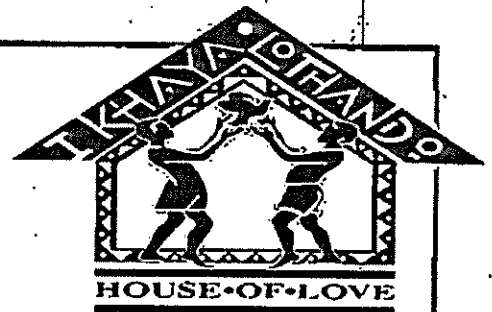


P.O Box 361  
Tembisa  
1628, South Africa

E-mail: info.ikhayalothando@gmail.com  
Website: www.ikhayalothando.co.za  
Tel: +27 (0)62 010 7938  
Fax/Email: +27 (0) 86 770 9772  
Ikhaya Lothando Registration Information



Thami Mnyele Drive West  
Erf 457/09  
Kopanong Section  
Tembisa, 1632  
Gauteng

NPO Reg: 006 825  
PBO Reg: 930011706  
VAT Reg: 4030222535

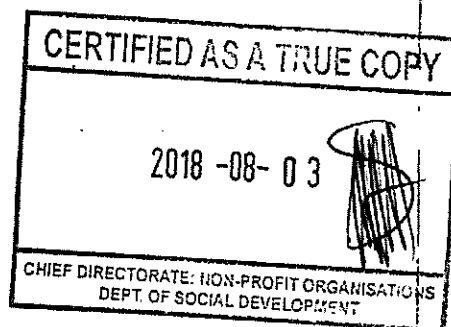
## CONSTITUTION

### 1. NAME

- 1.1. The name hereby constituted shall be **Ikhaya lothando Community Centre**.
- 1.2. Its shortened name will be **IKLCC** (hereafter referred to as the Ikhayalothando).

### 2. BODY CORPORATION

- The organisation shall:-
- Exist in its right; separate from its members, however, members may not be sued in their personal capacity when acting on behalf of the organisation.
- Continue to exist even when its membership changes and there are different offices bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its name, therefore has a priority interesting deserving protection.
- Be located in **Ikhaya lothando Community Centre Erf457/09 Thami Mnyele Drive West, Kopanong Section, Tembisa.**



### **3. VISION AND MISSION.**

#### **3.1. Vision**

Ikhaya Lothando aims to be custodians of Child Development.

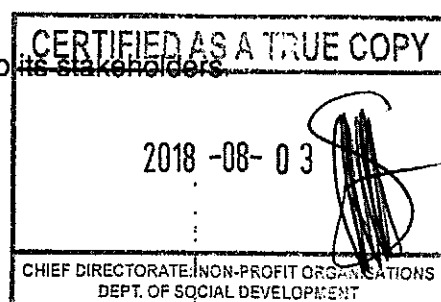
#### **3.2. Mission**

- We are therefore organised to promote and protect interests of children.
- Protect the well-being of children.
- Safe guard of children.
- Promote social standing, self-reliant and actualisation.

### **4. FUNCTIONS OF THE MANAGEMENT BOARD**

Constituted in terms of item 8 of the Constitution, its function shall be to:

- 4.1. Provide strategic direction for the organisation through development of the Constitution, Contracts and Operational policies. Ensure separation of roles, and not conflate management and governance
- 4.2. Plan budget provision for Annual General Meeting (AGM) gathering, job placement advertisements
- 4.3. Place notice of the AGM to the public domain 30 days prior to the AGM meeting taking place
- 4.4. Amended copy will be made available at Ikhaya lothando for perusal only. And not to be removed.
- 4.5. Provide for resources and human capital (develop job descriptions and specifications)
- 4.6. Expansion plans.
- 4.7. Acquisition of capital resources and to provide capacity for employment and termination of service
- 4.8. Provide skill development plans (training and development of the personnel).
- 4.9. Hold monthly meetings except on specials occasions where extra-ordinary meetings might need to be held
- 4.10. Ensure compliance with regulations
- 4.11. Ensures good accountability to its stakeholders and its up line hierarchy of commands
- 4.12. Ensures good quality client service to its stakeholders



4.13. Take charge of the creation of a pool of knowledge base for the purpose of succession planning.

4.14. Establish management committee.

## **5. MANAGEMENT BOARD OBJECTIVE**

The Management Board objective shall be to:

5.1. Promote and protect the interests and well-being of the children, and everybody under its roof.

5.2. Promote Occupational Health & Safety and awareness of it and take preventative measures where necessary.

5.3. Safeguard the rights of children and the community at large.

5.4. Create public awareness of the needs and rights of the children.

### **Secondary objectives are to:**

5.4.1 Provide appropriate and relevant activity control, measures/ programmes which are applicable in its area of operation.

5.4.2. Encourage and assist in efforts aimed at improving the social and institutional environment of children, community and the personnel.

