

## CONSTITUTION OF REDEEMED KIDS' KINGDOM

### 1. NAME

1.1 The organization hereby constituted will be called **REDEEMED KIDS KINGDOM PRE-SCHOOL**

1.2 Its shortened name will be **RKK PRE-SCHOOL** (hereinafter referred to as the organization).

### 1.3 Body corporate

The organization shall:

- Exist, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

## 2. OBJECTIVES

The organization's objectives are to:

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To provide daycare services and early education to children from the improvised community of lowly and to uphold their constitutional rights, including their protection from maltreatment, abuse, and degradation.

## 3. Income and property

- 3.1 The organization will keep a record of everything it owns.
- 3.2 The organization 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 bearers has done for the organization. The payment must be a reasonable amount for the work that has been done.
- 3.3 A member of the organization can only get his or her money back from the organization for the expenses that they have paid for on behalf of the organization, and for which authorization has been granted.
- 3.4 Members or office bearers of the organization do not have rights over things that belong to the organization.

## 4. Governing Structure and Mechanism of Governance

- 4.1 The Office Bearers will oversee the Organization. The Board committee will be made up to Seven Members. They are the office bearers of the organization.



- 4.2 Office bearers will serve for a period of three years, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organization, they can stand for re-election into office again and again. This is so long as their services are needed, and they are ready to give their services.
- 4.3 If a member of the board committee does not attend three board committee meetings in a row, without having applied for and obtaining leave of absence from the board committee, then the board committee will find a new member to take that person's place.
- 4.4 The Board committee will meet at least once a month. More than half of members need to be at the meeting to make decisions that can be carried forward. This constitutes as a quorum.
- 4.5 Minutes will be taken at every meeting to record the board committee's decisions. The minutes of each meeting will be given to board committee members 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.
- 4.6 The organization has the right to form sub-committees. The decisions that sub-committees take must be given to the Board committee. The Board committee must decide whether to agree to 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.
- 4.7 All members of the organization must abide by decisions that are taken by the Board committee.

## 5. Powers of the organization

The Board committee 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 2 of this constitution. However, such decisions and their activities may not be against the resolutions of the members or be against the law of the Republic of South Africa. Its activities must abide by the law.

- 5.1 The Board committee has the power and authority to raise funds or to invite and receive contributions.
- 5.2 The Board committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 5.3 The Board committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.
- 5.4 The Board Committee will decide on the powers and functions of office bearers.

## 6. Meetings and procedures of the committee

- 6.1 The Board committee must hold at least two ordinary meetings each year.
- 6.2 The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They 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 board committee member, then those calling the meeting must give the other committee members not less than 30 days' notice.



6.3 The chairperson shall act as the chairperson of the board committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.

6.4 There shall be a quorum whenever such a meeting is held.

6.5, 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.

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

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

## **7. Annual general meetings**

The annual general meeting must be held once every year, within a period of four months after the organizations' financial year.

The organization should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent apologies because they cannot attend.

- Read and confirm the previous meeting's minutes with matters arising. Chairperson's report.
- Treasurer's report.
- Changes to the constitution that members may want to make.

## 8. Finance and Reports

- 8.1 An accounting officer shall be appointed at the annual general meeting. His or her duty is to check on the finances of the organization.
- 8.2 The treasurer's job is to control the day-to-day finances of the organization. The treasurer shall arrange for all funds to be put into a bank account in the name of the organization. The treasurer must also keep proper records of all the finances.
- 8.3 Whenever funds are taken out of the bank account, anyone of the signatories of the organization must sign or release the withdrawal or cheque.
- 8.4 The financial year of the organization ends on **the last day of March** of each year.
- 8.5 The organizations' accounting records and reports must be ready and handed to the Director of Nonprofit Organizations within six months after the financial year end.
- 8.6 If the organization has funds that can be invested, the funds may only be invested with registered financial institutions such as banks.

## 9. Changes to the constitution



9.1 The constitution can be changed by a resolution. The resolution must be agreed upon and passed by not less than two thirds of the members of the management committee who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

9.2 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 6.3

9.3 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.

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

## 10. Dissolution/Winding-up

10.1 The organization may close if at least two-thirds of the members of the Board committee present and voting at a meeting convened for the purpose of considering such matter, are in favor of closing.

10.2 When the organization closes it must pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organization. It must be distributed to another nonprofit organization that has similar objectives. The organizations’ Board committee must decide what organization this should be.

Bosego Peter Malatsi

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Chairperson