AFRICAN INDEPENDENT PEOPLE'S ORGANISATION

CONSTITUTION

AFRICAN INDEPENDENT PEOPLE'S ORGANIZATION
"The New Hope"
"Siyaziphathela"

1. AIPO means African Independent Peoples Organisation. It bears a combination of NPO'S and NGO'S in order to address the social solution to communities in terms of closing gaps where they exist.

2. STRUCTURES OF AIPO

The organisation shall consist of the president, deputy president as well as the executive members in which the formation shall be the chairperson and the deputy, the secretary and the deputy secretary as well as the treasurer.

2.1. All these formations shall be applicable to branches, regions, provinces and national with the exception of president and deputy president positions.

2.2. The executive committees shall be regarded as the organs of AIPO in conferences and shall have the authority to lead the organisation subject to provisions of the constitution.

2.3. The EXCO's shall carry out decisions and mandates agreed upon in the constituted meetings.

2.4. The branch executives shall report to the upper structures of the organisation.

In the event there are decisions to be implemented.

2.5. The line function of AIPO shall be branches to regions, regions to province and province to national structures which shall be regarded as the highest organ of the organisation.

2.6. Every member shall belong to a branch which shall be the basic unit of the organisation which shall be formed by fifty members plus (50+)

2.7. AIPO shall establish youth league and women's league in order to strengthen its existence.

3. ARRANGEMENTS OF MEETINGS

3.1. AIPO structures shall meet on a monthly basis unless there are circumstances and dynamics that determine and persuade regular meetings.

4. CONFERENCES

AIPO conferences shall be held every third year in order to elect its leadership.

4.1. Branches shall have AGM's to nominate their leadership amongst the members of that particular branch.

4.2. Upper structures shall have conferences where nominations shall be from branch delegates of AIPO and elections shall be conducted on secret ballot papers and only members in good standing will be allowed to participate.

4.3. The upper structure shall decide and determine the policies, programs and constitution of AIPO.

4.4. The upper structure shall have the right and power to review, ratify, alter or rescind any decision taken by any of the constituent bodies, units or officials of AIPO.

4.5. The upper structure shall have the right to appoint any commission or committee and assign specific tasks and duties to such commission to committee.

5. SPECIAL PROVISIONS

All executives elected constitutionally shall timeously release their chairpersons and secretaries to become ex officio members in the national structure meetings.

6. TRADITIONAL LEADERS

The organisation shall pledge to acknowledge, recognise and have a cordial and constant relationship with the kings and accept their timeous advice as the custodians of the land we are utilising.
Traditional leaders will always be at par with the discussions conducted by the organisation for the benefit of the community.
Traditional leaders shall be given the ex officio status should they wish to interact with AIPO pertaining our robust engagements on issues of land, culture and general community development.

The organisation shall position itself optimally by creating more value for all its stakeholders which include traditional leaders, faith based and disability organisations in order to be noticed as a scale that must always be in balance.

7. CODE OF CONDUCT

7.1. NO member of the organisation shall work independently on issues that relates to the organisation inter alia implementing uninformed singular decisions.

7.2. Every member shall be expected to behave in a manner that should not put the organisation into a disrepute.

7.3. NO member shall be allowed to use the organisation funds without the knowledge of the executive.

7.4. NO member shall borrow or lend money from the AIPO'S funds for any purpose other than that of the organisation's mandate.

7.5. NO member shall use the organisation's name for their financial benefits.

7.6. ALL the rules shall be applicable to members and the officials attached to the organisation.

8. DURATION OF MEMBERSHIP

8.1. Every member shall be expected to renew his/her membership biannually on a subscription fee of R10.00

8.2. A member shall be given the status of being in good standing when the above aspects are applicable to them.

9. DISCIPLINARY PROCEDURES

9.1. Members shall always display professionalism, respect and integrity to one another as well as to the community members.

9.2. If a member is found to have been exposed to a misconduct, such member shall be channelled to a disciplinary hearing where he/she will be given a fair opportunity to present his/her side without prejudice, inter Alia why he/she shouldn't be disciplined.

9.3. The disciplinary procedure shall include clarification to interrogations, verbal warning, written warning, final written warning, suspension which could lead to dismissal from the organisation's activities depending on the nature and circumstances of the offence.

