**THE HOUSEHOLD CONSTITUTION**

Name

Core values

Benefits

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Declaration

**1. Name**

The group will be called THE HOUSEHOLD and will be registered as an NPO/NGO. NGO is another descriptor used to refer to not-for-profit entities.

**2. Core Values**

The core values of the group will be:

Respect:

Integrity:

Support:

Excellence

Discipline

Socializing

To ensure a duty of care to all members of the group.

To provide services in a way that is fair to everyone.

To ensure all present and future members receive fair and equal treatment.

**3. Benefits**

• Create communion and fellowship.

• Provide support for each other emotionally, financially etc.

• Create a trusted, safe gathering for all members

• Create a challenging space for Healthy inspiration for all members

• Become thought partners

**4. Membership**

Membership will consist of officers and members of the group. All members will be subject to the regulations of the constitution and by joining the group will be deemed to accept these regulations and codes of practice that the group has adopted.

• Members will be enrolled as Full Members.

• Members will supply their personal details (ID number, marital status, date of birth and residential address).

• Members must abide by the constitution.

• Members must support the aims of the group and participates in its activities

• Should a member pass away, his or her family members will not automatically become members of the club.

1. **Membership Fee:**

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

Fees will be paid: monthly

**4. Club Officers**

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

The officers of the club will consist of:

**a. Chairperson,** whose responsibilities are:

• To lead and prepare the agenda for meetings.

• Make sure rules are followed.

• Approve money withdrawal with another executive member.

• Explore opportunities for enhancing the group’s practices

**b. Secretary,** whose responsibilities are:

• Keep an accurate record of the group’s activities, namely minutes, correspondence, and membership register.

• Maintain communication to make sure all members are informed of all activities of the group.

• Have signing powers with the Chairperson and Treasurer.

**c. Treasurer,** whose responsibilities are:

• Keep an accurate account of all the group’s finances and present copies of all the deposit slips.

• Collect money or deposit slips at every meeting.

• Have signing powers with the chairperson and the secretary

**d. Change of Leadership**

• Members can change the leadership structure if there is a majority vote.

• Changes in the leadership structure must be announced 60 days prior to the meeting.

**5. Committee**

The club will be managed through the Management Committee consisting of:

NAMES OF OFFICER POSTS. Only these posts will have the right to vote at meetings of the Management Committee. The Management Committee meetings will be convened by the Secretary of the club and held no less than NUMBER OF MEETINGS times per year.

The quorum required for a business to be agreed at Management Committee meetings will be: 50% + 1.

The Management Committee will be responsible for adopting new policies, codes of practice, and rules that affect the organization of the group.

The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

**6. Finance**

All club monies will be banked in an account held in the name of the group. The Club Treasurer will be responsible for the finances of the club.

• Signing power will be held by 3 persons nominated by the Stokvel.

• All transactions must be signed by at least 3 of the nominated persons.

The financial year of the club will end on: March 31st.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

**7. Annual General Meetings**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. No less than 21 clear days’ notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% OF THE MEMBERSHIP.

The Management Committee has the right to call Special General Meetings (SGMs) outside the AGM. Procedures for SGMs will be the same as for the AGM.

**8. Discipline and Appeals**

All complaints regarding the behaviour or code of conduct of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 3 days of the Secretary receiving the appeal.

**9. Dissolution**

A resolution to dissolve the group can only be passed at an AGM or SGM through a majority vote of the membership.

• In the event that the group closes, any extra funds and assets of the group will be shared amongst members according to each members’ contribution.

• Liability and debts will also be shared equally in the group if such debt is made by the group.

**10. Amendments to the constitution**

The constitution will only be changed through agreement by a majority vote at an AGM or SGM.

•The votes of two-thirds of all the members of the Stokvel are required to change its constitution.

• Changes in the constitution must be announced 60 days prior to the meeting.

**11. Declaration**

THE HOUSEHOLD hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date:

Name:

Position: Club/Chair/President

Signed: Date:

Name:

Position: Group Secretary