5.4.3. Enquire and assist cases of destitute, abused, lost, orphaned, battered, maltreated and neglected children.

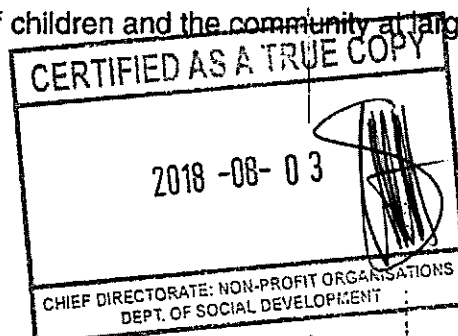
5.4.4. Assist in rendering child, family and community centred services in order to build the capacity and promote the development of the people it is able to reach in its area of operation

5.4.5. Facilitate the development of human and structural resources within its area of operation in order to preserve family life and enhance people's capacity and self-reliance.

5.4.6. Utilize the property and income solely for the furtherance of the Centre's objectives.

5.4.7. Facilitate and provide Training of the Centre's human resources.

5.4.8. Take steps to bring about removal of conditions detrimental to the moral, mental and physical well-being of children and the community at large.



5.4.9. Collaborate with government provincial, Municipality and authorities at local level and other organisations and institutions in all matters relating to Ikhaya lothando Community Centre.

5.4.10. Operate a Skills Development Centre for the children and the community at large in Tembisa.

5.4.11. Empower youth, men and women in skills that will enhance their social and economic well-being.

## 6. INCOME AND PROPERTY

6.1. The organisation will keep record of everything it owns

6.2. The organisation may not give any of its money or property to its member 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.

6.3. A member of the organisation can only get money back from the organisation for expenses that she or he has paid for on behalf of the organisation.

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

## 7. MANAGEMENT BOARD (TACTICAL PLAN)

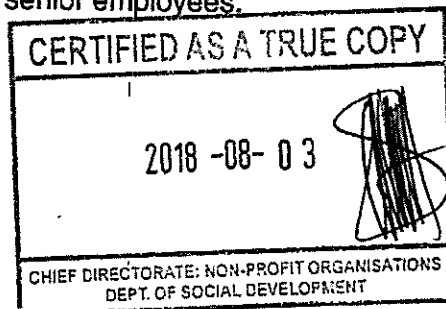
7.1 A management committee which is the second level in the organogram will manage the organisation at operational level. The management committee will be made up of five members. They are all senior employees.

The Social Worker/Centre Manager

The Social Auxiliary Worker

The Chief Child Care Worker

The Principal



7.2. The management committee will meet at least once a week. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.

7.3. 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 at least two weeks before the next meeting. The minutes shall be confirmed as a true

record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.

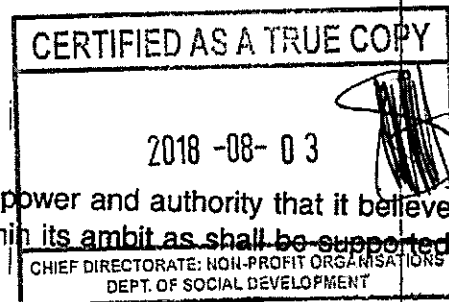
7.4. The organisation has the right to form sub-committees. The decisions that sub-committees make must be given to the management committee. The management committee must decide whether to agree with them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them.

7.5. All the decisions taken at the management committee level are subject to ratification by the Board at its sitting unless already mandated by the Board to do so.

7.6. All members of the organisation have to abide by the decisions that are taken by the management.

## 8. 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 within its ambit as shall be supported by the Board through the constitution.



8.1. Annual General Meeting will be held during the last Saturday of a designated month agreed by the Board.

8.2. The management committee may recommend fundraising avenues to the Board to raise funds.

8.3. The management committee may make a submission to amend or make by-laws for proper management, including procedures for application, approval and termination of membership.

## 9. MEETINGS AND PROCEDURES OF THE MANAGEMENT COMMITTEE (AUXILIARY ENGINE SUPPORTING THE BOARD).

9.1. The management committee must hold its weekly meetings prior submission of monthly reports and monthly claims to the department of Social Development.

All reports must also be submitted to the management Board during the monthly meeting for ratification and decision-making,

9.2 Any board member who wants to call a special meeting will send correspondence to the secretary who will then liaise with chairperson. The chairperson and secretary will then let the other management Board members know the date of the proposed meeting not less than 14 days before it is due to take place. They (People convening the special meeting) 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 Board member, then those calling the meeting must give the other Board members not less than 30 days' notice.

9.3. The Centre Manager shall act as the chairperson of the management Board. If the chairperson does not attend a meeting, then the vice chairperson shall automatically become the chairperson of the day. However in the absence of both chairperson and the vice chairperson, the office bearers present will decide on the chairperson of the day.

9.4. There shall be a quorum (50% plus 1) whenever such a meeting is held. There it be Management Board or the Management Committee.

9.5. 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.

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

9.7. If the management Board thinks it 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 sub-committee to do an enquiry, for example. There must be at least three people on a sub-committee must report back to the management Board on its activities. It should do this regularly.

## 10. ANNUAL GENERAL MEETINGS

10.1. The annual General Meeting must be held once every year, towards the end of the organisation's financial year. The financial year will run from 1<sup>st</sup> April – 31<sup>st</sup> March the following year.