10. OFFENCES

10.1. Offences shall be treated as deviant behaviours.

10.2. Where an offence has been identified, an investigation shall be accordingly conducted in order to establish and confirm the certainly of the offence.

10.3. Anything that shall be outside the organisation's normal operations will be regarded as none offence.

11. BANK ACCOUNT

AIPO shall have bank accounts according to its structures in order to channel all monies into the respective accounts

11.1. This shall imply that the executive of all structures shall have different accounts which shall be controlled by the relevant EXCO as resolved in their meetings.

11.2. The signatories shall be the chairperson, secretary and the treasure of that structure not otherwise those three mandated signatories choose to delegate. Other three signatories who are part of the executive to sign on the bank transactions.

11.3. The signatories shall make it their responsibility to always make available a monthly or two monthly statements to other executive members in order to make it easy and make sure that transparency is displayed at all times in terms of financial records as contemplated in the PFMA.

11.4. BANKING MANDATE

The mandate arrangements of the signatories shall be any two of the three to sign, transact and to obtain bank statements.

COMPOSITION OF AIPO EXECUTIVE COMMITTEE MEMBERS

1. President
2. Deputy President
3. Chairperson
4. Deputy Chairperson
5. Secretary General (SG)
6. Deputy Secretary General (Dpt. SG)
7. Treasurer
8. Public Relations Officer (PRO)
9. An Organiser

DUTIES OF OFFICE BEARERS

1. President

The President shall:

- always be a Political Executive Head of AIPO,
- provide a strategic leadership, direction and vision for the party,
- represent the party in public, media and government,
- shape and promote the party's policies and platforms,
- oversee all party operations, structures and decision-making processes,
- champion or assist in securing funding for the party's activities and campaigns,
- build and maintain relationships with party members and supporters,
- handle internal conflicts, controversies, or crises within the party,
- engage with the public, media, and other stakeholders to promote the party's agenda.

2. The Deputy President

The Deputy President shall:

- typically assist the President in his duties and may also have other specific duties such as:
- supporting the President in his duties and responsibilities.
- representing the party in various forums, events, or meetings,
- contributing to policy development and implementation,
- mobilizing party members and supporters,
- assisting the party with the launching of new branches where necessary,
- assisting in crises management and conflict resolution.

- overseeing specific portfolios and areas such as membership, campaigns, or communications.

3. Chairperson

The chairperson of AIPO shall:

- preside in all official meetings,
- be the second trustee of AIPO regarding financial matters,
- draft the Agenda of all meetings with the General Secretary,
- have powers to a casting vote whenever decisions of common consensus must be taken,
- monitor all activities of AIPO;
- delegate his/her Deputy Chairperson to preside in all meetings where he/she will not be able to attend,
- oversee all party organs, committees, and branches,
- participate in key decision-making processes,
- ensure that all party operations are running smoothly,
- build and maintaining member relationships,
- manage internal disputes and conflicts resolutions,
- facilitate communication between party leadership and members
- indicate to the meeting in case both him/herself and his/her Deputy Chairperson shall not be present for a certain meeting so that a meeting can continue with the brainstorming of Agenda without reaching resolutions.

4. Deputy Chairperson

The Deputy Chairperson shall:

- preside in the absence of the Chairperson,
- support the Chairperson in overseeing party operations,
- oversee specific portfolios or areas such as membership recruitment, campaigns, or communications,
- participate in key decision-making processes,
- represent the party in various forums or events,
- assist in managing internal disputes and conflict resolutions.
- be in charge (oversee) of main duties of the Chairperson in his/her absence except for clause 2, of the Chairperson's duties.

5. The Secretary General (SG)

The Secretary General shall:

- be responsible for the Chief Administrative Oversight and management of records and documentation of AIPO,

- be the third trustee of AIPO regarding financial matters,
- facilitate internal and external communication matters,
- coordinate party activities, events and campaigns,
- ensure the implementation of party policies, resolutions and decisions,
- oversee membership records, recruitment and, engagement.
- record and keep all minutes of AIPO,
- correspond with all relevant associates on behalf of AIPO,
- issue all written notices and/or invitations about all scheduled meetings. and shall also,
- delegate his/her Deputy Secretary General to do all his duties at meetings where he/she will not be able to attend,
- handle all official correspondence on behalf of the party,
- be regarded as a life-wire of AIPO Party,
- play a crucial role in ensuring the party's organizational and operational efficiency.

