 Associate membership shall be derived from any member of the public and professionals who have got interest in the development of young South Africans.
- 5.4 Members shall pay once of joining fee when joining the organization.
- 5.5 Members shall pay subscription fees annually within the first two months of each financial year.
- 5.6 Subscription fee already paid shall not be refunded.
- 5.7 Subscription fee will be reviewed annually at the general meeting (AGM).
- 5.8 A membership application form shall be filled in and submitted to the secretary of the organisation.
- 5.9 A member shall resign from the organisation by submitting a letter of resignation to the secretary.
- 5.10 Member of the organization must attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy of the organization.
- 5.11 Associate members shall have no voting right, but may participate in deliberations at any general meeting of the organisation.

**6. Office Bearers**

6.1 There shall be two committees' viz. Executive Committee and circuit coordinating committee.

6.1.1 Executive committee shall consist of six members elected by the (AGM)

6.1.1.1 Chairperson

6.1.1.2 Deputy chairperson

6.1.1.3 Secretary

6.1.1.4 Deputy secretary

6.1.1.5 Treasurer

6.1.1.6 Programme co-ordinator

6.1.2 Branch coordinating committee

6.1.2.1 Coordinator

6.1.2.2 Deputy

6.1.2.3 Secretary

**6.2 Duties of the Executive Committee**

The duties of the executive committee shall be to:

6.2.1 Ensure that the programmes of the association are properly implemented.

6.2.2 Give a comprehensive report of the Association's activities to the

6.2.3 Approve and keep audited financial statements of an organisation.

6.2.4 Engage all necessary services for the realization of the goal and objectives of the association.

6.2.5 Evaluate the progress and impact of the association and make recommendations to the AGM.

6.2.6 Make recommendations to the AGM on subscription fees and other financial matters.

6.2.7 Make the necessary regulations on any matter not specifically provided for in this constitution, and to inform all members of such regulation.

6.2.8 Coordinate activities of all sub-committees set by the association.

6.2.9 Make the necessary regulations on any matter not specifically provided for in this constitution and to inform all members of Such regulation

**6.3 Duties of The Office Bearers**

6.3.1 The chairperson shall

6.3.1.1 Be responsible for convening and chairing the meeting.

6.3.1.2 Represent the association in the meetings and any negotiations for the benefit of the organisation.

6.3.1.3 Accountable to the constituency.

6.3.1.4 In consultation with the secretary, draw up notices and agenda for all meetings of the association.

6.3.1.5 Present an annual report of the activities of the association, and make suggestions for future operations of the association.

6.3.1.6 Be a cosignatory to financial transactions, and all other documents of the association.

6.3.1.7 Liaise with other organisations with interests similar to those of SYT, for the benefit of the members.

6.3.1.8 Approve, together with the treasure, all financial transactions carried out on behalf of the association.

6.3.1.9 Ensure effective general coordination of the association's activities.

6.3.1.10 Ensure that functions and responsibilities' that he/she is unable to perform are carried out by the deputy chairperson or some other members of the executive committee.

6.3.1.11 Have executive powers to give the ruling any deadlock matters.

**6.3.2 The Deputy Chairperson Shall**

6.3.2.1 Act on behalf of the chairperson in the event of the latter being absent or unable to perform his/her duties and/ or requested to do so except being a signatory to financial transactions.

**6.3.3 The secretary Shall**

6.3.3.1 Keep all records of an organisation. Except financial records;

6.3.3.2 Record all proceedings of all executive committee meetings, general meeting and the AGM.

6.3.3.3 Draw, in consultation with the chairperson, the agenda of all meetings;

6.3.3.4 Write and circulate notice of meetings to committee and/or members seven (7) days before the next meeting;

6.3.3.5 Circulate minutes of previous meeting to committee member seven (7) days before the next meeting

6.3.3.6 Be a co-signatory to financial transaction of an organisation;

6.3.3.7 Handle all correspondence of an organisation.

6.3.3.8 Keep an inventory of the property of the association.

**6.4 The Deputy Secretary shall:**

6.4.4.1 Act on behalf of the event of the latter being absent or unable to perform her duties, and / or requested to do so except being a signatory transactions.

**6.4.1 The Treasure Shall:**

6.4.2 Accountable for all the organization's finances;

6.4.3 Keep all the financial records of the association

6.4.4 Report; about the financial status and matters to the structural meeting;

6.4.5 Shall be responsible for making recommendations on the allocation of funds for all organisations programmes;

6.4.6 Prepare in consultation with executive committee, the budget of the association;

6.4.7 Lead fundraising campaigns together with the chairperson;

6.4.8 Shall be responsible for the sourcing and application of funds as directed by the executive committee;

6.4.9 Shall draw up and submit quarterly financial statements of the association;

6.4.10 Cause the financial statements of the association to be audited by a recognized firm of auditors;

6.4.11 presents the audited financial statements of the association to the AGM;

6.4.12 presents an annual audited financial report of the activities of the association, and makes suggestions for future operations of the association;

6.4.13 be a co-signatory to all financial transactions of the association.

**6.5. The Project Coordinator shall**

- be responsible for coordinating all Programme activities of the association.
- Liaise with the treasurer on the programmatic budget of the association.
- Ensure that all activities are adequately planned, and all resources are properly marshaled to ensure trouble-free implementation of the association's Programme.
- Keep the executive committee fully informed of the progress of all activities in the programme.
- be responsible for initiating and /or calling for new activities in the association.
- Shall draw up and submit quarterly programme reports of the association.

**6.6 The Coordinating Committee**

The coordinating Committee Shall

- in liaison with projects coordinator, coordinate all branch programme and activities as mandated by the EXCO;
- Submit quarterly branch programme reports of the association.

