

CONSTITUTION

PROVINCIAL GOVERNANCE BOARD OF ENGO: FREE STATE

1. NAME

The name of the board is Provincial Governance Board of Engo: Free State, hereafter referred to as the Board.

2. SLOGAN

"Eternal Hope · Ewige Hoop · Katleho"

3. REGISTRATION

- 3.1 Engo Free State is a registered N.P.O.
- 3.2 The Provincial Governance Board is a Registered Child Protection organisation and has accreditation to do adoptions.
- 3.3 The board is a corporate body with perpetual succession and its property and identity shall be separate from that of its members and office-bearers. It shall sue and be sued in the name of Engo: Free State.
- 3.4 Engo: Free State is a Christian organisation rendering services to all people.

4. OBJECTIVE

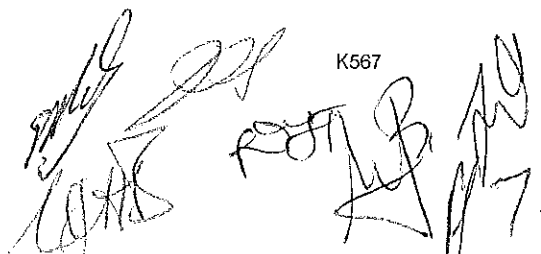
4.1 MAIN OBJECTIVE

The board is responsible for the planning, co-ordinating and facilitating of a social service in order to enhance the social welfare and development of individuals, families, groups and communities in the Free State Province.

The board functions as a provincial body, and exercises overhead professional services, human resource management, administrative and financial management. In the capacity of provincial body the board takes responsibility for the monitoring, evaluation and development of services.

4.2 SECONDARY OBJECTIVES

- 4.2.1 The board identify indicators of human needs in the province and country and cooperate by responding collectively with available resources to meet these needs where possible.
- 4.2.2 Research is done independently as well as in cooperation with other role-players and institutions.
- 4.2.3 The board is responsible for the approval of policy.


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- 4.2.4 The governance board advises all the affiliated and Engo programmes, the Department of Social Development, communities and other role-players with respect to all aspects in the field of services.
- 4.2.5 The governance board promotes minimum standards of service delivering.
- 4.2.6 The board obtains funds, equipment and facilities to provide the service.
- 4.2.7 The board recruits, appoints, trains and develops learners, personnel and volunteers in order to effectively execute the programmes.

5. AREA OF OPERATION

Services are rendered mainly in the Free State Province and when necessary in other provinces.

6. FUNDING

The activities are funded through voluntary contributions by congregations, fund raising projects, donations by members of the communities, interest groups in the private and community sectors, state financing as well as proceeds on investments, donars from other countries, the National Lottery Distribution Trust Fund and other sources becoming available from time to time. The income and property of the Board are not distributable to its members or office bearers, except as reasonable compensation for services rendered. Furthermore, the members do not have any rights regarding the property or other assets of the Board solely by virtue of their being members or office bearers.

7. PREREQUISITES

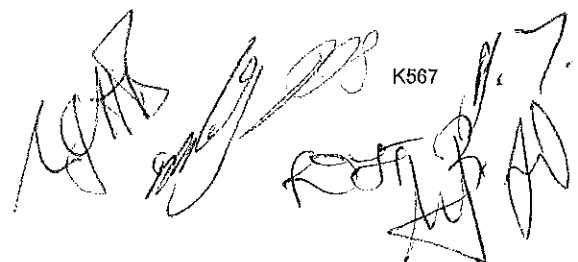
Membership, in accordance with the Non-Profit Organisations Act 1997, is limited to members of the governance board.

The following persons do not qualify for membership:

- Persons declared insolvent.
- Persons directly benefiting in any way by membership.
- Persons of whom the doctrine and conduct are of such nature that their membership becomes an embarrassment to the Board or is harmful to the sound image of the Board.
- Persons whose names appear in Part B of the National Child Protection Register or the National register for Sex Offenders. Persons who have been found guilty of the abuse of older persons.
- Persons having a criminal record.

Membership is terminated under the following circumstances:

- If any of the above conditions become applicable to the member.
- If a conflict of interest develops because of the person's involvement in the board.
- If the nomination of the member is not made in writing and is not accompanied by a letter indicating that the member agrees to the nomination.



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- If the person through indifference, obstinacy or incompetence, acts in a manner which is prejudicial to the delivery of service or causes a risk to the service.
- If a person is absent from meetings thrice without apology
- If the person is not nominated to serve on the board after expiry of his / her term of office.
- If the person resigns after giving at least 30 days notice in writing to the chairperson or registration holder.

8. CONSTITUTING

The governance board is constituted as follows for a period of five years.

- 8.1 One member appointed by die Synod of the Free State.
- 8.2 One member nominated by the Provincial Governance Board for offices of Engo who render community, family and child protection services.
- 8.3 One member nominated by the Provincial Governance Board for Child and Youth Care Centres.
- 8.4 One member nominated by the Provincial Governance Board for centres who take care of Older Persons.
- 8.5 The Chief Director of Engo Free State as secretary.
- 8.6 Two members are co-opted by the above mentioned members because of their expertise.