6. Deputy Secretary General (DSG)

The Deputy Secretary General shall:

- be to assist the SG in managing the operations of the Secretariat, in ensuring inter-sectoral and inter-institutional coherence of activities and programs,
- be in charge (oversee) of all duties of the SG of AIPO in his/her absence from any meeting;
- represent the SG at conferences, official functions, and ceremonial occasions as decided by the SG,
- help in managing administrative tasks, ensuring smooth operations and effective implementation of decisions,
- provide policy support and advice to the SG on key issues, such as economic and social development, peacebuilding and human rights,
- provide leadership and guidance to teams, departments, or committees in overseeing their work and ensuring they meet their objectives.

7. The Treasurer.

The Treasurer shall:

- be the first trustee of all funds of AIPO;
- oversee the organisation's finances, including budgeting, and financial planning,
- maintain accurate financial records, such as income, expenses, and transactions,

- prepare and present budgets to the committee or organisation,
- ensure that funds are properly managed, allocated, and spend according to the budget,
- ensure that financial practices comply with all relevant laws and regulations,
- receive and keep all the funds of AIPO;
- make funds available whenever the need arises on behalf of AIPO;
- control all the funds of AIPO and see to it that they are properly audited; Finally:
- together with AIPO appoint a neutral and a professionally qualified auditor to audit all its financial books for each year.

8. The Organiser.

The Organizer of a Political Party shall:

- recruit new members and volunteers to join the party,
- be the organizer of events, rallies, and campaigns to promote the party's message and engage with voters,
- coordinate volunteers' efforts, assigning tasks, and ensuring that they have the necessary resources,
- build sound relationships with local communities, organisations, and stakeholders to promote the party's policies and values,
- assist in managing election campaigns, including canvassing door-to-door outreach, and get-out- the vote efforts,
- communicate with party members, supporters, and the public through various channels, such as social media, email, and phone,
- collect and analyse data on voters, supporters, and party members to inform campaign strategies,
- promote the party's policies and values through various means such as social media, public speaking, community engagement.

9. Public Relations Officer (PRO)

The Public Relations Officer shall:

- liaise with the general membership of AIPO, public in general and other associates;
- market AIPO through print and electronic media with the assistance of the Secretary General as the only record keeper;

- be responsible to build and maintain relationships with media representatives or houses, pitching stories pertaining AIPO promotion and development and securing coverage,
- craft and disseminate press release to share party news, policies, and achievements.
- manage the party's social media space presence, create content, and engaging with followers,
- develop and implement effective communication strategies to reach the public, including speeches, statements, and press conferences,
- handle crisis communications, such as responding to controversies or negative publicity,
- promote and protect a positive image of the party and its leaders through various media channels,
- coordinate media coverage of party events, rallies and press conferences.

10. Additional Members.

The Additional Members shall:

- contribute to the development of party policies, and positions on key issues,
- provide advice and guidance to party leaders on specific matters,
- represent the party at events, meetings, and forums,
- build relationships with different stakeholders, community groups, and other organisations,
- always perform duties of AIPO as per the prescription by the AIPO Exco from time to time,
- conduct research on policy issues, trends, and best practices,
- assist with communication efforts, such as writing articles, speeches, or social media content,
- support elections campaigns, including canvassing, conducting outreach, and voter engagement.
- work on special projects or all initiatives assigned to them by party leaders.

11. Women's League.

a) Composition: The Exco of the Women's League Structure of AIPO shall compose of the: Leader/President:1, Deputy Leader/ Vice President:1, Secretary General/Secretary:1, Treasurer:1, Exco Members, ???

b) Duties of the Women's League:

The Women's League shall:

- typically focus on promoting women's rights, empowerment and participation of women in politics,
- advocate for women's rights, equality, and empowerment within the party and broader society,
- provide training mentorship and capacity-building programs for women to enhance their leadership skills,
- build relationships with women's groups, organisations and stakeholders to promote women's interests,
- contribute to the development of policies that promote women's rights and empowerment,
- provide support and empowerment programs for women, including mentorship, counseling and networking opportunities,
- raise awareness about women's issues, such as gender-based violence and Femi -side (GBV & F), health and economic empowerment,
- identify and develop future women leaders within the party,
- engage with local communities to promote women's rights, and empowerment.

