



Constitution

Of

South African Youth Forum Abroad

(SAYFA)

September 2007

South African Youth Forum Abroad (SAYFA)

1. Preamble

South African Youth Forum Abroad is a non-racial, non-sexist, democratic organisation formed by the youth based in the United Kingdom. We acknowledge that South Africa's democracy is still at its infancy, SAYFA shall strive to break down the barriers created by the policies and practices of the past and unite South Africans regardless of creed, race, sexual orientation, and cultural or ethnic background.

SAYFA also acknowledges that the task of rebuilding South Africa's economy is central to the youth and will therefore, whilst striving to address the needs and interests of the youth based in the UK, also ensure that we meaningfully contribute in partnership with relevant youth development institutions to assist in the reconstruction and development of the country, and the eradication of poverty through projects of relevance to the youth of South Africa.

2. Aims and Objectives

SAYFA shall:-

1. Exist as an autonomous body to address the many difficulties confronting the South African youth during their residency/stay in the UK;
2. Strive to unite the youth of South Africa and rally them behind the aims and objectives of the forum;
3. Promote educational and professional exchanges and identify opportunities available to young people both in the UK and South Africa;
4. Undertake projects in South Africa directed toward the development of the youth;
5. Promote and project good image of South Africa and raise the tourism potential of both countries.
6. Promote partnerships between the youth of South Africa and of the United Kingdom to tackle common challenges and to build capacity;

7. Work closely with the Business Community in South Africa and in the United Kingdom to ensure that the youth are fully integrated into the economy on their return to South Africa;
8. Providing a platform for debates and discussion about issues in the best interest of South African youth both in the United Kingdom and in South Africa;
9. Support and collaborate with other organisations in activities and projects of common interests;
10. Promote amongst the youth the spirit of international solidarity, peace and friendship with other nations

SAYFA shall as a non-partisan, non-profit organisation accept grants, donations, gifts, legacies and bequests in order to carry out the above objectives.

3. Name

The name of the organisation shall be the South African Youth Forum Abroad or abbreviated as SAYFA.

4. Membership

1. Membership of the South African Youth Forum Abroad shall be open to all youth of South Africa based in the UK between the ages of 15 and 35 who identify with the aims and objectives of the organisation.
2. Applications for membership shall be received and considered by the Executive Committee;
3. Members who qualify for membership shall be issued with a membership card after the payment of the joining fee.
4. Membership of the organisation shall be renewable annually at the payment of the annual membership fee.
5. All members shall on admission into SAYFA shall be ready and willing to serve within the organisation

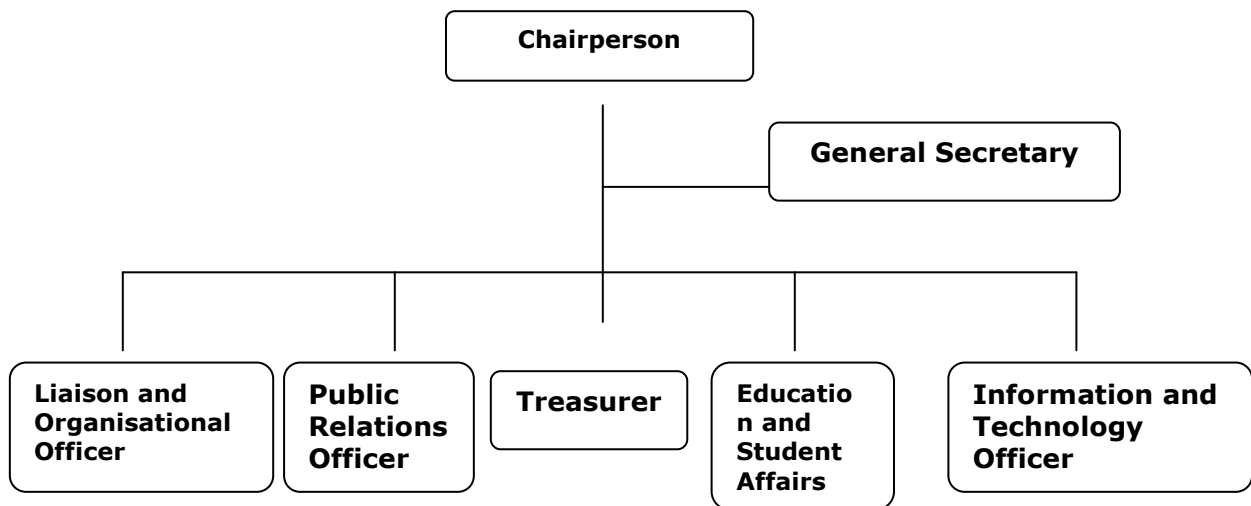
5. Organisational Structure

5.1. Composition of the Executive Committee

The Executive Committee shall comprise of 7 members as follows:

