

CONSTITUTION OF THE SETOTOLWANE ALUMNI ASSOCIATION OF SOUTH AFRICA

PREAMBLE

We, the former students of Setotolwane High and Teachers Training College, recognising the key role that we play in portraying the South African condition to the world, hereby commit our skills and knowledge in underpinning the values of a democratic South Africa and its growing economy, hereby establish a representative national association to protect and promote our specific needs and interests and those of our communities.

The subscribers to this document, being bona fide Setotolwane Alumni as defined hereafter, by their execution either jointly or severally to this document, agree with each other and with all other members who may at any time hereafter execute identical or amended copies hereof, to support and maintain the Setotolwane Alumni Association of South Africa, under the constitution set forth below and in accordance with the spirit and content of the Constitution of the Republic of South Africa.

By adopting this **CONSTITUTION** the members agree to the provisions thereof.

ARTICLE 1: NAME OF THE ASSOCIATION

The name of the Association shall be Setotolwane Alumni Association of South Africa (referred to hereafter as the “Association”.) The registered address of the Association shall be: PO Box 621, Sovenga, 0727.

ARTICLE 2: TYPE OF ASSOCIATION

2.1 The Association shall have perpetual succession and may sue or be sued in its own name.

2.2 The Association shall be voluntary and non-profit making as a Section 21 Organisation,

2.3 The Association shall have a strict code of conduct to which all members shall subscribe.

2.4 Any income and property of the Association, however derived, shall be applied solely towards the promotion of its aims and objectives as set out in this constitution or as amended by a General Meeting of the Association. No portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise to the members of the Association, provided that nothing herein contained shall prevent the payment in good faith of reasonable remuneration to any officer or member of the Association in return for any service rendered specifically to the Association.

2.5 Upon its winding up, deregistration or dissolution, the assets of the Association remaining after the satisfaction of all its liabilities shall be given or transferred to some other association with aims and objectives similar to the Association's. This process and procedure would be determined by the majority of the members at a General Meeting of the Association at or before the time of its dissolution.

Vision

The vision of Setotolwane Alumni Association is to be a leader in promoting active, visible leadership in the community and to foster interaction between alumni of the former institution as their alma mater, community and interested parties.

Mission

The mission of the Setotolwane Alumni Association is to safeguard the best interest of its members, to use the talents and resources of alumni and friends of Setotolwane to support the college in restoring its former glory and national distinction in quality teaching and service

ARTICLE 3: OBJECTIVES

The Association which is non-political shall have the following objectives:

- 3.1 To refurbish and maintain all currently existing infrastructure situated at Setotolwane Square for purposes of playing a key role in education, training and enhancement of skills.

- 3.2 To develop alumni programmes that promote effective networks amongst its members and the public.
- 3.3 To promote the academic, physical, moral and spiritual growth of youth.
- 3.4 To assist Setotolwane alumni's growth and advancement of its socio-cultural and co-curricular activities.
- 3.5 To authorize, promote and assist in the formation of local and international chapters.
- 3.6 To enhance the involvement of Setotolwane in Community Service.
- 3.7 To make recommendations of those who can play leadership roles at the institution.
- 3.8 To initiate, organize and coordinate fundraising activities for Setotolwane Alumni Association.
- 3.9 To liaise with Alumni Associations of other institutions of learning both locally and internationally.
- 3.10 To project a positive image of Setotolwane.
- 3.11 To recognise former educators
- 3.12 To revive and sustain its excellent in education and training
- 3.13 To recognise the legacy of all educators and alumni that are no more

ARTICLE 4: MEMBERSHIP

- 4.1 For purposes of this constitution, the members of the association shall be:
 - 4.1.1 Founder members: Setotolwane Class of 1976
 - 4.1.2 Full members: All persons who studied, and successfully completed their studies, at Setotolwane. Membership is inclusive of all students from the school's inception until the closure of the college in 2007 (exit of the last class of student teachers).
 - 4.1.3 Honorary members
 - (a) Former teachers and other staff members
 - (b) Current Setotolwane School Governing Body (SGB) and Parents Teachers Association (PTA)

4.1.4 Patron Members

A patron member is an individual who seeks partnership with the Association on the basis of promoting its aims and objectives of donating goods and/or services and/or funds to an amount or value determined by the Executive Committee from time to time and as ratified by a following General Meeting.

All membership applications shall be approved by the Membership Committee and upon acceptance of this Constitution and payment of the membership fees, be ratified by the Executive Committee.

4.2 Compliance

4.2.1 Any member desiring to resign from the Setotolwane Alumni Association shall submit his/her resignation in writing to the Secretary, which shall take effect from the date of receipt by the Secretary of such.

