

MAJ ZINI YOUTH

DEVELOPMENT PROGRAMME

MAJOZINI YOUTH DEVELOPMENT PROGRAMME'S CONSTITUTION

Majozini Youth Development Programme's Constitution

1. Name

The Programme will be called Majozini Youth Development Programme. Here in, referred to as MYDP. MYDP is a body corporate and have an identity and existence distinct from its members or office-bearers.

2. Main and ancillary objectives

The MYDP will be the affiliate of Majozini Primary School which strives to remain at the forefront of Skills Development in South Africa, offering outstanding Homework assistance, Entrepreneurial skills development, Enduser computing skills development and social facilities to its members, guests and visiting Students

The MYDP will adhere strictly to the principle of non-discrimination on the grounds of (inter alia) race, gender or religion and will honour this commitment in all activities.

In addition to encouraging Entrepreneurial Spirit and competitiveness and a determination to win, the MYDP will insist upon commitment to fairness and ethical business practices.

The MYDP will seek to maintain professional standards of administration and control, coupled with sound democratic, financial, social and environmental practices.

MYDP members and their guests will be required to observe the Code of Conduct as set out and amended from time to time.

3. Code of Conduct

The following code is to be subscribed to by members of Majozini Youth Development Programme:

To respect other Businessmen and women, fellow members, guests and employees of the MYDP;

To refrain from abusive language and humiliating behaviour;

To avoid discrimination on the grounds of race, gender or religion;

To observe appropriate neat and clean dress standards;

To treat MYDP property with care and consideration;

To pay subscriptions and accounts due to the MYDP promptly;

To direct complaints or proposals via the relevant accountable committee members or via the Programme Manager, as applicable.

4. Membership

To be a full member of Majozini Youth Development Programme, you must:
Have provided the secretary of the MYDP with a Certified ID copy, Proof of Resident and Register your profile online.

Have paid up your affiliation fee determined by the committee

And legible to abide by the rules and regulations of the MYDP.

Members or office-bearers have no rights in the property or other assets of the MYDP solely by virtue of their being members or office-bearers.

4.1 Members will be enrolled in one of the following categories:

Student Members

A Student Member shall be a member registered part/full time with any school and resides around Jozini Town including Mkuze and Ubombo, for the interest of confusion there is no requirement that states that only Jozini resident members will be registered.

Any member who, on the day prior to the date upon which this Constitution became operative, was classified as an Associate Member, may thereafter continue to be treated as such and shall be subject to the same rules, terms and conditions as before.

From the date upon which this Constitution becomes operative, no further persons shall be elected as Associate Members and the category of Associate Member shall be abolished.

Non-Student Members

A Non-Student Member shall be a member not registered part/full time with any school but resides around Jozini.

A staff member employed and serves the interest of Majozini Primary School.

Associates members

A person/group of persons in their natural or juristic persons, who are elected by the Management Committee to this class of membership, which membership shall endure for a period of twelve months only and which shall be renewable annually at the AGM.

Volunteer Members

A person/group of persons in their natural or juristic persons, who wish to lend a hand to the MYDP and gain experience through volunteering.

5. Membership fees

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

Membership fees will be paid annually before the end of every year.

Members who fall into arrears with subscription fees may become ineligible for selection until such time the arrears have been cleared or arrangements have been made to clear them.

All members must complete a MYDP registration form and register for a life-time account in the MYDP PLATORM.

All outstanding fees must be cleared by the end of the financial year.

5.1. Officers of the MYDP

Office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the organisation.

The officers of the MYDP will be:

Chair
Vice Chair
Honorary Secretary
Treasurer
Volunteer Co-ordinator
Publicity, Events, Marketing Officer
Sports, Safety & Security Officer

Officers will be elected annually at the Annual General Meeting.

The Audited statements of annual accounts will be presented by the treasurer at the Annual General Meeting and a copy sent to the chairperson.

All officers will retire each year but will be eligible for re-appointment.

Any cheques drawn against the organisation's funds should hold the signatures of the Treasurer and two other Officers.

6. Committee (Organisation Powers)

The MYDP will be managed through the Management Committee.

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 MYDP and held no less than 4 times per year.

The quorum required for business to be agreed at Management Committee meetings will be: 4 including two officers.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the MYDP.

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 and MYDP's legal department (where required) will be responsible for disciplinary hearings of members who infringe the MYDP's rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

Additional members may be co-opted to serve on the executive committee.

