**THE CONSTITUTION OF MASAKU SELF HELP GROUP**

**1. NAM**E

The name of the Group shall be “MASAKU SELF HELP GROUP”.

**2. OBJECTS**

The objects of the Group shall be:

**2.0** To create an enabling platform through which members can make savings.

**2.1** To establish a forum that will create a network and effective communication among members.

**2.3** To remain non-political.

**3. MEMBERSHIP**

**3.0** Any person over the age of eighteen (18) years who shares the above interests with reliable source of income and shows commitment shall be eligible for membership of the Group and shall, subject to approval of the management committee, become a member on payment of the prescribed membership.

**3.2** The Group attracts a minimum of Ten (10) and a maximum of Twenty (20) members.

**3.3** Every member is shall make a minimum monthly contribution.

**3.4** Every member shall pay registration fee.

**3.5** Management committee may refuse admission to a person after assigning reasons for their decision.

**3.6** Membership of the group shall cease with effect from the date of a member’s:

a) Death

b) Withdrawal

c) Expulsion from Group

d) Becoming certifiably insane

e) Transfer of shares

f) Being declared bankrupt in a Court of Law

**3.7** Any member can be expelled from membership if the committee so recommends and if a General meeting of the Group shall resolve by two thirds majority that such a member should be expelled on the grounds that his/her conduct has adversely affected the reputation and dignity of the Group**.**

**4. Nominees**

**4.0** Every member shall nominate a nominee in writing as his/ her nominee to whom, on his/ her death, deposits shall be vested and such appointments shall be attested by two witnesses who are members of the group.

4.1 In the event of death of a member, the group after satisfying itself and after obtaining such documentary proof of the death of a member as it may consider necessary, shall pay to the nominee the value the value of the deceased member’s deposits, after ducting such sums as may be due by the member to the group, as soon as possible.

**5 OFFICE BEARERS**

**5.0** The office bearers of the Group shall be

i) The chairman

ii) The secretary

iii) The treasurer

**5.1** All office bearers shall be elected at Annual General Meeting (AGM) to be held each year and shall hold the office till the succeeding AGM subject to the conditions contained in sub-paragraphs (b) and (d) of this rule but shall be eligible for reelection.

**5.2** Any office bearer who ceases to be a member of the Group shall automatically cease to be an office bearer thereof.

**5.3** Office bearers may be removed from office as is laid down for expulsion of members in rule 3(3.6 &3.7) and 6.1 and vacancies created filled by persons elected in General meeting resolving the expulsion. The management committee may co-opt on temporary basis any member to fill such vacancy in event of such occurrence.

**5. OF OFFICE BEARERS 5 DUTIES**

**5.5.1 Chairman**

I) The Chairman shall unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all General meetings.

II) In the absence of the chairman the vice-chairman shall chair all session. He shall deputize the chairman in all occasions.

**5.5.3 Secretary**

I) The Secretary shall deal with all the correspondence of the Group under the general supervision of the committee. In case of urgent matters where the committee cannot be consulted, he/she shall consult the chairman or if he/she is not available the vice-chairman. The decision reached shall be subject to ratification or otherwise at the next committee meeting.

II) He/she shall issue notices convening all meetings of the committee and all General meetings of the Group and shall be responsible for keeping minutes of all such meetings and for the preservations of all records of proceedings of the Group and the Committee.

III)In absence of the secretary one member will be elected to perform the duties of the secretary.

**5.5.5 Treasurer**

I) The Treasurer shall receive and disburse, under the direction of the committee, all monies belonging to the Group .

II) The Treasurer is responsible to the committee and the members that proper books of account of all moneys received and paid by the Group are written up, preserved and available for inspection.

III) The treasure shall ensure that all payment and expenditures are duly authorized.

IV) The treasurer shall ensure compliance with all directives of the management committee.

**6. THE MANAGEMENT COMMITTEE**

**6.0** The Management Committee shall comprise of all the office bearers of the Group and three other members of who shall be elected at the Annual General Meeting each year. The Committee shall hold office until the following AGM. The Committee shall meet at such times and places as it shall resolve but shall meet not less than twice in a year.

**6.1** Any vacancies for members of the Committee, caused by death or resignation, shall be filled by a member appointed by the remaining Committee members, and shall hold office until the next AGM of the Group.

**7. DUTIES OF THE COMMITTEE**

**7.0** The Committee shall be responsible for the Management of the Group. The Committee shall have power to appoint such sub-committees, as it shall deem desirable to make reports to the Committee upon which such action shall be taken as seems to the committee desirable.

