



CONSTITUTION

1 NAME

The organisation will be called SOUTH AFRICAN GERMAN NETWORK.

Its shortened name is SAGE Net.

Its current address is:

c/o Cape Mental Health Society, 221 Lower Main Road, Observatory, 7925

2 OBJECTIVES

- 2.1 To create stable and flexible partnerships within a coordinated network.
- 2.2 To create a network of projects, organisations and interested individuals.
- 2.3 To facilitate intercultural learning, personal growth and professional exchange opportunities.
- 2.4 To strive towards connecting resources and experiences and thereby creating opportunities to learn from each other.
- 2.5 To strengthen individuals and member organisations in their vision to build democratic societies on the basis of dialogical exchange and equitable partnerships.
- 2.6 To support programmes in education, youth, tourism, social development and health as well as in conflict resolution, arts, culture and science in Germany and South Africa in cooperation with SAGE Net Germany.
- 2.7 To facilitate active participation, cooperation and communication.
- 2.8 To operate in an efficient, effective and viable manner.
- 2.9 To support sustainable development, and projects that promote sustainable development.

3 MEMBERSHIP

- 3.1 Membership must be applied for and will be decided upon by the executive committee. Organisations may approach SAGE Net or SAGE Net members may propose new members.
- 3.2 An annual membership fee will be levied. The rate will be determined at the AGM.

- 3.3 Members have voting rights at the AGM. At the AGM members elect the executive committee and may stand for election as office bearers.
- 3.4 Members not paid up forfeit their voting rights.

4 THE ORGANISATION

- 4.1 The organisation exists in its own right, separate from the members.
- 4.2 SAGE Net will continue to exist even when membership or office bearers change.
- 4.3 SAGE Net can sign contracts and enter into other relationships. It can sue others and be sued in its own name.
- 4.4 SAGE Net can own property and other possessions.

5 INCOME AND PROPERTY

- 5.1 SAGE Net may not give any of its funds or property to its members or office bearers. However, a reasonable amount may be paid to a member or office bearer for work done.
- 5.2 Money can only be reimbursed when a member has incurred costs on behalf of SAGE Net.
- 5.3 Members or office bearers do not have rights to possessions owned by SAGE Net.
- 5.4 SAGE Net may only invest funds with registered financial institutions.
- 5.5 Members should not be liable for any debts incurred by the organisation.

6 MANAGEMENT

- 6.1 An executive committee will manage SAGE Net. This executive committee will be elected at the AGM. Office bearers will serve for two years and can be re-elected for another two terms of office. The committee will be made up of not less than four members. They are the office bearers of the organisation, which shall include the Chairperson, Vice- Chair, Treasurer and Secretary. The executive committee will meet at least six times per annum. Decisions will be taken by consensus or else by majority vote. There will be quorum whenever such a meeting is held. A quorum will constitute 50% + 1 members, which is a minimum of 3 people. The chairperson shall act as the chairperson of the 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. There shall be a quorum whenever such a meeting is held.
- 6.2 Minutes will be taken at every meeting to record all decisions taken. Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 6.3 The executive 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.
- 6.5 The SAGE Net executive committee may co-opt additional members for special tasks or to form ad-hoc committees, which should consist of at least 3 people. The sub-

committee can make recommendations to management for decision making after completing their task. The sub-committee must report back to the executive committee on its activities. It should do this regularly.

- 6.6 The executive committee may co-opt a new member on to the committee if a member resigns or for any other reason cannot continue serving on the committee. The executive committee will be notified 30 days in advance if this matter will be on the agenda.
- 6.7 The chairperson, or 2 members of the executive committee, can call a special meeting if they want to. 21 days notice must be given to the other committee members prior to the date of the proposed meeting. They must also tell the other members of the executive committee which issues will be discussed at the meeting. If however, one of the matters to be discussed is to appoint a new executive committee member, then those calling the meeting must give the other committee members not less than 30 days notice.

7 DUTIES OF OFFICE BEARERS

- 7.1 CHAIRPERSON: The chair person chairs all the executive committee meetings, sees that members adhere to rules and guidelines given by the constitution, checks that financial accounting and reporting is accurate, signs all requisitions for funds, signs all funding agreements, generally supervises and ensures all affairs of the organisation are kept in good order, ensures that an annual general meeting is held and an annual report is compiled.
- 7.2 VICE-CHAIR: The vice chair takes over the chairperson's tasks and duties when he or she is not there.
- 7.3 TREASURER: The treasurer monitors all income and expenditure of the organisation. Ensures proper record keeping and accounting practices are adhered to. Presents the annual audited financial statement at the AGM.
- 7.4 SECRETARY: The secretary's responsibility is to ensure the smooth running of the organisation's administration. The secretary keeps proper records and minutes of all meetings and sends out notices of all meetings.

8 MEETINGS

- 8.1 The AGM will be held within 6 months after the financial year-end. At the AGM the chairperson and the treasurer will table an annual report.
- 8.2 Membership meeting: All members will receive the SAGE Net newsletter for information sharing.

9 FINANCES

- 9.1 An accounting officer shall be appointed at the AGM whose duty is to check on the finances of the organisation.

- 9.2 The treasurer's job is to control the finances of the organisation together with two other people from the organisation, appointed by the executive committee. They have to arrange for all funds to be put into a bank account in the name of the organisation.
- 9.3 Whenever funds are taken out of the bank account two of three designated committee members must authorize and sign the withdrawals.
- 9.4 The financial year of the organisation starts on 1 April each year and ends on 31 March.
- 9.5 The financial report will be completed by the accounting officer within 6 months after the end of the financial year.

10 CHANGES TO THE CONSTITUTION

- 10.1 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 meeting. A quorum for this meeting will be established if 2/3 of the members are present. Voting should take place at an AGM or at a specially called general meeting called to do this.
- 10.2 The change to the constitution can only be accepted if at least 75% of the people present at the meeting vote for the change. Voters must be paid up members of SAGE Net.
- 10.3 A written notice must go out not less than twenty-eight (28) days before the meeting at which changes to the constitution are going to be proposed. The notice must say that proposed changes to the constitution will be on the agenda.

11 CLOSING OF THE ORGANISATION

The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

When SAGE Net closes down it has to pay off all its debts. Remaining property and funds shall not be paid to members, but shall be given to another organisation which has the same or nearly the same objectives as SAGE Net. The general meeting shall decide which organisation will benefit. If the meeting cannot reach a decision, then the Department of Welfare's Directorate for Non-profit Organisation will decide.

12 ADOPTION OF THE CONSTITUTION

This constitution was approved and accepted by members of SAGE Net at the fourth Annual General Meeting on 20 November 2010.

Signed by:

.....
..... CHAIRPERSON (full name)
Signature & date

.....
..... SECRETARY or TREASURER
Signature & date
or VICE-CHAIR (full name)

1. Witness:.....

2. Witness:.....