- Chairperson
- General Secretary
- Treasurer
- Public Relations Officer
- Liaison and Organisational
- Education and Student Affairs Officer
- Information and Technology Officer

5.2. Organogram of the SAYFA Structure



5.3. Duties of the Executive Committee

The Executive Committee shall:

1. Carry out decisions and directives agreed upon by the general meeting of the members;
2. Issue and send directives to and receive reports from regional structures;
3. Supervise and direct the activities of SAYFA;
4. Ensure that regional and branch structures of SAYFA function democratically and effectively;
5. Manage and control all national property and funds of the organisation;
6. In pursuit of the above, have the power to establish sub-committees in order to facilitate the work of SAYFA;
7. Receive and adopt annual audited financial statements of SAYFA

6. Roles and Responsibilities of Executive Committee

The following chapters describe the roles and responsibilities of the members of the Executive Committee:

6.1. Chairperson

The roles and responsibilities of the Chairperson shall be the following:

- Oversee overall activities of the organisation;
- Be together with the General Secretary and Treasurer a co-signatory to all the funds of the organisation;
- Chair all the Executive, general members and extra-ordinary meetings;
- Coordinate the functions of the forum;
- Ensure that members are readily available at given time for consultation with members on matters within the ambit of their portfolio;
- Have a deliberative as well as a casting vote;
- Promote and maintain sound relations with the outside world on behalf of the organisation.

6.2. General Secretary

The roles and responsibilities of the General Secretary shall be the following:

- Be the Chief Administrative Officer of the organisation;
- Be together with the Chairperson and Treasurer a co-signatory to all the funds of the organisation;
- Be responsible for the day-to-day running of the organisation;
- Ensure the recording of all proceedings of the organisation;
- Distributes the agenda and minutes to all members of the Executive Committee;
- Coordinate together with the Public Relations Officer the publicity and invitation of members to all meetings and events;
- Be responsible for the processing all the correspondence with persons or bodies within and outside the organisation.

6.3. Treasurer

The roles and responsibilities of the Treasurer shall be the following:

- Be together with the Chairperson and General Secretary a co-signatory to all the funds of the organisation;
- Assume overall responsibility for all financial activities of the organisation;
- Act as a Chairperson of the Finance Committee;
- Present to the youth at the Annual General Meeting audited Financial Statements;
- Produce budget forecasts for the organisation.

6.4. Public Relations Officer

The roles and responsibilities of the Public Relations Officer shall be the following:

- Promote a good image of the organisation;
- Organise together with the Events and Projects Committee major events and projects for the organisations;
- Release/issue press statements regarding the affairs of the organisation;
- Advertise/market affairs and activities of the organisation;
- Establish and maintain relationships with businesses and organisations working in partnership with the organisation.
- Organise debates, discussions and information talks of benefit to the South African youth.

6.5. Liaison and Organisational Officer

The roles and responsibilities of the Liaison and Organisational Officer shall be:

- Chairperson of the Regional Committee in alliance with the organisation;
- Liaise with members of the Executive Committee regarding current projects and events;
- Liaise with the general members of the organisation;
- Investigate and attend all issues that are associated with the social development of the youth;
- Liaise with other structures pursuing similar aims and objectives.

6.6. Education and Students Affairs Officers

The roles and responsibilities of the Education and Students Affairs Officer shall be:

- Chairperson of the Student Union and Education and Students Affairs Committee;
- Address all student-related matters;
- Promote partnerships between United Kingdom and South African schools;
- Coordinate resource collection for South African Education System;
- Collect and collate information regarding sponsorships available to South African students;
- Negotiate with different organisations regarding educational resources and new sponsorship opportunities.

