CONSTITUTION

1. **Name**

1.1 The organisation hereby constituted will be called **LOVE ONE'S OF GOD**

2. **Objectives**

2.1 Provide support to target market (but not excluded to) homeless people, disability pensioners and low income persons

2.2 To enhance opportunities for excluded communities to become economically active

2.3 To empower people by encouraging access to training, employment, production.

2.4 To rehabilitate and restore people's dignity.

3. **Income and property**

3.1 The organisation will keep record of all the assets owned by it.

3.2 Any assets procured with funds of the organisation or donated to the organisation will stay the property of the organisation until such time as they are appropriately disposed.

3.3 The organisation may not allocate money or property to its members or office bearers. The only time it can do this is when a member or an office bearer who has done work for the organisation is remunerated. The payment must be a reasonable amount for the work that has been done and must be approved by the Management Committee.

3.4 A member of the organisation may only get money back from the organisation for approved expenses that he or she has incurred on behalf of the organisation.

3.5 Members or office bearers of the organisation do not have rights over assets, property or funds belonging to the organisation.

4. Board of Directors

4.1 The Board of Directors shall be appointed in terms of the Companies Act.

4.2 The Board of Directors shall appoint a Management Committee.

4.3 The Board of Directors shall appoint a Treasurer.

4.4 The Board of Directors shall deal with the replacement of Directors.

4.5 The Board of Directors shall formulate and approve policy.

4.6 The Chairperson of the Board shall be elected at the Annual General Meeting.

4.7 The Board of Directors shall meet every quarter months. If members of the Board do not attend three Board meetings in a row, without giving a valid apology to the Chairperson, then the Board will find a new director to take that person's place.

5. Management of the company

5.1 A Management Committee will manage the organisation. The management committee will be appointed by the Board of Directors and comprise of three (3) members. They are the office bearers of the organisation.

5.2 Office bearers will serve for one year, where after they may stand for re-election.

5.3 The Management Committee has the right to appoint sub-committees. The recommendations of the sub-committees must be forwarded to the management committee for final approval or adjustment at the next meeting. There must be at least three people appointed on a sub-committee.

5.4 All members of the organisation have to abide by decisions that are approved by the Management Committee at their meetings, unless it contradicts the policies of the Board.

6. Powers of the Management Committee

6.1 The Management Committee shall work towards achieving the objectives of the organisation. All activities will be conducted in a lawful manner.

6.2 The Management Committee has the power to buy, hire or exchange resources for any property that is required to achieve its objectives based on approved policy of the Board of Directors.

6.3 The Management Committee has the right to implement the policies approved by the Board of Directors for the daily management of the organisation.

7. Powers and functions of the Management Committee

7.1 Chairperson

The Chairperson shall chair the meetings. The Chairperson shall act as the CEO of the Company and ensure that decisions of the Management Committee are implemented and executed at the operational level.

7.2 Deputy Chairperson / Secretary

The Deputy Chairperson / Secretary shall chair the meetings in the absence of the Chairperson of the Management Committee. The Deputy Chairperson will also serve as Acting CEO in the absence of the Chairperson / CEO.

7.3 Financial Manager

The Financial Manager shall be responsible for the financial management of the organisation and the submission of annual financial statements and reports.

8. Meetings and procedures of the Management Committee

8.1 The Chairperson, or two members of the Management Committee, can call a special meeting if the need arises. In such a case they must inform the other Management Committee members of the date of the proposed meeting not less than 21 days before it is due to take place. They must also inform the other members of the Management Committee of the issues to be discussed at the meeting. If, however, one of the matters to be discussed is the appointment of a new Management Committee member, then those calling the meeting must give the other Management Committee members not less than 30 days notice.

8.2 There shall be a minimum of two (2) persons attending such a meeting to form a quorum.

8.3 The Management Committee shall operate as a team. Should there be a difference of opinion; the Chairperson shall make the final decision. If team members cannot reach consensus they are required to vote on the matter. If the voting results in a tie, the Chairperson shall cast the deciding vote.

