

RETIRED TEACHERS ASSOCIATION ABOBIZO

CONSTITUTION

1. NAME

The Association will be called the RETIRED TEACHERS ASSOCIATION ABOBIZO, referred to as RTAA. It was formed in November 2023.

2. LEGAL STATUS

- Joining RTAA is voluntary. It is not for personal gain.
- RTAA exists in its own right, separately and independently from its members.
- RTAA will continue to exist even when its members and/or executive committee members change.
- RTAA is able to own property and/or other possessions
- RTAA is able to enter into contracts and any similar activities as a separate legal entity.
- It is registered as an association not for profit (NPO) in terms of the Non-profit Act of 1997. The Registration number is **307645**.

3. VISION

RTAA is an association of retired teachers that cares and supports its members to militate against social, economic and cultural alienation experienced by retirees as a result of retirement and age.

4. MISSION

The mission of the RTAA is to promote social cohesion, care and support among its members and making meaningful contributions to the society.

5. AIMS AND OBJECTIVES

- To create a measure of financial independence of the association.

- To address the social needs and welfare of its members.
- To contribute financially to the bereaved family of its members
- To encourage members to engage in activities that promote physical, spiritual, and mental fitness.
- To organise skills training in disadvantaged areas to empower local communities as well as its members.
- To form partnerships with other retired people's associations, locally, nationally and internationally.
- To update members on information regarding the rapidly changing socio- circumstances.
- To act as a consultative and an advisory body on matters relating to education.
- To provide skills development, psycho-social and educational support to its members as well as members of the local communities.
- To be of assistance in community programmes and/or projects.
- To network with government departments and other organisations in carrying out the objectives of the association.
- To provide healthy food to the underprivileged and homeless local children in the form of soup kitchens, food parcels, toiletries and sanitary wear.
- In the long run, RTAA intends establishing scholarships for students pursuing careers in education in order to inspire and empower the future generation of educators.

6. VALUES

RTAA shall strive to act with integrity, loyalty, respect, transparency, care and accountability in all its activities.

7. MEMBERSHIP

To gain full membership of the organisation, a member has to fill in the membership form and pay R100 membership fee annually.

8. THE GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE OF THE ASSOCIATION

At the apex, RTAA has the vision-bearer who is the **founder or president** of all operations.

8.1 GOVERNING STRUCTURE OF THE ASSOCIATION

8.1.1 TOP LEVEL MANAGEMENT

This is the executive committee made up by:

Founder or president: LL Ngcobo-Xulu

Chairperson: Mrs S Molefe

Deputy Chairperson: Mr TS Goba

Secretary: Mrs SS Sindane

Deputy Secretary: Mrs Kiki Magwenyane

Treasurer: Mr Joel Ngcobo

Project Manager: Mr TS Dhlamini

The executive committee is mandated to make all decisions for purposes of executing the RTAA duties and act on behalf of the association.

The executive committee represents the organisation.

Keeps order and helps the organisation deal with differences of opinion.

THE RESPONSIBILITIES OR ROLES OF A FOUNDER OR PRESIDENT:

- will hold the position at all times.
- oversees and manages day-to-day operations of an association and of all projects.
- leads the vision and mission of the association.
- presents her reports and all other reports from various structures of the association monthly.
- can designate anyone within the management of the association to conduct a management committee meeting (MANCO) monthly for reports and updates.
- is in fact responsible for making major corporate decisions, driving the direction the association takes and supervises all the members of the executive committee.
- determines the composition and structure of the organisation

THE RESPONSIBILITIES OR ROLES OF A CHAIRPERSON

- convenes and leads meetings.
- maintains order in meetings
- ensures everyone gets to have their say
- leads the executive committee members
- ensures strategic planning and oversight
- facilitates effective communication within the organisation

THE RESPONSIBILITIES OR ROLES OF A SECRETARY

- informs executive members the date of the proposed meeting no less than fourteen (14) days of such a meeting, unless it is a special meeting.
- ensures that the notice indicates the reasons of a meeting.

- ensures that the notices sent to members are confirmed of delivery at the latest known contact details.
- ensures that all members present at any meeting shall be deemed to have received notice of such a meeting.