6.7. Information and Technology Officer

The roles and responsibilities of the Information and Technology Officer shall be:

- Create and maintain the database and all forms of mass media;
- Manage all publications of the organisations;
- Establish and maintain the website of the organisation;
- Work closely with the Education and Students Affairs Officer in establishing and promoting school partnership

7. Rights and Obligations

7.1. Rights

Every member of SAYFA shall have the right to:

- Actively participate in all activities of the organisation;
- Take part in the formulation and discussion of the SAYFA policy;
- Be elected to any committee, commission or delegation of the organisation;
- Engage in constructive criticism and self-criticism;
- Submit proposals to the organisation;

7.2. Obligations

Every member of SAYFA shall be obliged to:

- Pledge their unwavering loyalty to the organisation;
- Carry out decisions, duties and directives with diligence;
- Organise, participate, and contribute positively to all SAYFA activities and to contribute to the strengthening of its organic unity;
- Protect SAYFA and its property at all times by exercising maximum vigilance;
- Exercise discipline and exemplary behaviour at all times and maintain harmonious relationship with members of SAYFA and the general members;
- Initiate and participate in activities aimed at promoting international solidarity, peace and social justice.

8. Meetings

8.1. Annual General Meeting (AGM)

1. The Annual General Meeting (AGM) of SAYFA shall be held within the first quarter of the calendar year.
2. Members shall be notified 6 weeks in advance to attend the AGM either by mail, e-mail or by notice published in a weekly newspaper in general circulation in the community
3. Any member shall have the right to nominate whomsoever they wish to be in the Executive Committee subject to the acceptance by such a person.
4. Members of the Executive Committee shall be elected into the Committee after which the Executive Committee shall decide on portfolios.

8.2. Executive Committee

1. All decisions of the Executive Committee shall be reached through consensus;
2. Should there be a deadlock, decisions shall be reached through voting with a simple majority (50% plus one);
3. The Chairperson shall have a deliberative as well as a casting vote in cases of deadlock;

8.3. General Meetings of Members

1. Any member may make a proposal. In order for such a proposal to be voted on it must be supported by someone else;
2. Only members present at the meeting may vote;
3. Before voting any member may propose an amendment which must be seconded.
4. No member shall exercise more than one vote;
5. In the event of an equal vote, the Chair shall have the casting vote.

9. Discipline

1. Any member failing to attend two consecutive meetings without a valid reason shall be summoned to appear before the Executive Committee.
2. The Executive Committee shall suspend any members if it feels that the reasons provided are not valid, as specified under Rights and obligations.

3. Depending on the severity of the violation, the Executive Committee shall decide on the period of suspension.
4. Any member who persistently fails to attend meetings after having been officially invited to do so can be voted out of office by a two-thirds majority vote of the members of the Executive Committee.
5. Any member who continually fails to carry out his or her roles and responsibilities as specified under section 6 of this document, or any duties as delegated to him or her by the Executive Committee, shall be relieved of his or her position in the Executive Committee by a two-thirds majority of the members of the committee.
6. Proceedings shall normally be conducted at the level where the alleged violation took place, namely, branch, region or national, and shall be heard by the relevant structure.
7. Proceedings may also be brought against members who behave in a manner that brings the organisation into disrepute or manifest a flagrant violation of the moral integrity expected of members.
8. Members who fail to renew their subscriptions 3 months after the lapse of their membership, and having been reminded of their lapse, but still fail to pay their membership fee, shall be regarded as members not in good standing until such payment is received.

10. Amendments to the Constitution

1. Any constitutional amendments will be carried out through an entirely democratic process.
2. For such amendments to be effected, 66% majority of voting members present at any annual or special meeting shall be in agreement.

11. Dissolution

1. The Executive Committee of SAYFA shall, after consultation with the members at any annual or special meeting, 75% of whom are in agreement, be entitled to decide on the dissolution of the SAYFA.
2. Upon dissolution or winding up, the assets of the SAYFA remaining after satisfaction of all its liabilities shall be given or transferred to the other structures which are pursuing similar aims and objectives.

12. Regional Structures

1. Members of the Regional Committee shall be elected democratically by and from branches in good standing in proportion to their membership.
2. The chairpersons of the regions shall have full speaking and voting rights in an ex-officio capacity in all policy-making bodies of the organisation.
3. The Regional Committee shall be the highest decision-making body in the region.

13. Procedures, Powers and Duties

The Regional Council shall:

1. Manage and administer all regional affairs in consultation with the Executive Committee.

14. Branch Structures

1. The basic unit of SAYFA shall be the branch, provided enough members exist to constitute such a branch.
2. Depending on the number of people in the branch, a branch committee comprising of 7 members elected democratically shall oversee all its activities.
3. Duties of the Branch Committee shall be to address interests of the constituents of the branch as well as to support the Executive Committee in pursuing its aims and objectives.
4. Any matter that is beyond the mandate bestowed on the branch committee by the Executive Committee shall be referred to the Regional Committee from where it will be referred to the Executive Committee.