4.2.2 Any member may be expelled from the Association if the member contravenes any of the provisions of the Association's constitution and his/her conduct adversely affected the reputation or dignity of the Association. The Executive shall have power to suspend a member from his/her membership until the next general meeting of the Association following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his/her expulsion is to be considered. Any member having any dispute on the Constitution, a normal dispute resolution process shall be followed.

4.2.3 Any person who resigns or is removed from membership shall not be entitled to a refund of his/her subscription or any part thereof or any moneys contributed by him/her at any time.

ARTICLE 5: DUES

The Board shall fix the rate of dues to be paid for by members of the Association, which may be revised by a resolution of two thirds of members voting at a general meeting.

The members shall pay dues as follows:

5.1 Registration fees of R500-00.

- 5.2 Annual subscription R1 200-00 (once or in equal quarterly or semi-annual instalments or on monthly debit order basis at an amount of R100).
- 5.3 Any member who falls into arrears with his annual subscription for two or more years shall automatically cease to be a member of the Association. The Association Board may, however, at its discretion, reinstate such a member on payment of the total amount of subscription outstanding.

ARTICLE 6: THE BOARD OF TRUSTEES

The Setotolwane Alumni Association shall be managed through a Board of Trustees.

- 6.1 The Board of Trustees shall consist of the following:
 - 6.1.1 Five members (three of which must be Founder members of the Association and one of the two other members must have legal background). The board, as part of association policy, shall from time to time define the various categories who shall be appointed at an annual general meeting for a period of three years.
 - 6.1.2 Three (3) ex-officio members namely:
 - a) The Principal
 - b) The Chair of the SGB
 - c) A representative of the PTA
- 6.2 All land, buildings and other immovable property and all investments and securities which shall be acquired by the association shall be vested in the names of the nine (9) Board of Trustee Members. On retirement, such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting. Vacancies caused by members of the Board removed from office will be dealt with as per Article 3 Section 7.
- 6.3 The trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported by the trustees to the committee which shall authorize expenditure of such moneys as it thinks fit.

ARTICLE 7: OTHER DUTIES OF THE BOARD OF TRUSTEES

7.1 The Board shall be responsible for the management of the Association

And for that purpose, may give direction to office bearers as to the manner in which, within the law, they shall perform their duties. The board of the association shall have power to appoint sub-committees as it may deem desirable to make reports to the board upon which such action shall be taken as seems to the board desirable.

7.2 The board as specified in article 5 section 1 shall authorize all moneys distributed on behalf of the association.

7.3 There will be a 30- days transition period where the existing office bearers will update new officer and provide them with all the necessary documentation.

7.3 Monitor, support and evaluate the activities of the SAA

7.4 Ensure that the SAA is in compliance with the King 4 report on good governance

ARTICLE 8: OFFICE BEARERS

8.1 The office bearers shall include:

- a) Chairperson
- b) Vice chairperson
- c) Secretary
- d) Treasurer
- e) Events/Project

Coordinator

- f) Two additional members: (Newsletter Editor; Marketing Officer)
- g) Documentary Sub-Committee

All office Bearers shall be fully paid-up members of the Association and shall be elected at the annual general meeting.

8.2 Office bearers shall hold office for a period of 3 years subject to conditions contained in 8.3 and 8.4 and shall be eligible for re-election.

8.3 Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.

8.4 Office bearers may be removed from office in the same way as is laid down for expulsion of members in article 4 (4.2.2) and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

8.5 **Duties of office of bearers**

8.5.1 **Chairperson**

The Chairperson shall, unless prevented by illness or other sufficient cause

- a) Preside over all meetings of the Board and at general meetings
- b) Co-ordinate all the functions and activities of the Association Committees.
- c) Appoint such Committees as are necessary to carry out the programs of the Alumni Association effectively.
- d) Serve as an ex-officio member of all committees.
- e) Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- f) Exercise general supervision over the management of the Association.
- g) Report on the operations of the Association to the members at the annual general meeting
- h) Be a signatory in all Bank transactions on behalf of the Association.
- i) Always be expected to act in the best interests of the Association.

8.5.2 **Deputy Chairperson**

- a) Plan and co-ordinate the membership program of the Alumni Association.
- b) Perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- c) Coordinate the Elections/Voting of the Association.

8.5.3 Secretary

- a) Maintain an accurate record of all Alumni Association meetings.
- b) Issue the Alumni Association directory.
- c) Maintain and keep in safe custody all correspondences and records relating to the Alumni Association.
- d) Issue notice of meetings and maintain an attendance log of all meetings.
- e) Present minutes of the previous meetings at meetings.
- f) Solicit input from members for meeting agendas and disseminating agendas prior to meetings.
- g) Undertake any other duties as may be assigned by the members in consultation with the chairperson.