7. Finance

All MYDP monies will be paid through the programme's Bank Accounts.

The MYDP Treasurer will be responsible for keeping record of the finances of the MYDP.

The financial year of the MYDP will end on June of every year.

MYDP's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered

8. Annual General Meetings

Notice of Annual General Meetings will be given by the MYDP Secretary. Not less than 14 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee

Nominations for officers of the Management Committee will be taken from the floor or sent to the Secretary prior to the AGM. The Chairman may accept nominations on the night at his discretion, should the said nominees have sufficient support.

Elections of Officers and Management Committee members are to take place at the AGM.

The quorum for AGMs will be 2 Officers and 4 members.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM except EGM's can be called at 7 days notice.

8. Income and Property

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.

9. Body Corporate

The organisation shall:

- Exist in its own right, Separately from its members.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

10. Continued Existence

MYDP will continue to exist even when its membership changes and there are different office bearers.

11. 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 of the organisation.

12. Governance

A management committee will manage the organisation. The management committee will be made up of not less than 6 members. They are the office bearers of the organisation.

13. Rules for conducting meetings

Annual general meetings will be communicated to the committee members prior to the meeting date by the Secretary of MYDP.

All those who will not be available at the meeting will have to lodge an apology letter to the Secretary or the Chairperson prior to the meeting date.

The meetings will be governed and conducted by the Chairperson or in case of absence the meetings will be conducted by the Vice-Chairperson assisted by the Secretary.

The minutes of the meetings will be recorded and kept by the secretary to present when the annual report is compiled.

14. Manner in which decisions are made

Decisions will be made at annual general meetings or at the special meetings. At meeting in order to reach an agreement 3 Committee members and 3 office bearers must agree.

The quorum for business to be agreed upon will be 3 including 3 office bearers. The decision agreed upon is final.

15. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the MYDP's policy and procedures.

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

The Management Committee will meet to hear complaints within 7 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 7 days of the Secretary receiving the appeal.

16. Disqualification and removal of Committee members

A Management Committee shall cease to hold office if he or she:

- i. Is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (undeclared bankruptcy, regardless if you are declared or undischarged bankrupt; offences involving conviction for fraud or deception or removed from office by the Charity Commission etc) or any statutory re-enactment or moderation of that provision
- ii. Ceases to be member of Majozini Youth Development Programme.
- iii. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
- iv. Resigns as Committee Member by notice to MYDP (but only if at least two Committee members remain in office when the notice of resignation takes place); or
- v. Is absent without the permission of the Management Committee from all their meetings held within a period of six consecutive months and the Management Committee resolve that his or her office be vacated.

17. Officer Duties

A Chair: .

- Who ensures meetings run smoothly, everyone has their say and decisions are made.
- Acts as a contact point for the organisation.
- Represents, or arranges for others to represent, the organisation.

A Secretary:

- Who informs everyone of meetings,
- Takes minutes or ensures that minutes are taken,
- Ensures records of membership are kept and
- Helps the Chair make sure paperwork gets done.

A Treasurer:

- Who oversees the money of the Programme that is, makes sure that it is being spent with the agreement of the committee and makes regular reports to the committee about this.

18. Dissolution

A resolution to dissolve the MYDP can only be passed at an AGM or EGM through a majority vote of 65% of the membership.

In the event of dissolution, any assets of the MYDP that remain will become the property of Majozini Primary School.

When the organisation closes down it has to pay all its debt. After doing this, if there is property or money left over, that money or property 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.

19. Amendments to the constitution

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

20. Declaration

Majozini Youth Development Programme hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

21. Manner in which decisions are to be made.

Decisions will be made at annual general meetings or at the special meetings. At meeting in order to reach an agreement 3 Committee members and 3 office bearers must agree.

The quorum for business to be agreed upon will be 3 including 3 office bearers. The decision agreed upon is final.

22. Changes to the constitution

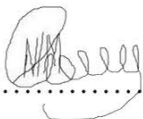
The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting or special general meeting.

Two thirds of the members shall be present at the meeting('the quorum') before decision to change the constitution is taken. any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in the previous paragraph.

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.

Arrangements until the first Annual General Meeting of MYDP

Until the first Annual General Meeting takes place, this constitution shall take effect as the Majozini Youth Development Programme's terms of reference.

Signed  Nzama M.B Chairperson

Signed  Fakude L.E Secretary

Signed  Nhleko N.K Committee Member

DATE: 25 June 2019