THE ROLES AND RESPONSIBILITIES OF A TREASURER:

- controls organisation's finances both collection and disbursement
- co-ordinates the preparation of a budget and monitor it carefully.
- ensures that any amounts payable to the organisation are collected and receipts issued for those amounts in the organisation's name.
- ensures that any amounts paid to the organisation are credited to the appropriate account of the organisation as directed by the committee.
- generally, ensures that the organisation has a positive cash flow and occasionally recommends increases of subscriptions of members of the organisation.

8.1.2 MIDDLE LEVEL MANAGEMENT

These are sub-committees made up by the following portfolios as well as cluster Heads:

- FINANCE
- EDUCATION AND TRAINING
- SPORTS AND RECREATION
- EVENTS
- MEDIA
- RELIGION
- HEALTH AND WELLNESS
- AGRICULTURE
- DISCIPLINE

- COMMUNICATIONS
- IT

8.1.3 LOWER LEVEL MANAGEMENT

The RTAA members are grouped according to geographical areas. These groups are referred to as 'clusters'.

Each cluster is headed by a cluster co-ordinator and supervised by additional members of the executive committee.

This classification shall ensure order and the smooth-running of the association.

CLUSTERS

(a) RAINBOWS

Areas Covered: Albert Falls, Allandale, Copesville, Dunveria, Eastwood, eKupholeni, Glenwood, New Hanover, Northdale, Panorama, Orient Heights and Wartburg

(b) SAPPHIRES

Areas Covered: Bisley, Oribi Village, Pelham, Richmond Crest and Scottsville.

(c) LIONS

Areas Covered: Bellevue, Cleland, Epworth, Hayfields, Lincoln Meade and Meadows.

(d) SUNFLOWERS

Areas Covered: Buffer, Fairmeade, France, The Grange, kwaNyamazane, Ridgepark, Slangspruit, Southlands and Westgate.

(e) RED ANGELS

Areas Covered: Ashdown, Azalea, Edendale, eMgodini, eSigodini,

eSinathingi, eZibomvini, kwaCaluza, kwaMachibisa, kwaMpande, kwaMpumuza, kwaPata, Nhlazatshe, S'mero and Sweetwaters.

(f) BLUE BERRIES

Areas Covered: Boston, Bulwer, Impendle, Upper Edendale (Elandskop, eMafakatini, emaSwazini, eShowe, kwaGezubuso, eTafuleni, kwaDindi, kwaQanda, Tailor's Halt, kwaMafunze, kwaMagwenyana etc.)

(g) CHEETAHS

Areas Covered: Imbali (ALL Sections) BB, CC, Unit J, 1,2,3,14,15,18, and Willowfountain.

(h) ROYAL LEGENDS

Areas Covered: Ashburton, eMkhambathini, eNkanyezini, Lion Park, Lynnfield Park

(i) SPRINGBOKS

Areas Covered: Athlone, Balgowan, Blackridge, Chase Valley, Cedara, Clarendon, Hilton, eMashingeni, eMpophomeni, eNguka, Howick, kwaHhaza, kwaMgwagwa, kwaShifu, Lidgetton, Lions River, Merrivale, Montrose, Muswell Hill, Northern Park Oak Park, Prestbury, Signal Hill and Tweedie.

8.2 MECHANISM STRUCTURE OF THE ASSOCIATION

8.2.1 THE EXECUTIVE COMMITTEE TERM OF OFFICE

The term of office of the executive committee members is **THREE (5) years**. Executive committee members retiring at the end of the term shall be eligible for re-election for another term of five years.

8.2.2 RESIGNATION, DISQUALIFICATION AND REMOVAL OF THE EXECUTIVE COMMITTEE MEMBER

- An executive committee member shall resign in writing and submit their resignation to chairperson and/or the secretary of the RTAA.
- An executive committee member shall be removed from the office or relieved because of misconduct, incapacity, sequestration, insolvency, illness or senility.
- The removal of an executive committee member shall be effected by a resolution passed by 50% plus one of the council/executive.
- The executive committee member removed shall adhere to the resolution as soon as it is passed.
- Should an executive committee member not attend **THREE** consecutive meetings without having applied for and obtaining leave of absence from the management, then the council shall find a new member to take his/her place until a new member is appointed.
- The general executive committee may by resolution passed at a meeting, terminate or suspend the membership of any member if his /her conduct is prejudicial to the interests or objectives of the RTAA provide that, that member shall have the right to be heard by the management before making the final decision.
- There shall be the right to appeal within Five (5) days to an arbitrator appointed by mutual agreement.

