

NELSON MANDELA TOWNSHIP SPORTS FEDERATION

CONSTITUTION

approved on Thursday the 5th of May 2011

1 Name

- 1.1 The organisation hereby constituted will be called **Nelson Mandela Township Sports Federation**.
- 1.2 Its shortened name will be **Nemato Sports Federation** (here after referred to as the organisation)

2 Body corporate

The organisation will:

- 2.1 Exist in its own right, separate 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 Affiliation

- 3.1 Sports clubs based in the Port Alfred townships Nelson Mandela Township (Nemato) and Station Hill can be affiliated to the organisation.
- 3.2 A Sports club can only be affiliated on invitation by the organisation.
- 3.3 Affiliated clubs should actively promote the objectives as mentioned in point numbers 4.1 to 4.4.
- 3.4 The organisation shall offer support and services to and shall guide all affiliated Sports Federations.
- 3.5 The organisation will terminate the affiliation with any club that does not cooperate with the organisation or does not actively promote the objectives as mentioned in points number 4.1 to 4.4.
- 3.6 The organisation can affiliate itself to any organisation that it considers beneficial.

4 Objectives

The objectives of the organisation are to assist and support and give guidance to the affiliated clubs, and offer programs for its members, aiming for:

- 4.1 *Transformation in sport*
In all sporting codes affiliated to the organisation where previously disadvantaged youth is under-represented, the objective is to contribute to the transformation of these sporting codes.

- 4.2 *Top sport*
Top level sport will be offered by the affiliated clubs to encourage a competitive and success driven mindset of in the youth. The organisation will assist the affiliated clubs in offering a top sport program.
- 4.3 *Empowerment*
The organisation will offer a full holistic youth empowerment program for its members.
- 4.4 *Skills development and job creation*
The organisation will offer its members opportunities for a better future through development of skills, counselling for study and job careers, and the creation of business and job opportunities.

5 **Income and property**

- 5.1 The organisation must keep record of assets 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 and office bearers of the organisation do not have rights over things that belong to the organisation.

6 **Structure of the organisation**

- 6.1 The organisation has members, an annual general meeting (AGM), a board of governors, a chairperson, a secretary and a treasurer.
- 6.2 Affiliated clubs can not be members of the organisation, as they are the beneficiaries of the organisation. All members of the affiliated club will automatically be members of the organisation. The members will not benefit materially from the organisation as stated in point number 5.2 to 5.4
- 6.3 At the AGM the members of each affiliated club will elect two members of their club to represent their club in the board of governors. The representatives can be re-appointed every year.
- 6.4 Affiliated clubs can replace its representatives for the organisation at any time, but only with the approval of the organisation.
- 6.5 The AGM will elect from the club representatives: a chairperson, a secretary and a treasurer.
- 6.6 The board of governors can appoint co-opted board members.

7 **Power of the organisation**

The organisation 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 4 of this constitution. Its activities

must abide by the law.

- 7.1 The organisation has the power and authority to raise funds.
- 7.2 The organisation does, however, has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 7.3 The organisation has the right to make by-laws for proper management.

8 Tasks of the office

- 8.1 The office will take care of the daily running of the organisation.
- 8.2 The office will offer the affiliated clubs office services like computer and internet access and assistance with office work.
- 8.3 The office will organise not sporting code specific activities for members like educational and career support and life skills programs. The office will also offer the members computer and internet access.
- 8.4 The office will fundraise for its operational costs and for facilities and will assist the affiliated clubs with fundraising.

9 Annual general meeting

- 9.1 The annual general meeting (AGM) must be held once every year in April or May.
- 9.2 An invitation with the agenda shall be send to all members at least 14 days before the meeting.
- 9.3 At least half of the members need to be represented to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 9.4 All members of the affiliated clubs can vote except temporary members.
- 9.5 Minutes will be taken at every meeting to record the decisions. The minutes shall be confirmed as true record of proceedings, by the next AGM or SGM, and shall thereafter be signed by two members of the board of governors.
- 9.6 All members of the organisation
- 9.7 The meeting should deal with the following business amongst others:
 - 9.7.1 Agree to the items to be discussed on the agenda.
 - 9.7.2 Write down who is there and who has sent apologies because they can not attend.
 - 9.7.3 Confirm the appointed members by each affiliated club.
 - 9.7.4 Read and confirm the previous meeting's minutes with matters arising.
 - 9.7.5 Chairperson's report.
 - 9.7.6 Treasurer's report.
 - 9.7.7 Changes to the constitution that members want to make.
 - 9.7.8 Elect club representatives as mentioned in 6.3.

9.7.9 Elect a new chairperson, secretary and treasurer as mentioned in 6.5.

9.7.10 General.

10 Special general meeting

10.1 The board of governors can call a special general meeting (SGM).

10.2 With a petition signed by at least 40% of the members, the members can instruct the board of governors to call a SGM.

10.3 A SGM can be called for important and urgent matter that should not wait till the next AGM.

10.4 The rules under point number 9.2 to 9.6 also apply for the SGM.

11 Board of governors meeting

11.1 The board of governors will meet preferably once a month, or as often as needed, but at least quarterly.

11.2 At least half of the members of the board of governors need to be represented to make decisions that are allowed to be carried forward. This constitutes a quorum.

11.3 Minutes will be taken at every meeting to record the decisions. The minutes shall be confirmed as true record of proceedings, by the next meeting, and shall thereafter be signed by the chairperson and secretary of the organisation.

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

12 Finance

12.1 An accounting officer shall be appointed by the organisation. His or her duty is to annually audit and check on the finances of the organisation.

12.2 The office will take care of the day to day finances of the organisation. Proper records of all the finances must be kept and monthly financial reports will be published.

12.3 The treasurer will control the day to day finances.

12.4 All payments have to be approved by the chairperson and treasurer and will be signed together with the monthly financial report.

12.5 All funds will be put into a bank account in the name of the organisation.

12.6 The financial year of the organisation ends on the 31st of December and covers a full 12 months period.

12.7 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 year end.

12.8 If the organisation 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 Fund) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

- 12.9 The organisation will not charge any membership fees.
- 12.10 Members and office bearers do not become liable for any obligations and liabilities of the organisation solely by virtue of their status as members or office bearers of the organisation.

13 Changes to the constitution

- 13.1 The constitution can be a 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. The members must vote at the meeting to change the constitution.
- 13.2 At least two third of the members shall be represented at the AGM (“the quorum”) before a decision to change the constitution can be taken.
- 13.3 A written notice with details about the proposed changes shall be sent to all members together with the invitation for the meeting as mentioned in point number 9.2. The notice must indicate the purpose of the changes to the constitution that will be discussed at the meeting.

14 Dissolution/Winding-up

- 14.1 The organisation can close down by a resolution. The resolution has to be agreed upon and passed following the same rules as for changes to the constitution in point number 13.1 to 13.3.
- 14.2 When the organisation closes down, it has to pay off all its debts. After doing this, if there is any property or money left, it shall be given to a non-profit organisation that has similar objectives. The members can decide what organisation this should be.

This constitution was approved and accepted at the 2011 AGM held on Thursday the 5th of May 2011 at Nelson Mandela Township, Port Alfred and replaces the constitution of the 8th of May 2009.

Chairperson name: signature:

Secretary name: signature:

Treasurer name: signature: