



REPUBLIC OF BOTSWANA

REGISTRATION OF SOCIETIES REGULATIONS

FORM B
(Reg. 4)

CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that .ORGANISATION FOR YOUTH AND ELECTIONS .

IN BOTSWANA

..... has this day been

registered under section 6(1) of the Societies Act. CR 9750

Dated at *Gaborone*.....this *21st*.....day of *October*.....20 *11*.

[Signature]

R. P. MOTHOB

ASSISTANT / Registrar of Societies.



CONSTITUTION OF

ORGANISATION FOR YOUTH AND ELECTIONS IN BOTSWANA

1.1 This Society shall be known as the " Organisation for Youth and Elections in Botswana" hereinafter referred to as the "Society".

2.1 INTERPRETATION

The following words and expressions shall have the following meanings:-

- a) "Society" shall mean Organisation for Youth and Elections in Botswana
- 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

3.1 Its headquarters shall be at "Gaborone" or such other address as may subsequently be decided upon by the 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 sensitize the youth on the importance of voting
- b) To conduct political education campaigns amongst the youth in Botswana
- c) To create awareness among the youth on what the voting process involves and entails.

- d) To encourage the youth to not only to partake but to run for political office
- e) To encourage responsible leadership amongst the youth by encouraging behavioural change
- f) To strive for greater representation of young women in political office.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 5.1 Membership is open to any Motswana who is 18 years and above.
- 5.2 Only members who are above 18 years of age shall have the right to vote and to hold office in the Society.

JOINING FEES, SUBSCRIPTIONS AND OTHER DUES

- 7.1 There shall be no entrance fee payable for all members.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 8.1 The supreme authority of the Society is vested in the Annual General Meeting of the members.
- 8.2 An Annual General Meeting shall be held in October of 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 3 months from receiving this request to convene the Extraordinary General Meeting.
- 8.4 If the Committee does not within 3 months 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 3 weeks' 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 4 weeks' notice shall be given of an Annual General Meeting and at least 2 weeks' 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 7 days in advance of the meeting.

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 Meeting:

- a) The previous financial year's accounts
- b) Annual report of the 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 2 weeks before the meeting is due to be held.

8.8 At least 51 % 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 45 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 and shall have 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

▪ 5 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 officers 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 3 year of office. The term of office of the Committee shall be 3 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 month after giving 14 days' notice to Committee Members. The Chairperson may call a Committee Meeting at any time by giving 7 days' notice. At least 50% of the Committee Members must be present for its proceedings to be valid.

9.5 Any member of the Committee absenting himself from 2 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 organise 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 P20 000.00 per month from the Society's funds for the Society's purposes.

DUTIES OF EXECUTIVE COMMITTEE

10.1 The **Chairperson** shall chair all General and Committee meetings.

10.2 The **Vice- Chairperson** shall assist the Chairperson and deputise for him/her in his/her absence.

10.3 The **Secretary** shall keep all records, except financial, of the Executive Committee and shall be responsible for 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 in his/her absence.

10.5 The **Treasurer** shall keep an account of all monetary transactions and shall be responsible for their correctness. He/she is authorised to expend up to P2 000.00 per month for petty expenses on behalf of the Society. He/she will not keep more than P2 000.00 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 Executive Director and either the Chairperson or the Vice- Chairperson. This includes Bank accounts authorized and opened by Trustee Members.

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 the 1st of July to the 30th June every year.

TRUSTEES

12.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

12.2 The trustees of the Society shall:

- a) Not be more than 3 and not less than 2 in number.
- b) Be elected by a General Meeting of members.
- c) Open a bank account under the organization and as authorized by trustee member

- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

12.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he/she is, absent from the Republic of Botswana for a period of more than 1 year.
- c) If he/she is guilty of misconduct of such a kind as to render it undesirable that he/she continues as a trustee.
- d) If he/she submits notice of resignation from his/her trusteeship.

12.4 Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by publishing in the Society's premises at least 3 weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

12.5 The address of each immovable property, name of each trustee and any subsequent change shall be notified to the Registrar of Societies.

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 60% 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 Executive Director shall have power to use their own discretion. The decision of the Executive Director shall be final unless it is reversed by a decision of the Executive Committee.

15.2 In the event of a stand of between management and the Committee the final decision will be that of the Trustees.

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 majority of the members are aggrieved or are at variance with the Executive Committee or a member. In that regard, 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 returned to the institution/organisation that funded the Society or 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 decision shall be binding, they may discipline or expel anyone from the society if they so wish, provided that does not in any way contravene the provision of any law in Botswana.

- END -