8.2.3 VACANCIES

If there is any vacancy, in any of the positions, the committee shall inform the members and call for nominations to fill it.

9. CODE OF CONDUCT

Background

The spirit of the code of conduct is to support ethical and good conduct by all individuals covered by it. Members of the organisation (RTAA) may not engage in any activity that could create a negative perception as to the integrity and respect for diversity. Members are expected to conduct themselves in an acceptable manner that does not put the association in a disrepute. Every member has the right and responsibility, to ask questions, seek guidance and express concerns.

This code acts as a guideline to members as to what is expected of them from an ethical point of view, both in their individual conduct and in their relationship with others.

Members who put the association in a disrepute shall face a disciplinary action.

10. LODGING A COMPLAINT

In the event a member wishes to lodge a complaint, he/she can do so by writing a formal letter to the cluster co-ordinator to address. It will be handed over to the head cluster co-ordinator if the cluster co-ordinator cannot address it. If the head cluster co-ordinator cannot address it, it will finally be handed over to the executive.

11. MEETINGS

11.1 ANNUAL GENERAL MEETINGS (AGM)

- The members of the association must attend its annual general meetings.

11.1.1 The purpose of the AGM is to:

- Report back to members from the executive committee on the achievements and work of over a year.
- Make any changes to the constitution.
- Enable members to decide on the policies of the association

11.1.2 The AGM must be held once every year, towards the end of the association's financial year.

11.1.3 The association should deal with the following business, inter alia, at its annual general meeting.

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

11.2 SPECIAL GENERAL MEETING

11.2.1 The Special General Meeting (SGM) or any other special meeting is held outside of the normal or regular meetings.

11.2.2 Special or extraordinary meetings can take the shape of an AGM or any ordinary meeting of members.

11.2.3 The executive committee members of not less than one-third of the members may call a SGM of the association.

11.2.4 Special meetings may be called when the executive committee needs the mandate or guidance of the general members of the association to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.

11.3 MASS MEETINGS

11.3.1 Ordinary members' meetings are conducted to compete a standard order of business of the association. These are held twice a year and are attended by all members.

11.3.2 The meetings of the executive committee will be held twice a year or when a need arises from time to time to conduct the business of the executive.

12. NOTICES OF MEETINGS

- The Chairperson of the executive committee shall convene meetings. The Secretary must let all executive committee

members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days before it is due to take place.

- However, when convening an AGM, all members of the association must be informed of the meeting no less than fourteen (14) days before such a meeting.
- Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner is convenient to the address or other similar particulars provided by the members.
- The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.
- For confirmation of delivery, all notices sent to members at the latest known address shall be deemed to have been duly served on members, unless it can be proven otherwise.
- All members present in person at any meeting shall be deemed to have received notice to such meeting

13. QUORUMS

- 13.1 Quorums for all meetings of the association shall be a simple majority (50% + 1) of relevant members who are expected to attend.
- 13.2 However, for the purpose of considering changes to this constitution, or the dissolution of the association, then a two thirds of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.
- 13.3 All meetings of the association must reach a quorum before they can start.
- 13.4 If, however, a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.
- 13.5 If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

14. PROCEDURES AT MEETINGS

The executive committee may regulate its meetings and proceedings as it deems fit, subject to the following:

- That the chairperson shall chair all meetings of the association including that of the executive.

- That, if the chairperson is not present, the vice chairperson shall chair such meeting. In the event both are absent, the executive members present at the meeting shall elect a chairperson for that meeting.