**6.7 The Deputy Branch Coordinator Shall;**

- Act on behalf of the branch coordinator in the event of the latter being absent or unable to perform his/her duties, and/or requested to do so.

**7. Management**

- 7.1 A management committee will manage the organization. The management committee will be made up of not less than **05** members. They are the office bearers of the organization.
- 7.2 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 so long as their services are needed and they are ready to give their services.
- 7.3 If a member of the management committee does not attend three management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place
- 7.4 The management committee will meet least once a month. More than half of members need to be the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 7.5 Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of signed by the chairperson.
- 7.6 The organization has the right to form sub committees. The decision that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub committee's meeting. By agreeing to decisions the management committee ratifies them.
- 7.7 All members of the organization have to abide by decisions that are taken by the management committee.

## 8. Power of organization

- 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 the law.
- The management committee has the power and authority to raise funds or to invite and receive contributions.
- The management committee does, however has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- The management committee has the right to make by-law for proper management, including procedure for application, approval and termination of membership.
- Organization will decide on the powers and functions of office bearers.

## 9. 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 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.
- 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.
- There shall be a quorum whenever such a meeting is held.
- 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.
- If the management committee thinks it is necessary then it can decide to set up one or more sub-committee. It may decide to do this to get some work done quickly or it may want a sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

## 10. Annual General Meetings (AGM)

- 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 discuss 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

### 10.1 Annual General Meeting (AGM)

- The AGM shall be the highest decision-making body of the association, and shall be attended by all members
- The AGM shall be held not later than three (3) months after the end of the financial year.
- The quorum at the AGM shall be fifty percent plus one (50+1) of all paid up members.
- The AGM shall arrive at decisions by show of hands, and motions shall be adopted by a simple majority vote.
- In the event of a tie the chairperson shall have a casting vote.
- The AGM shall discuss and make decisions on progress reports of the association, the audited financial statements and future plans, and any other policy related documents

#### **10.2 General Meeting**

- General meeting shall be convened by the chairperson.
- General meetings shall be held once every six (6) months, except in cases of emergency a meeting may be called at any time.
- The quorum at general meetings shall be fifty percent of the members plus one member (50+1).
- Notice of a meeting, with the proposed agenda, shall be sent to members in writing seven (7) days before the day of the meeting.
- If the meeting does not have a quorum it shall be adjourned, and be reconvened within seven days, and the members present then shall constitute a quorum.

#### **10.3 Executive Committee Meetings**

- Executive Committee Meetings shall be convened by the chairperson.
- The executive committee shall meet once every month, provided that in case of emergency a meeting may be called at any time.
- The quorum at general meetings shall be fifty percent of the members plus one member (50+1).
- If the meeting does not have a quorum it shall be adjourned, and be reconvened within seven days, and the members present then shall constitute a quorum.
- Any member of the executive committee who is absent from three consecutive meetings of the executive committee without submitting a valid reason in writing shall automatically be removed from the executive committee.

#### **10.4 Branch Coordinating Committee Meetings**

- Branch coordinating committee meetings shall be convened by the project coordinator (chairperson)
- The branch coordinating committee shall meet once every other month, provided that in cases emergency a meeting may be called at any time.
- The quorum at general meetings shall be fifty percent of the members plus one member (50+1).
- Notice of a meeting, with the proposed agenda, shall be sent to members in writing seven (7) days before the day of the meeting.
- If the meeting does not have a quorum it shall be adjourned, and be reconvened within seven days, and the members present then shall constitute a quorum.
- Any member of the circuit coordinating Committee who is absent from three consecutive meeting of the executive committee without submitting a valid reason in writing shall automatically be removed from the Circuit coordinating Committee.

#### **10.5 Special General Meetings**

- In event of an emergency at least one executive member, in consultation with the entire executive committee, shall have the power to call a special general meeting of members of the association.

#### **10.6 Special Executive Committee**

- In the event of an emergency any member of the executive committee shall have the right to call a special executive committee meeting after consulting with the chairperson.

11. Finance

- The organisation shall derive its income from membership fees, sponsorship, donations, fundraising functions and monies raised in any other manner within the provisions of this constitution.
- 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 organization.
- The treasure's job is to control the day to day finances of the organization. The treasurer shall arrange for all funds to be put into a bank account in the name of the organization. The treasure must also keep proper records of all finances.
- Whenever funds are taken out of the bank account in the name of the organization. The treasurer must also keep proper records of all the finances.
- The financial year of the organization ends on **31 March**
- The organization's accounting records and reports must be ready and handed to the director of nonprofit organization within six months after the financial year end.
- If the organization 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 the organization can get securities that are listed on a licensed stock exchange as set out in the stock exchange control Act 1985. The organization can go to different banks to seek advice on the best way to look after it funds.

12. Amendments

- The constitution can be changed by a resolution, the resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.
- Two thirds of the members shall be present at a meeting ("the quorum") before a decision to change the constitution is taken. Any annual general meeting may vote upon such notion, if the details of the changes are set out in the notice referred to in 7.3
- A written notice 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.
- No amendments may be made which would have the effect of making the organization cease to exist.

13. **Dissolution/Winding –Up**

- The organization may close down if at least two-third of the members present and voting at a meeting convened for the purpose of considering such matter, are in favor of closing down.
- The organisation shall be dissolved by at least eighty percent (80%) of members present at a meeting convened specially for the purpose, voting for a motion to dissolve.
- No less than 14 days notice shall be given such a meeting.
- When the organization 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 organization it should be given in some way to another nonprofit organization that has similar objectives. The organization's general meeting can decide what organization this should be.


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This constitution was approved and accepted by members of

**SIYAZENZELA YOUYH TRANSITION**

At a special (general) meeting held on

14 JULY 2007



.....  
Chairperson

Mr. P.P. Msimang

.....  
Secretary