

# **COMBINED CHRISTIAN MINISTRIES TO THE POOR**

(NPO 046-047)



## **CONSTITUTION**

## **2008 Ammendment**

## Table of Contents

Preamble. . . . .	3
Name. . . . .	4
Registration. . . . .	4
Body Corporate. . . . .	4
Objectives. . . . .	4
Income and Property. . . . .	5
Membership. . . . .	5
Management and Management Meetings. . . . .	5
Powers of the organization. . . . .	6
Finance. . . . .	7
Changes to the Constitution. . . . .	8
Dissolution / Winding Up. . . . .	8
Adoption of the Constitution. . . . .	8

## 1. PREAMBLE

Combined Christian Ministries to the Poor has been in existence as a Christian mission for a decade, distributing donated food, clothing and other basic necessities to needy people, communities and other missions in the greater Port Elizabeth area. Combined Christian Ministries to the Poor was able to acquire premises in Salamntu Street, Kwazakhele, Port Elizabeth from where it extends to the community the good news of the Gospel of Jesus Christ and is able to reach out, with the love of God, and more effectively meet many of the needs of the poorest of the poor in this specific community. Combined Christian Ministries to the Poor is however still actively involved in other communities by supporting other initiatives with donated food etc.

The need to go beyond poverty relief and into areas of developing people and their communities, helping them break the curse of poverty in their lives, was acknowledged. The time has come to enter a new phase of ministry, building on what has already been established, and to focus on developing and equipping people to function productively in this world.

At the core of the ministry is a group of people who have a heart for the poor and have committed themselves to developing Combined Christian Ministries to the Poor as a vehicle capable of positively and meaningfully affecting the lives of the poor within its reach and providing opportunity for other individuals and groups of people, with the same conviction, to contribute their efforts and resources to this end, so improving the quality of life for us all.

The motivation for the work of Combined Christian Ministries to the Poor comes primarily from Isaiah 58 vs 6-12 and the many other biblical scriptures calling believers to look after the poor, the widows and fatherless, to feed the hungry and clothe the naked.

The vision of Combined Christian Ministries to the Poor is:

**To be a well equipped and resourced cooperative organization reaching out to poor communities through the love of Christ and developing people to become self sufficient and live productive lives.**

## **2. NAME**

- 2.1. The organization hereby constituted shall be called Combined Christian Ministries to the Poor.
- 2.2. The shortened name shall be C.C.M.P. also herein referred to as “the organization”.

## **3. REGISTRATION**

- 3.1. The organization will be registered as a non-profit organization.

## **4. BODY CORPORATE**

- 4.1. C.C.M.P. shall exist in its own right, separately from its members.
- 4.2. C.C.M.P. shall continue to exist when it's membership or office bearers' change.
- 4.3. C.C.M.P. shall be able to own property and other possessions.
- 4.4. C.C.M.P. shall be able to sign contracts and enter into relationships with other organizations.
- 4.5. C.C.M.P. shall be able to sue and be sued in its own name.

## **5. OBJECTIVES**

### **5.1. Main Objectives**

1. Evangelism and discipleship.
2. Poverty relief through food distribution to feeding schemes and distribution of food, clothing, blankets, etc. to the poor.
3. Education assistance for scholars following through to tertiary education.
4. Youth development through life skills training and exposure to the world and opportunities outside of their poor communities.
5. Health and welfare programmes.
6. Profitable skills development for adults.

### **5.2. Secondary Objectives**

1. Provide opportunities and a platform from which people, who want to help improve the quality of life of others less fortunate than themselves, can volunteer, pool their resources and work together.
2. Create awareness of the organization, the work it does and build networks of support.
3. Arrange training and education for volunteers on an ongoing basis.
4. Obtain or provide premises within communities from which to operate and to provide havens where the youth can safely gather and be developed constructively.
5. Educate communities regarding HIV/AIDS, sexuality, life-skills, etc.
6. Develop positive and relevant role models by creating opportunities and encouraging people from the community, who have been able to break the cycle of poverty in their own lives, to return and positively affect the lives of those people from the same community who are still struggling in poverty.

7. Affect a change in attitude of more affluent people who are able to make a real difference in the lives of their poorer neighbors in the city.

## **6. INCOME AND PROPERTY**

- 6.1. C.C.M.P. will keep a record of everything it owns.
- 6.2. C.C.M.P. may not give any of its property or money to its members or office bearer's excepting in payment for work that a member or an office bearer has done for the organization. The amount of this payment must be reasonable according to the work that has been done.
- 6.3. Members and office bearers of C.C.M.P. have no rights over the property and assets of the organization.