**7.1** All moneys disbursed on behalf of the Group shall be authorized by the committee except as specified in rule thirteen (13) subsections (g).

**7.2** The quorum for meetings of the management committee shall not be less than twothirds (2/3) of its members.

**8 GENERAL MEETING**

**8.0** There shall be two classes of General Meetings; Annual General Meetings and Special General Meetings.

**8.1** The Annual general meetings shall be held not later than the second week of June every year.

Notice in writing of such Annual general meetings, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting.

**8.2** The agenda for any annual general meeting shall consist of the following:

I) Confirmations of the minutes of the previous meetings

II) Consideration of accounts.

III) Election of the office bearers and committee members.

IV) Appointment of auditors

V) Such other matters as the committee may decide or as to which a member or members shall have given notice in writing to the secretary at least four (4) weeks before the date of the meeting.

VI) Any other business with the approval of the chairman

**8.3** The committee may call for Special general meeting for any specific purpose. Notice in writing of such meetings shall be sent to members 7 days before the date thereof.

**8.4** Special general meetings may also be requisitioned for a specific purpose by order in writing to the secretary of not less than half of the members and such meetings shall be held within two weeks of the date of the requisition. No matters shall be discussed other than that stated in the requisition.

**8.5** Quorum for general meetings shall be not less than two-thirds (2/3) of the registered members of the Group.

**9 PROCEDURE AT MEETINGS**

**9.0** At all meetings of the Group the chairman or in his absence, a member selected by the meeting shall take the chair.

**9.1** The chairman may at his discretion limit the number of persons permitted to speak in favour of or against any motion or agenda.

**9.2** Resolution shall be decided by simple voting. In the case of equality of votes, the chairman shall have a second or casting vote.

**10. AUDITOR**

**10.0** An Auditor/s shall be appointed for the following year at the Annual General Meeting. The entire Groups’ accounts, records and documents shall be open to the inspection of the Auditor at any time. The treasurer shall produce an account of receipts and payment made up to date, which shall not be less than three weeks and not more than two months before the date of the Annual General Meeting. The Auditor shall examine such annual account and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Group in what respect they are found to be incorrect, and vouched or not in accordance with the law.

**10.1** A copy of Auditors report on the account and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the Annual general Meeting is sent out. An Auditor may be paid such honorarium for his duties as may be resolved by the Annual General Meeting appointing him or her.

**10.2** No Auditor shall be an office bearer or member of the Committee of the Group.

**11. FUNDS**

**11.0** The funds of the Group shall be derived from the following sources:

I) Membership fee paid upon entrance into the Group

II) Monthly contributions by members

III) All monies accrued by virtue of any business of the group

**11.1** The funds of the Group may only be used for the following purposes:

I) For such investments as approved by the Management committee.

II) For any other purpose deemed beneficial to the members of the Group.

**11.2** All monies shall be received by and paid to the treasurer and shall be deposited by him/ her in any bank/banks approved by the committee.

**11.3** No payment shall be made out of the bank accounts without a resolution of the committee authorizing such payments and the treasurer shall sign all cheques on such bank account and one other approved signatories (all members).

**11.4** The financial year of the Group shall be 1st January to 31st December every year.

**12. AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution of the Group must approved by two-thirds 2/3 of majority of members at a general meeting of the Group. They cannot, however be implemented without the prior consent in writing of the registrar, obtained upon application to him in

writing and signed by three of the office bearers.

**13. DISSOLUTION**

**13.0** The Group shall not be dissolved except by a resolution passed at a general meeting of the members by a vote of two-thirds 2/3 of the members present. The quorum of the meeting shall be as shown in rule 9. If no quorum is obtained, the proposal to dissolve the Group shall be submitted to a further General meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Group at least 14 days before the date of the meeting. The quorum of this meeting shall be the number of members present.

**13.1** Provided, however, that no resolution shall be effected without prior permission in writing to the registrar, obtained upon application to him made in writing and signed by the three office bearers.

**13.2** When the registrar has approved the dissolution of the Group, no further action shall be taken by the committee or office bearers of the Group in connection with the aims of the Group other than to get in and liquidate for cash all the assets of the Group. Subject to the payment of the debts of the Group, the balance shall therefore be distributed in such other manner as may be resolved by the meeting at which the resolution for the dissolution is passed.

**14.INSPECTION OF ACCOUNTS AND LIST OF MEMBERS** The books of accounts, all other documents relating there to the group, and a list of members of the Group shall be availed for inspection at the registered office of the Group by any officer or member of the Group on giving not less than 7 days notice in writing to the Group.