8.5.4 Treasurer

- a) Receive and distribute the funds of the Association in a prudent manner.
- b) Maintain all books of accounts and an accurate record of all Association transactions.
- c) Draft the budget for approval by the Association and strive to ensure that the budget plan is compiled with.
- d) Ensure all financial forms and reports prescribed by the FINANCIAL REGULATIONS are filed as required.
- e) The treasurer is also charged with the responsibility of MONITORING membership fee/dues and maintaining a list of all paid up members.
- f) Shall be a signatory in all bank transactions on behalf of the Association.
- g) Prepare and present quarterly and annual accounts and reports of the Association.
- h) The Treasurer shall ensure fund raising for the SAA jointly with the event coordinators

- i) Prepare members statements every quarter.
- j) Perform any other assignment as may be directed by the chairperson.

8.5.5 Events Coordinator

- a) Coordinate events to enhance awareness of the association to others.
- b) Keep the alumni association in contact with the community.
- c) Organise community related activities
- d) Attend all regular and special meetings.
- e) Coordinate and organise SAA events

8.5.5 Documentary Sub-Committee

Gather all historical events, news, pictures and videos where applicable from SAA and former educators

8.5.6 Additional members

- a) Newsletter Editor:
 - i) Provide timely information concerning activities of the association to its members and friends.
 - ii) Publicize the history of the alumni Association when and where appropriate.
- b) Marketing officer: Collaborate with the secretary and events coordinator on advocacy and events planning.

ARTICLE 9: MEETINGS

There shall be two categories of meetings, namely the Annual general meeting and Special general meeting.

9.1 Annual general meeting

The annual general meeting shall be held not later than the 31st of October in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of Accounts and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting and, where practicable, by press advertisement not less than 14 days before the date of the meeting.

The agenda for any annual general meeting shall consist of the following:

- a) Confirmation of the minutes of the previous annual general meeting.
- b) Consideration of the accounts.
- c) Election of office bearers and the board members.
- d) Such other matters as the board may decide or as to which a member or members shall have given notice in writing to the secretary at least four weeks before the dates of the meeting.
- e) Any other business with the approval of the board.

9.2 Special general meeting

A special general meeting may be called for any specific purpose by the board. Notice in writing of such meeting shall be sent to all members not less than 14 days before the date thereof, and where practicable by press advertisement not less than 14 days before the date of such a meeting.

A special meeting may also be requisitioned for a specific purpose by order in writing to the secretary not less than 1/3 of the members and such meetings shall be held within 21 days of the date of the requisition notice in writing of such meeting shall be sent to all members not less than 14 days before the date thereof and where practicable by press advertisement not less than 14 days before the date of such meeting. No matter shall be discussed other than that stated in the requisition.

9.3 Quorum for general meeting shall be not less than 1/3 of the registered members of the Association, whichever of the two thresholds is less.

9.4 The quorum of the Board shall be not less than ½ of the Board members.

9.5 The Board shall meet not more than four times in a year but at least once quarterly, or whenever a need arises

ARTICLE 10: PROCEDURE AT MEETINGS

- 10.1 At all the meetings of the Association the Chairperson, or in his absence the vice-chairperson or in the absence of both these officers, a member selected by the meeting shall take the chair.
- 10.2 The chairperson at his discretion shall limit the number of people permitted to speak in favour of and or against any motion.
- 10.3 Resolutions shall be decided by simple voting through show of hands, in case of equality of votes; the Chairperson shall have a second casting votes.

ARTICLE 11: FUNDS

- 11.1 All moneys and funds shall be deposited into a bank account approved by the Association.
- 11.2 No payments shall be made from the bank account without a resolution of the Board authorizing such payment approved and signed by the Treasurer or the Deputy Treasurer and two other office bearers of the Association who shall be nominated/ appointed by the Board.
- 11.3 The Board shall have power to suspend any office bearer who it was reasonable cause to believe to have contravened the regulations as set out in the constitution, and call a special meeting.
- 11.4 The financial year of the association shall be from 1st November.

ARTICLE 12: AUDITOR

- 12.1 An auditor shall be appointed for the following year by the annual general meeting. All the association's records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the annual general meeting. The auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Association in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- 12.2 A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual

general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.

12.3 The appointed auditor shall be an office bearer or a member of the committee of the society.

ARTICLE 13: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of account and all documents relating thereto and a list of members of the Association shall be available for inspection at the registered office of the association by an officer or member of the society on giving not less than seven days" notice in writing to the Association.

ARTICLE 14: AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the association must be approved by at least two thirds majority of the members at the general meeting of the association. They cannot, however, be implemented without the prior consent in writing of the registrar, obtained upon application to him made in writing and signed of the office bearers.

The Constitution shall be reviewed and amended at a Constitution General Meeting every three years or when a need arises.

ARTICLE 15: DISSOLUTION

This constitution shall be in effect from the date of signing by the Chairperson and the Secretary

Signature: _____

Chairperson: _____

Date: _____

Signature: _____

Secretary: _____

Date: _____