

CONSTITUTION

OF

MOTHERS UNION ORPHANS'

CARE CENTRE

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- 1.1. This Society shall be known as the "**Mothers' Union Orphans' Care Centre**" hereinafter referred to as the "Society".

INTERPRETATION

- 2.1. The following words and expressions shall have the following meanings:-
- a) "Society" shall mean **Mothers' Union Orphans' Care Centre**.
 - b) "Executive Committee" shall mean the governing body of this Society appointed in terms of the constitution referred to as a Committee.
 - c) Words signifying the singular number shall include plural or vice-versa unless they appear otherwise from the context.

Headquarters of the Society/Association

- 3.1. Its headquarters shall be at Mahalapye or such other address as may subsequently be decided upon by the Executive Committee. The Society shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 4.1. The objects of the society are:
- a) To support children in the Community who are orphaned as a result of HIV/AIDS and other chronic diseases.
 - b) To care for orphans and instill confidence to enable them to be independent members of society.
 - c) To equip volunteer groups within the community with skills in prevention and caring for orphans and vulnerable children in Mahalapye



- 4.2. In furtherance of the above objects, the Society may engage in activities/raise funds or ask for donations to achieve its mandate

MEMBERSHIP QUALIFICATION AND RIGHTS

- 5.1. Membership is open to members of the public who meet the societies prescribed entry qualification requirements as determined from time to time by the Society.
- 5.2. Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.
- 5.3. Only members who are above 18 years of age shall have the right to vote and to hold office in the Society.

APPLICATION FOR MEMBERSHIP

- 6.1. A person wishing to join the Society shall do so by submitting his/her particulars to the Secretary on a prescribed form.
- 6.2. Any person interested in being a member shall be proposed and seconded by existing members. His/her name will then be availed for consideration by the general membership within four week(s) at the end of which time the Committee will decide on membership, taking into consideration any objection raised.
- 6.3. A copy of the Constitution shall and other relevant documents shall be furnished to every approved member upon payment of the joining fee.

JOINING FEES, SUBSCRIPTIONS AND OTHER DUES

- 7.1. A prescribed joining fee is payable within four weeks of election of membership, in default of which membership may be cancelled by order of the Committee.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 8.1. The Supreme authority of the Society is vested in a General Meeting of the members.
- 8.2. An Annual General Meeting shall be held in June every year.



- 8.3. At other times, an Extraordinary General Meeting shall be called by the Chairperson upon request in writing by not less than 25% of the total voting membership and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be considered. The Extraordinary General Meeting shall be convened within seven days from receiving this request to convene the Extraordinary General Meeting.
- 8.4. If the Committee does not meet within one month after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving seven days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 8.5. At least three weeks' notice shall be given of an Annual General Meeting and at least seven days' notice of an Extraordinary General Meeting. The Secretary shall send notice of meeting to all voting members stating the date, time and place of meeting. The particulars of the agenda shall be availed to the membership seven days in advance of the meetings.
- 8.6 Unless otherwise stated in this Constitution, voting by proxy shall be allowed at all General Meetings.
- 8.7. The following points shall be considered at the Annual General Meetings.
- a) The previous financial year's accounts.
 - b) Annual report of the Executive Committee.
 - c) Where applicable, the election of office-bearers for the following term.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary one week before the meeting is due to be held.

- 8.8. At least 25% of the total voting membership present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 8.9. In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for thirty minutes and should the number then present be insufficient to form a quorum, the meeting shall be adjourned. At adjournment of the meeting, those present will decide on the date of the meeting. In the event the proposed meeting fails to attract the necessary quorum, those present shall be considered a



quorum but shall have no power to amend any part of the existing Constitution.

MANAGEMENT COMMITTEE

9.1. The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at an Annual General Meeting.

- Chairperson
- Vice-Chairperson
- Secretary
- Vice Secretary
- Treasurer
- Five Additional Committee Members

Unless with the prior approval in writing of the Registrar of Societies, majority of the Committee Members shall be Botswana Citizens. In addition, the Chairperson, Secretary, Treasurer and their deputies shall be Botswana Citizens or Botswana Residents. Foreign Diplomats shall not serve as Committee Members.