8.4 Minutes of all meetings must be kept as a hard and electronic copy and be available for Management Committee members as well as Board Members to consult. 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 members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, at the next meeting of the management committee, and shall thereafter be signed by the Chairperson.

8.5 If a member of the Management Committee does not attend three consecutive management committee meetings, without submitting a valid apology to the Chairperson, the Management Committee has the right to replace such a member.

8.6 The Management Committee will meet at least once a month.

9. Financial Management

9.1 An auditor, appointed at the annual general meeting of the organisation, is required to audit the financial statements of the organisation within nine (9) months of the financial year end and submit the audited statements to the Board of Directors at the end of that period.

9.2 The finances of the organisation will be controlled by the treasurer. The Treasurer shall arrange for a bank account in the name of the organisation.

9.3 The treasurer will ensure proper records are kept of all finances of the organisation.

9.4 Withdrawal of funds must be authorised by the Chairperson of the Management Committee. Cash withdrawals or cheque's issued should be co-signed by at least one (1) member of the Management Committee.

9.5 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 of Funds) Act, 1984. The organisation can also get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation should however consult various financial institutions in this regard.

9.6 The financial year of the organisation ends on 28 **February**.

9.7 The organisation's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within nine months after the financial year end.

9.8 Funds received by the organisation will be used to provide financial assistance to current or prospective students, to fund skills based training programmes, to fund research and consultancy work, for administrative and project management costs incurred by the organisation, for approved expenditure incurred by members of the organisation and for approved, miscellaneous expenditure used to meet the objectives of the organisation.

10. Annual general meetings

10.1 The Board of Directors and Management Committee must attend the company's annual general meeting. At the annual general meeting the members can exercise their right to determine the policy of the organisation.

10.2 The annual general meeting must be held once every year, within nine (9) months after the end of the organisation's financial year.

The organisation should deal with the following matters, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Record who attended the AGM as well as the apologies received.
- Read and confirm the previous AGM meeting's minutes. Discuss matters arising as well as new matters.
- Report of the Chairperson of the Board of Directors.
- Report of the Treasurer of the Board of Directors.
- Changes to the constitution if required.
- Elect new office bearers.
- Appointment of auditor.

11. Changes to the constitution

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

11.2 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.

11.3 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.

11.4 Changes to the constitution should not impact negatively on the overall objectives of the organisation.

12. Membership

12.1 Admission to the organisation is open to anyone identified by the Board of Directors on condition that the member will add value to the objectives of organisation. Final approval of membership will be approved by the Board of Directors.

12.2 A member will no longer be entitled to membership benefits of the organisations should the policies of the organisation be contravened or act in a manner which is considered to be unethical or is unlawful.

12.3 Should membership be terminated for any reason the decision may be appealed. An application to appeal should be submitted in writing to the Board of Directors who will revue the matter and set a date for the applicant to appear before the Board of Directors and present his/her case. The applicant is entitled to representation.

12.4 A member may terminate membership by giving written notice of not less than 30 days.

12.5 Membership will be terminated with immediate effect should a member be found to have acted in a manner which is considered by the Board of Directors to be unethical or is unlawful.

12.6 In their personal capacity members of the Board of Directors or the Management Committee shall not be held liable for any obligations or liabilities made by the Organisation.

12.7 The Board of Directors or the Management Committee of the Organisation will not be held personally responsible for any loss suffered by any person as a result of an act or omission which occurs in good faith while the member is performing functions on behalf of the Organisation.

13. Dissolution/Winding up

13.1 The organisation may dissolve if a unanimous decision is reached by the Board of Directors.

13.2 When the organisation dissolves it should ensure that it has no outstanding debts. If there are any assets left they should not be paid or given to members of the organisation. Instead they should be given to another nonprofit organisation that has similar objectives. The Board of Directorsshould select a suitable organisation.

This constitution was approved and accepted by members of

Loved Ones of God

At a special (general) meeting held on 20 May, 2009
Day/Month/Year

Chairperson

Secretary

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
BRAKPAN
28 -02- 2013
EAST RAND
SOUTH AFRICAN POLICE SERVICE