Proposed members must, at the acceptance of their nomination, undertake to manage and act according to the Management Plan and Statutory Regulations.

Engo: Free State will continue to exist even in the case of changes in members or office bearers.

9. MEETINGS

9.1 ANNUAL MEETINGS

The financial year of ENGO is from 1 April to 31 March. The annual meeting is held as soon as possible after 31 March. At the annual meeting the annual report and financial statements are approved.

9.2 ORDINARY MEETINGS

The governance board meets as often as it is necessary in order to ensure effective service delivery but at least quarterly.

9.3 PROCEDURES FOR MEETINGS

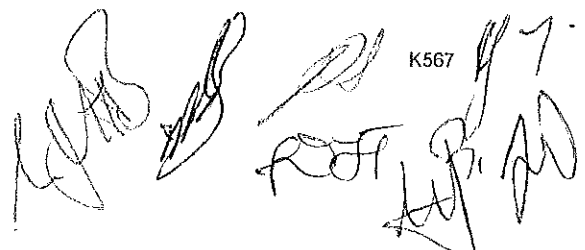
- 9.3.1 An agenda for the meeting, together with the notice, must reach the members 7 days prior to the set date.

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- 9.3.2 Detailed agendas are drawn up, meetings conducted and minutes kept according to the guidelines given in the governance bodies of ENGO.
- 9.3.3 The secretary of the board takes the minutes.
- 9.3.4 Minutes are supplied to all members.
- 9.3.5 The procedures for meetings as set out in the church ordinance of the Dutch Reformed Church are followed.
- 9.3.6 Decisions are taken in a democratic manner, by means of voting.

10. AUTHORITIES AND FUNCTIONS

- 10.1 The provincial governance board, and the governance boards of the different programmes, fulfill the necessary functions to achieve its aims and objectives.
- 10.2 Each programme within the organisation is a strategic business unit, employer and an accounting entity.
- 10.3 The provincial governance board empowers the programme governance boards with the necessary competencies required for the effective programme delivery. They implement the management and control systems needed in order to ensure that such competencies are duly executed.
- 10.4 To ensure that professional and administrative excellence are achieved, that all statutory requirements are met and that corporate policy is executed, the following are maintained and applied: a Management Plan (Rules of Competencies), a Human Resource Management Plan (Personnel Management and Labor Relations Management), an Accounting Manual and Professional Manuals for each service area.
- 10.5 The Board is accountable by delivering a report to the Synod, the Director of Nonprofit Organizations and the Department of Social Development. Financial control is done through the appointment of an accounting firm for internal audit and through an external auditor(s) who prepares audited statements annually.
- 10.6 The governance board is obliged to apply any property or income solely for the promotion of its aims and objectives. The governance board is prohibited from transferring any portion thereof directly or indirectly, in any manner whatsoever, in order to benefit someone. The following exceptions apply to the rule: Payment in good faith of reasonable remuneration to an officer, or employee of the board, for any services actually rendered to the organisation, or to a supplier for goods or services rendered.
- 10.7 The board may invest, trade, open and operate deposit accounts of all financial assets obtained by / or given to the organisation. Only registered financial institutions, as defined in Section (1) of the Financial Institutions Act of 1984 and shares, on a licensed stock exchange under Act No. 1 of 1995 defined and listed, may be used for these trading and investment purposes.



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11. AMENDMENTS TO THE CONSTITUTION

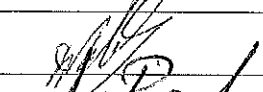
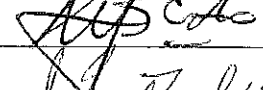
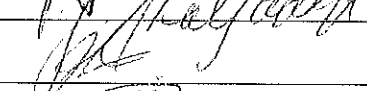

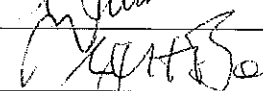
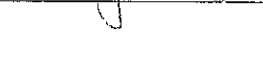
Notice must be given to all members of any amendment of the constitution at the previous meeting. At least a two-thirds majority vote must be obtained in favor of the amendment.

12. DISSOLUTION

12.1 The Organisation can only be dissolved if the Synod of the Dutch Reformed Church of the Free State so decides.

12.2 Upon dissolution, all assets become the property of the Dutch Reformed Church of the Free State. These assets will be utilised to achieve similar goals or for a matter closest to the original purpose. Provided that such funds only be used in favor of an institution of the Dutch Reformed Church Free State in terms of the Nonprofit Organisations Act, 1997, authorised to raise funds in the Republic of South Africa.

THIS CONSTITUTION WAS APPROVED AT A MEETING HELD ON 20..... DAY OF March.....2014..... BY THE PERSONS WHOSE SIGNATURES APPEAR BELOW THIS DOCUMENT.

FULL NAME	TITLE	SIGNATURE
JACOBUS PETRUS ROBB	DR	
WILLEM JACOBUS BOTHA	REV	
PIETER JACOBUS TALJAARD	REV	
JAN LODEWYK SMITH	REV	
DONALD FRANCOIS TOLMIE	PROF	
HENDRIK JACOBUS DEACON	DR	
LOUIS JOHANNES HENDRIK BOTHA	MR	