

**MBHASHE COMMUNITY RADIO STATION**  
**MBHASHE FM**



# CONSTITUTION

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## 1. Name

1.1 The organisation hereby constituted will be called: **Mbhashe Community Radio Station**

1.2 Its shortened name will be : **Mbhashe FM** (hereinafter referred to as the organisation)

## 1.3 Body corporate

The organisation shall:

- Exist in its own right, 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

- a) The main organisation's objectives will be to: provide quality broadcasting services on a sustainable basis to its listeners by producing various radio programs with the objective of educating, informing and entertaining the youth and the community as a whole
  
- b) The organisation secondary objectives will be to: achieve a target of 85 000 listeners and more. To broadcast mainly in isiXhosa and English.

## 3. Income and property

- 3.1 The organisation will keep record of everything it owns.
- 3.2 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 bearer has done for organisation. The payment must be a reasonable amount for the work that has been done.
- 3.3 The member of the organisation can only get the money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.
- 3.4 Members or office bearers of the organisation do not have rights over things that belong to the organisation.

#### **4. Membership and General Meetings**

- 4.1 If a person wants to be a member of the organisation, she or he will have to ask the organisation's management committee. The management has the right to say no *and the member can appeal the decision taken by the management committee within 14 working days in writing.*
- 4.2 Members of the organisation must attend its annual general meeting. At the general meeting members exercise their right to determine the policy of the organisation.

#### **5. Management**

- 5.1 A management committee will manage the organisation. The management committee will be made up of not less than **3** members. They are the office bearers of the organisation.
- 5.2 Office bearers will serve for one year but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again. This is so long as their services are needed and they are ready to give their services.
- 5.3 If a member of the management committee does not attend three management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then management committee will find a new member to take that person's place.
- 5.4 The management committee will meet at least once in a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 5.5 Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to the management 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.
- 5.6 The organisation has the right to form sub - committees. The decision that sub - committees take must be given to the management committee. The management 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.
- 5.7 All members of the organisation have to abide by decisions that are taken by the management committee.

##### *5.7.1 Duties of office bearers within the Board*

###### Chairperson

- Provide leadership to the board
- Develop agenda for board meeting
- Mediate with Directors or Management on decision by the board
- Monitors financial planning and financial reports

- Plays leading role in fundraising activities
- Evaluates annually the performance of the organisation in achieving its mission.
- Negotiate on behalf of the organisation if given the mandate.
- Perform other duties as assigned by the board such as representing the organisation at formal function etc.
- Evaluates the performance of board members on a regular basis.

#### Secretary

- Maintain records of the board and ensure effective logistics at board meetings.
- Manages minutes of the board meetings.
- Ensure that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during the meeting

#### Treasurer

- Manages the finance of the organisation
- Administrate the fiscal matters of the organisation
- Provide the annual budget to the board members approval
- Ensure development and review of financial policies and procedures by the board

#### Board Members

- Regularly attend board meetings and important related meetings
- Accept assignments and complete them thoroughly and on time
- Stay informed on common matters, prepare for meetings, review and comments on minutes and reports.
- Build collegial relationship with other board members to contribute to consensus
- Active participation in annual evaluation planning exercise
- Participate in fundraising activities

## **6. 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 that are stated in point 2 of this constitution. Its activities must abide by the law.

6.1 The management committee has the power and authority to raise funds or to invite and receive contributions.

6.2 The management committee does, however have the powers to buy, hire or exchange for any property that it needs to achieve its objective.

6.3 The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

6.4 Organisation will decide on the powers and functions of the office bearers.

## **7. Meetings and procedures of the committee**

- 7.1 The management committee must hold at least two ordinary meetings each year.
- 7.2 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 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 management committee members, then those calling the management must give the other committee members not less than 30 days notice.
- 7.3 The chairperson shall act as the chairperson of the management 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.
- 7.4 There shall be a quorum whenever such meeting is held.
- 7.5 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 deciding vote.
- 7.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 7.7 If the management 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 management committee on its activities. It should do his regularly.

## **8. Annual general meetings**

The annual general meetings must be held once every year, towards the end of the organisation's financial year.

There shall be a quorum of 51% whenever such meetings are held

The organisation should deal with following business, amongst others, at its annual general meetings:

- Agree to the items to be discussed on the agenda.
- Write down who is and who has sent apologies because they cannot attend.
- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report.
- Treasure's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers
- General
- Close the meeting

## **9. Finance**

- 9.1 An accountant officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.
- 9.2 The treasurer's job is to control the day to day finances of the organisation. The treasure shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.
- 9.3 Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.
- 9.4 The financial year of the organisation ends on: **31 March** each year
- 9.5 The organisation's accounting records and reports must be ready and handed to the Director of Non profit Organisations within six months after the financial year end.
- 9.6 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 Financial Institutions (Investment of Funds) Act, of 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

## **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 annual general meeting or special general meeting. Members must vote at this meeting to change constitution.
- 10.2 Two thirds of the 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 7.3.
- 10.3 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.
- 10.4 No amendments may be made which would have the effect of making the organisation cease to exist.

## **11. Dissolution/Winding-up**

- 11.1 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.
- 11.2 When the organisation closes down it has to 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 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.

**This constitution was approved and accepted by the members of**

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At special (general) meeting held on

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Date/Month/Year

.....

Chairperson

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Secretary

.....

Treasure