14. MAKING DECISIONS IN MEETINGS

- 14.1 Where possible, the decisions of the association shall be taken by consensus. However, when there is no consensus, then the members will discuss options for a while and then call for a vote.
- 14.2 All votes shall be counted and the majority votes on an issue shall be regarded as the decision of the meeting.
- 14.3 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.
- 14.4 All members must abide by the majority decision.
- 14.5 Decisions concerning changes to this constitution, or of dissolution and closing down of the association, shall only be dealt with in terms of relevant clauses in this constitution passed by 50%plus one of the council/executive

15. RECORDS OF MEETINGS

- 15.1 Proper minutes and attendance records must be kept for all meetings of the association.
- 15.2 The minutes shall be confirmed as a true record of proceedings by the next meeting of the executive, or of general members as the case maybe, and shall thereafter be signed by the chairperson.
- 15.3 Minutes shall thereafter be kept safely and always be on hand for the members to consult.

16. AMENDMENTS TO THE CONSTITUTION

- The constitution may only be changed by a resolution, agreed upon and passed by not less than two thirds or at least 67% of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change /amend the constitution.
- For the purpose of considering changes to this constitution, a two thirds of the members shall be present at the meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such motion, if details of the changes are set out in the notice sent to members.
- No amendments may be made which will cause the association to close down or stop to function or die away.

17. INCOME AND PROPERTY (Assets)

17.1 The association will keep a record of everything it owns.

17.2 The association may not give any of its money and property to its members. The only time it can do so is when it pays for the work that an office bearer or member has done for the association. The payment must be a reasonable amount for the work that has been done or the expenses incurred in carrying out the activities of the association.

Authorisation for such payments must be granted by the executive committee and /or the finance committee.

17.3 The executive committee or members of the association do not have rights over things that belong to the association.

18. FINANCES AND REPORTS

18.1 SOURCE OF FUNDS

The funds to carry out the activities or running of the association shall be obtained through:

18.1.1 MEMBERSHIP FEES

It is mandatory that a member pays:

- It is mandatory that a member pays R100 affiliation fee per annum that will be used to carry out the activities of the association.
- It is also mandatory to pay R50 donation that is payable per member in the event a member dies.
- A member who fails to abide by the set rules will forfeit his/her membership.

18.1.2 FUNDRAISING

The RTAA shall also apply for funding from big companies like inter alia, LOTTO, UNILEVER, as well as from different government departments.

19. BENEFITS TO MEMBERS:

- A lump sum will be donated to the bereaved family within the calendar year.
- If there is any difference between the amount collected and this donation, it will be deposited in the association's bank account.
- Should there be a necessity to make amendments to this agreement they will be discussed in the association's AGM.

20. VISITATION

- Will be done to the bereaved family.
- To the next of kin (beneficiary)
- To be done before the day of the funeral.
- Voluntary visitation by clusters to the hospitalised or sick member.

21. BANK ACCOUNT

The Board opened a bank account in the name of the association with the First National Bank.

21.1 SIGNATORIES

The general treasurer of the association and two members of the finance committee were authorised by the executive members to sign for withdrawals, transfers and other transactions on behalf of the association.

Whenever funds are withdrawn from the associations account, the treasurer and the two of the signatories will sign the withdrawal.

The secretary shall prepare requisitions for the expenditure and the treasurer/chairperson shall authorise such requisition before payment is effected.

21.2 FINANCIAL YEAR END

The financial year end of the association shall be 28 February each year.

22. FINANCIAL REPORT

22.1 The executive committee must ensure that proper records and books of account which reflect the affairs of the association are kept, and within six months of its financial year a report is compiled by an independent registered accounting officer stating whether or not the financial statements of the association are consistent with accounting policies and practices of the association.

22.2 The treasurer is responsible for making sure that the money of the association is safe and is accounted for.

22.3 The treasurer must also make regular reports to the executive committee on the finances of the association, which should include all incomes, expenditure and balances that remain according to the accounting practices of the association.

22.4 If the association has funds that need to be invested, the funds may only be invested with a registered financial institution. The association can go to different banks to seek advice on the best way to look after its funds.

23. DISSOLUTION/CLOSING DOWN

- The association may dissolve or 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 the association 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 the members of the organisation. It should be given in some way to another non-profit organisation that has similar objectives. The association's general meeting can decide what organisation this should be.