10.2. The term of office-bearers shall be three (3) years.

10.3. Two consecutive non-electing annual general meeting shall be held for reporting purposes.

10.4. Members of the organisation must attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy amendments of the organisation.

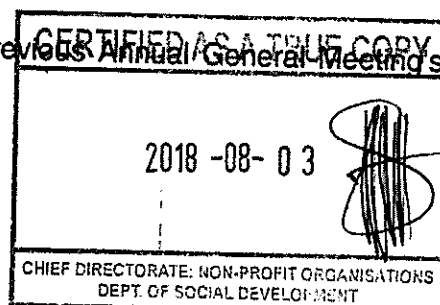
10.5. The organisation should deal with the following business, amongst others at its annual general meeting:-

10.5.1. Agree to the items that are to be discussed on the Agenda.

10.5.2. Write down who is there and who has sent apologies because they cannot attend.

10.5.3. Read and confirm the previous Annual General Meeting's minutes with matters arising.

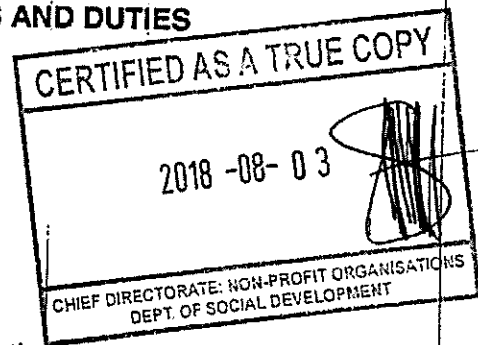
10.5.4. Chairperson's report.



- 10.5.5. Treasure's report.
- 10.5.6. Changes to the constitution that members may want to make.
- 10.5.7. General.
- 10.5.8. Close the meeting.
- 10.5.9. Election of the Office Bearers.
- 10.5.10. Term of the Office Bearers will be in terms of item 9.2.

## 11. ELECTION OF THE OFFICE BEARERS AND DUTIES

- Chairperson
- Deputy chairperson
- Secretary
- Deputy Secretary
- Treasurer
- 2 Additional members
- A Patron



NB. Centre Manager/Social Worker becomes the ex-officio member of the board.

## 12. FINANCE / FINANCIAL POLICY

12.1 An Auditor shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation. The treasurer must be informed and also keep proper records of all the finances. An Accountant or Bookkeeper will be appointed by the Management Board.

12.2. Whenever funds are taken out of the bank account, the chairperson and secretary and the treasurer members of the Board must sign the withdrawal or cheque. (Two-signatories can release a cheque).

12.3. The financial year of the organisation ends on the last day of February of each year

12.4. The organisation's accounting records and reports must be ready and handed to the director of Non-profit organisations within six months after the financial institutions (investment of funds) Act.

The organisation can go to different banks to seek advice on the best way to look after its funds.

### 13. CHANGES TO THE CONSTITUTION

13.1. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than (2/3) 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.

13.2. 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 a notion, if the details of the changes are set out in the notice referred to in 12.1.

13.3. A written notice must go out not less than fourteen (14) days before the notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

13.4. No amendments may be made which would have the effect of making the organisation cease to exist.

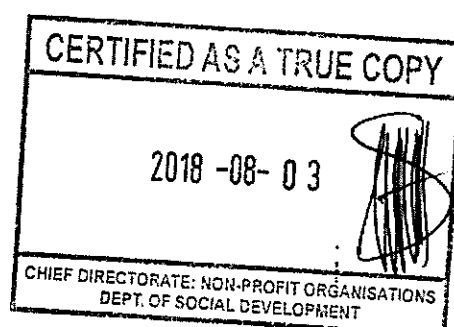
### 14. MEMBERSHIP OF THE MANAGEMENT BOARD

To all intents and purposes, Management Board members are well intended men and women with outstanding personalities. They generally should have high moral standards. Board members will always conduct him/herself in an acceptable practice. If a member becomes absent for three consecutive scheduled meetings without a valid report, such a member will be warned before the third meeting in order to pre-empt disqualification for non-attendance. Should attempts at reaching such a member not succeed, a member may be dropped and in this case will cease to be a Board member.

### 15. DISSOLUTION/ WINDING-UP

15.1 The organisation may close down if at least two thirds of the members presented voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

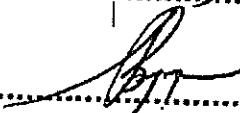
15.2. When the organisation closes down it has to pay off its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.




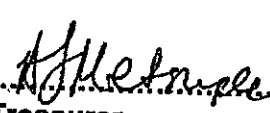



16. APPROVED AND ACCEPTED BY MEMBERS OF IKHAYA LOTHANDO COMMUNITY CENTRE AT THE ANNUAL GENERAL MEETING HELD ON:

Day of ..... 10<sup>th</sup> ..... Month .. FEBRUARY ..... Year .. 18 .....

Name: HECTOR BOGOPANE  .....  
Chairperson

Name: LUBABALO GODHO  .....  
Vice Chairperson

Name: METSHIDALE ABINHA DINHI JOHWA  .....  
Treasurer

Name: PATRICK SIMPHINE MBEWA  .....  
Centre Manager