## **7. INVOLVEMENT**

- 7.1. Involvement within C.C.M.P. will be available on the Management Team, the Advisory Board or as a Volunteer Worker.
- 7.2. Permission for involvement or to volunteer within C.C.M.P. must be obtained from the Management Team. The Management Team has the right to grant or refuse a request for involvement at its discretion and with valid reason.
- 7.3. Office bearers of C.C.M.P. must attend the relevant annual meetings of the organization. These meetings will serve as a platform for members to offer their input and direct policy.

## **8. MANAGEMENT AND MANAGEMENT MEETINGS**

### **8.1. Management Team**

- 8.1.1. A Management Team will form the core of the organization's functioning and consist of no less than five (5) people who will manage the daily activities of C.C.M.P.
- 8.1.2. The Management Team will serve as the office bearers of the organization and be responsible for directing the work of the organization to fulfill its vision and coordinate available resources to this end.
- 8.1.3. The Management Team will meet together once a quarter keeping minutes of all meetings and making them available to other members of the organization.  $\frac{3}{4}$  of the Team must attend to constitute a quorum that can make and implement decisions.
- 8.1.4. When necessary, issues will be put to a vote for a decision. If the vote is equal, the Chair will be granted a second or deciding vote.
- 8.1.5. Minutes of previous meetings will always be on hand for consultation.
- 8.1.6. Before a new meeting can begin, minutes of the previous meeting must be confirmed by those present as a true record of proceedings.
- 8.1.7. Two (2) members of the Management Team may call for a special meeting if necessary giving at least one full day's notice to other Management Team members.

### **8.2. Annual General Meeting**

- 8.2.1. The annual general meeting of C.C.M.P. will be held not later than three months after the financial year-end.

8.2.2. Written notice shall be given to all members entitled to attend the meeting.

8.2.3. The following matters will be addressed at the AGM:

- Chairperson's report - (State of the relevant communities and the impact made by C.C.M.P.)
- Management Committee report - (Summary of work and projects done over the past year and what work and projects are planned for the future.)
- Treasurer's report - (A financial statement of the past year and a report on donations received, acknowledgment and thanks given and allocation of those donations)
- Constitution and changes
- Membership
- Appointment of office bearers
- General

### **8.3. General**

8.3.1. Sub-committees consisting of Board members, Management Team members and volunteers may form within C.C.M.P. to tackle individual projects. Decisions and action decided upon by these sub-committees must be discussed with and approval gained from the Management Team before being implemented.

8.3.2. All members of C.C.M.P. will abide by the decisions made by the Management Team that are within the scope of the vision and bounds of the constitution of the organization.

8.3.3. Management of C.C.M.P. will be done in consultation with Sakhisiswe Christian Ministries of South Africa (USA) – founding and supporting organization in the USA.

## **9. POWERS OF THE ORGANISATION**

9.1. The Management Team may take on the power and authority that it believes it needs to be able to achieve the objectives of C.C.M.P. as stated under point five (5) of this constitution. Its activities must abide by the law of the land.

9.2. The Management Team has the power to raise funds or invite and receive contributions on behalf of C.C.M.P.

9.3. The Management Team has the power to receive, purchase, hire or exchange property on behalf C.C.M.P. in order to achieve the objectives of the organization.

9.4. The Management Team has the right to make by-laws for proper management of the organization including procedures for application, approval, termination and appeals regarding membership.

9.5. The Management Team will decide on the powers and functions of office bearers.

9.6. **The Chairperson:** Inter-alia; heads the team; enforces discipline; signs contracts, leases and all official correspondence; resolves conflict within the organization; ensures an annual report is produced and the AGM takes place; prepares for meetings; provides agenda for and chairs the meetings.

9.7. **The Deputy Chairperson:** Takes on the responsibilities and role of the chairperson when he/she is absent; responsible to support and help the chairperson in running the organization.

9.8. **The Secretary:** Keeps a list of names and contact details of all volunteers, employees and other stakeholders of the organization; types all correspondence and documents generated by the Management Team keeping a record copy of

these on file; assist to prepare for and run the AGM; takes minutes at meetings; gives notice of all meetings to relevant parties; calls for reports from those responsible; check draft of minutes with the chairperson before final distribution; keep an up-to-date file of all minutes.

