



1. Mission

Our mission is to help over 20 000 students within the next coming five years.

To help them and provide them with the necessary tools to alleviate them out of poverty

To provide the students with the necessary teaching skills and mentoring they need

Help raise funds for the children to create projects in the communities

To inspire lifelong learning, advance knowledge, and strengthen our communities.

2. Vision

The society's vision is to create programs that help the communities of Khayamandi by empowering them with tools and providing clothes and

To increase student activism to helping communities and learning

To change the status quo of poor communities using art and photography.

To become a leader in helping poverty enriched back locked families out of poverty

3. Membership

(a) Membership will be as a result of students and persons interested in being part of the society, registering their names on the society's database.

(b) Membership to the society will not only be closed to students studying at the University but should be open to students and other persons interested in the society.

(c) Persons joining the society will be expected to pay a membership fee that shall be paid on an annual basis.

- (d) Should a member wish to no longer be a member of the society they will be required to inform the secretary of the society in writing of their intention to terminate their membership.
- (e) The membership of the society will comprise of 85% students of the university and 15% outsiders

4. Office bearers

- (a) The executive members of this society will consist of:

Chairperson

Deputy Chairperson

Event Co-ordinator

Secretary

Treasurer

Marketing and communication

Strategic planner

Sustainability; tutoring; book club; arts and craft

- (b) Five additional members: LIST THEIR PORTFOLIOS BELOW

(c) Duties of office bearers

- i. The Chairperson shall represent and act on behalf of the society.
- ii. The Deputy Chairperson shall be responsible for publicity and shall assist the Chairperson in his or her duties.
- iii. The Secretary shall take minutes and deal with correspondence.
- iv. The Deputy Secretary shall be responsible for internal correspondence and supporting the office of the secretary.
- v. The Treasurer shall manage the finances of the society and keep proper accounts.
- vi. Be the executive head of the Foundation
- vii. Be an ex-officio member of all committees of the Foundation;
- viii. Preside over meetings of the Foundation at any level except the Disciplinary and Arbitration meetings;
- ix. Have a casting vote during Executive meetings;

- x. Be a signatory to financial transactions of the Foundation at any level;
- xi. Have power to make emergency decisions on behalf of the Foundation in extraordinary circumstances when he/she cannot in any way consult the Executive Committee, provided such decision remain subject to approval by Executive Committee in their meeting;
- xii. In the event of a written notice of the temporary absence of a member of the Executive Committee, he shall delegate duties of such absent member(s) to another or other members of the executive.

A. THE VICE CHAIRMAN SHALL

- i. Deputise for the Chairman. Or act as Chairman when the chairman is absent;
- ii. Be an ex-officio member of all Committees of the Foundation;
- iii. Carry out any such duties as shall be assigned from time to time by the Chairman and or executive committee;

B. SECRETARY SHALL

- i. Be the secretary to the Executive Committee, and Board of Trustees, and the Disciplinary and-Arbitration committee, and
- ii. Shall record and keep proceedings of the said committee.

C. MEETINGS

- i. In consultation with the Chairman, shall draw up and publish the Agenda for meetings of the Executive Committee and the Board of Trustees;
- ii. Be signatory to all financial transactions of the Foundation.
- iii. Receive all correspondence of the Foundation and reply as appropriate;
- iv. Keep an up- to- date register of all members and documentation of all activities of the Foundation's committee.
- v. Be an ex-officio member of all the Foundation's committees;
- vi. Compile annual reports and provide information on the state of the Foundation from time to time and whenever required to do so;

- vii. Collect and disseminate information for the publication of the aims and objectives of the Foundation;

D. THE MINUTE SECRETARY SHALL:-

- i. Act as information officer providing pamphlets, bulletins to and from the Foundation;
- ii. Coordinate the activities of the Foundation by disseminating appropriate information;
- iii. Perform the work of recording minutes,
- iv. Bookkeeping,
- v. Keeping records of all transactions of the Foundation,
- vi. Notifying members of any meeting(s) and other important matters.

E. THE TREASURER SHALL:-

- i. Keep all the financial records and accounts of the Foundation;
- ii. Receive all subscriptions, donations and grants to the Foundation;
- iii. Be the chief custodian of the Foundation's property and establishments;
- iv. Draw up the budget and present a monthly financial statement, income and expenditure accounts and be able to provide the same within 72 hours of request by the Executive committee;
- v. Draw up an annual accounts and balance sheet;

5. Meetings

(a) Societal Executive Meetings

- i. These meetings will be held on a weekly basis and shall be conducted by the secretary or by the deputy secretary in the absence of the Chairperson, or any other executive member.
- ii. The meetings shall only commence once 60% of executive is present.
- iii. The Deputy Secretary shall notify the executive of the meeting at least 3 days in advance and also send an agenda of the meeting at least a day before the meeting.

(b) Annual General Meetings

- i. These meetings will be held annually, the Deputy Secretary will inform all members at least ONE/TWO WEEKS prior to the meeting.

(c) The meeting shall proceed 15mins once every executive board is present

6. Elections

- (a) Elections will be held annually for all office bearing positions.
- (b) Elections will be held at the Annual General Meeting at the end of the term of current office bearers' terms.
- (c) Elections will only take place if third majority of the members of the society are present at the Annual General Meeting.
- (d) The elections will be conducted by members of the present executive or a delegated university authority.
- (e) All members of the society will be entitled to vote.
- (f) Members of the society will be notified of the elections by the Secretary of the society two weeks prior to the elections.
- (g) Voting will take place using a (an) show of hands or secret ballot or online system
- (h) Candidates for the executive office bearers: Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer shall be required to be nominated by five society members.
- (i) Candidates for additional members of the office bearers will require two nominations from Society members.
- (j) Requirements for elected:
50% males and females

The society members can only lead the society for not more than two terms.

7. Finance

- a) The Treasurer shall be responsible for all finances the society receives and spends.
- b) A financial statement acknowledging receipt, expenditure, donations of finances or tangible items must be drafted and presented to each Annual General Meeting and to the University.
- c) There shall be three cheque signatories: Treasurer, Chairperson and Secretary.

8. Discipline

- a) Members shall not speak ill of the society without exhausting internal processes first.
- b) Members shall abide by the constitution of the society at all times.

- c) Executive members who miss more than 3 meetings without reason will be discharged off their duties.
- d) Any financial miss-management by the executive committee will refer to disciplinary committee that will be led by the deputy chairperson.
- e) Any executive board wish to resign or step,shall provide 1 month notice in advance

9. Amendment of Constitution

- (a) There shall be no part of the Constitution that may be amended unless there is a motion that appears on the agenda at two consecutive meetings of the society and such amendment shall be passed by a sitting of 1/2 of the members or 2/3 of members currently in the meeting.
- (b) The amendment must be accepted by both the society's executive and its members.

10. Commitment to the society and community outreach program

- a) Executive member is required to spend 2-3 hours a week in the community/ in School.
- (b) Member shall send resignation letter a month before resignation takes place.
- c) If lack of commitment has been speculated, the executive board members has the authority to call for a VOTE **OF NO CONFIDENCE**
- d) Executive board members are obliged to do community service or visit the school 2-3 times a month.