9.2. Names for the above shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers may be re-elected to the same or related post for a consecutive two years but a member can only serve a maximum of three terms. The term of office of the Committee shall be two years.

9.3. Election will be either by show of hands or by a secret ballot, subject to the agreement of the majority of the voting members present. In the event of a tie, the Chairperson of the meeting shall have a casting vote.

9.4. A Committee Meeting shall be held at least once every four months after giving fourteen days' notice to Committee Members. The Chairperson may call a Committee Meeting at any time by giving seven days' notice. At least twenty-five per cent of the Committee Members must be present for its proceedings to be valid.

9.5. Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.



- 9.6. The duty of the Committee is to organize and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- 9.7. The Committee has power to authorise the expenditure of a sum not exceeding P 50,000.00 Per month from the Society's funds for the Society's purposes.

DUTIES OF OFFICE - BEARERS

- 10.1. The **Chairperson** shall chair all General and Committee meetings. He/she shall also represent the Society in its dealings with outside persons.
- 10.2. The **Vice-Chairperson** shall assist the Chairperson and deputise for him/her absence.
- 10.3. The **Secretary** shall keep all records, except financial, of the Society and shall be responsible their correctness. He/she will keep minutes of all General and Committee meetings. He/she shall maintain an up-to-date Register of Members at all times.
- 10.4. **Vice-Secretary** shall assist the Secretary and deputise for him/her absence.
- 10.5. The **Treasurer** shall keep all funds, collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/she is authorised to expend up to P2000.00 per month for petty expenses on behalf of the Society. He/she will not keep more than P 2000.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the Chairperson or the Vice-Chairperson or the Secretary.
- 10.6. Additional Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 11.1. The committee shall prepare an audited statement of accounts to be presented at the annual general meeting.
- 11.2. The Committee:



- a) Will be required to audit each year's accounts and present a report to the Annual General Meeting.
- b) May be required by the Chairperson to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

11.3. The financial year shall be from 1st April 31st March every year.

PROHIBITIONS

- 13.1. The funds of the Society shall not be used to pay personal fines of members who have been convicted in court of law.
- 13.2. The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 13.3. The Society shall not raise funds from the public for whatever purposes without the prior approval in writing from the relevant authorities.

AMENDMENTS TO CONSTITUTION

- 14.1. No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of seventy-five percent of the voting members present at the General Meeting, and they shall not come into force without the written approval of the Registrar of Societies.

DISCRETIONAL POWERS

- 15.1. In the event of any question or matter pertaining to day-to-day administration, which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

- 16.1. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. The decision of the Extraordinary General Meeting shall be deemed final.

NO CONFIDENCE

- 17.1. There shall be a vote of no confidence in the event the members are aggrieved or are at variance with the Executive Committee or the member



shall vacate the office in favour of his/her deputy or some other person nominated by the general membership.

17.2. Where the out voted member is a Committee member, the following steps shall be taken:-

- i) The above member will be expected to hand-in all the properties of the Society to the Executive Committee.
- ii) The Society will therefore at its meeting elect a new member to fill his/her vacancy.

DISSOLUTION

- 18.1. The general meeting shall decide on the dissolution of the society's assets. A majority of 75% of the total membership is required to give consent for dissolution of the society. Upon dissolution, the certificate of registration should be returned to the office of Registrar of Societies for cancellation.
- 18.2. In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be donated to an approved charity or charities registered in Botswana.
- 18.3. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

GENERAL BODY

The general body is empowered to approach the Executive Committee if necessary and ask for general meeting where they are entitled to put their deliberations about their dissatisfaction about the head of the society/office-bearer/an ordinary member or any other matter affecting the society. The majority's does not in any way contravene the provision of any law in Botswana.