- 9.9. **The Treasurer:** Oversees organizational funds ensuring all income and expenditure is recorded and controlled properly; establishes financial regulations for the organization and ensures they are adhered to; maintains a bank account in the name of the organization and ensures that all monies belonging to the organization are stored in and administered from this account or locked safely in a cash box; responsible for regular reporting of monthly/quarterly actual expenditure figures for the organization; assists with budgeting; assists auditors to produce an annual financial statement; ensures that petty cash and the cash book are brought up-to-date and reconciled before meetings; investigates and reports any irregularities or misuse of funds. At meetings the treasurer will present on the money held in the bank account and petty cash and expenditure reports against budgets for the year to date.
- 9.10. **Ordinary Members:** Must be ready and willing to work; attend meetings arriving on time and remaining until the end; work as a team; always keep confidentiality; contribute to discussions; offer helpful and practical ideas; stick to the agenda of meetings; take note of responsibilities bestowed on them and report back to the Management Team promptly; offer apologies when not able to attend meetings.

## 10. FINANCE

- 10.1. An accounting officer (auditor) will be appointed at the AGM. Their duty will be to audit and check the finance of the organization.
- 10.2. A treasurer, from within the Management Team, will be appointed at the annual general meeting to manage the financial matters of the organization.
- 10.3. The Treasurer will arrange for all funds to be put into a bank account in the name of the organization and keep a proper record of all finance.
- 10.4. When funds are drawn from the bank account, at least two members of the management team must sign the withdrawal cheque or slip.
- 10.5. The financial year of the organization will end on the 31<sup>st</sup> of March of each year.
- 10.6. The organization's accounting records and reports must be completed and handed to the Director of Non-profit Organizations within six (6) months after the financial year-end for accreditation.
- 10.7. Organizational funds available for investment may only be invested with a registered financial institution listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984 or the organization may acquire securities listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organization may solicit the advice of different banks in seeking advice on the best way to manage its funds.
- 10.8. C.C.M.P. will only reimburse a member or office bearer for personal money spent directly on behalf of the organization and with the necessary permission from the Management Team to do so.
- 10.9. Fulltime staff will be paid for services rendered according to the salary scale determined by the Financial Committee when funds become available.

## 11. CHANGES TO THE CONSTITUTION

- 11.1. The constitution may only be changed by a resolution. This resolution is only achieved by a 2/3 agreement for such a change by the members present at the AGM or special general meeting. The change must be put to a vote.
- 11.2. A written notice must go out to members not less than fourteen (14) days before a meeting where constitutional changes are going to be discussed. This notice must indicate the proposed changes to be discussed.
- 11.3. No amendments may be made to the constitution that would have the effect of causing the existence of the organization to cease.

## 12. DISSOLUTION / WINDING UP

- 12.1. In the event that C.C.M.P. were to close down, all debts will first have to be settled.
- 12.2. Property and money still left within the structure of the organization will be distributed to other non-profit organizations with similar objectives.
- 12.3. A final general meeting of the organization's Advisory Board and Management Team will be held where this distribution will be decided.

## 13. ADOPTION OF THE CONSTITUTION

This Constitution presented to and accepted by the Management Team on the 28<sup>th</sup> February 2008 shall replace all previous constitutions of C.C.M.P.

We, the undersigned members of the Management Team of C.C.M.P. are in agreement with this constitution as set out above.

**Mark Lawler** ID: 730526 5025 086  
Chairperson / Ministry Director

**John Fielden** ID: 431125 5059 187  
Deputy Chairperson

**Janet Ablort-Morgan** ID: 590320 0073 088  
Treasurer

**Sindile Vezile** ID: 700721 5608 082  
Secretary

**Nondumiso Langa** ID: 640102 1242 080  
Project Manager

**Julian Pledger** ID: 520904 5079 086  
Ordinary Member

**Alma Lawler** ID: 700926 0241 082  
Ordinary Member

**Hamilton Matomane** ID: 370217 5242 088  
Ordinary Member

**Vuyisile Nkomombini** ID: 870617 5375 082  
Ordinary Member

Handwritten signatures of the Management Team members, each written over a horizontal line. The signatures are: John A. Fielden, Janet Ablort-Morgan, Sindile Vezile, Nondumiso Langa, Julian Pledger, Alma Lawler, Hamilton Matomane, and Vuyisile Nkomombini.