12.Youth League.

a) Composition: The Exco of the Youth League Structure of AIPO shall compose of the: Leader/President:1, Deputy Leader/ Vice President:1, Secretary General/Secretary:1, Treasurer:1, Exco Members, ???

b) Duties of the Women's League:

The Youth League shall:

- typically focus on engagement and mobilization of young people to support the party's vision and policies.
- mobilise young people to participate in party activities, campaigns, and during elections,
- identify, train, and develop young leaders within the party,
- contribute to the development of policies that can address the needs and concerns of young people,
- advocate for youth related issues, such as education, employment, and social justice,
- built special networks and relationships with youth organisations, student groups, and other stakeholders,

- support election campaigns, including canvassing, social media outreach, and voter registration drives,
- provide mentorship and guidance to young members, help them to develop leadership skills and political acumen,
- bring fresh perspective and ideas to the party, help to shape its policies and strategies
- play a vital role in energizing and engaging young people in the political process.

ANNEXURE A

FINANCE POLICY

In terms of the Public Finance Management Act, number 1 of 1999, this is how the Finance Committee and the Executive Committee of the AIPO should run their financial matters: They should: -

a) Prepare and adopt the budget for the Organisation;
b) Collect affiliations, donations and/or budgeted funding (if available);
c) Manage all financial matters of AIPO in collaboration with its Exco;
d) Put in place a Finance Committee to monitor the use of finances of the Organisation;
e) Keep records of all monies received and spent by the Organisation;
f) Prepare an internal annual financial statement for the Organisation;
g) Arrange for the annual auditing of the Organisation's finances;
h) Prepare an Annual Audited Financial Statement for the Organisation;
i) Present an Annual Audited Financial Statement Report to the AGM of the Organisation;
j) Ensure that all Organization's financial transaction are processed by the designated signatories where at least any two of the three signatories sign and co-sign for financial transactions;
k) Let all the monies collected through payments of fines, donations, affiliations, just to mention but a few, be deposited into the account of AIPO before use;
l) Ensure that all your financial matters are run in terms of the prescripts of the Public Finance Management Act, number 1 of 1999;

1. The Finance Committee of AIPO

The **AIPO** shall establish a Sub-Committee called Financial Committee (Fincom) consisting of at least 5 members arranged as follows:

a) The Treasurer of **AIPO**, shall be the Chairperson of Fincom;
b) The Finance Officer of **AIPO**, shall be the Secretary of Fincom;
c) Two additional members shall be nominated into the Committee;
d) One member shall be co-opted into the Fincom as a representative of scares skill or expertise.

2. Functions of the Finance Committee (Fincom)

The Fincom shall act as a sub-committee of AIPO and shall:

a) Report all fincial matters to the Organisation;
b) Meet every month to discuss all relevant financial transactions of the Organisation;
c) Not meet in the absence of the Treasurer of AIPO, who serves as the Chairperson of the Fincom, the Financial Officer, who act as the Secretary of the Fincom as well as the Manager of the Organisation;
d) Not report any financial matter to the Exco of the Organisation without the approval of Fincom;
e) Circulate all Fincom minutes, to its members before their subsequent approval by Fincom.

3. The Responsibilities of the Fincom

The Fincom shall be responsible for:
a) The monitoring and control of all financial matters and/or transactions of the Organisation;
b) The overseeing of the implementation and adherence of the Organisation to its Finance Policy;
c) The delegation of authority to responsible person (s) serving in the Fincom to discharge delegated responsibilities and functions;
d) The advice to AIPO Exco, on the acceptance of financial assistance from outside and the proper use of its funds;
e) Recommending AIPO to take responsibility and accountability for the preparation and presentation of financial reports to its members;
f) The effecting of all payments to be done by the Organisation; and
g) To view and monitor regular cash flow projects

4. Collection and recording of money

4.1 The underlying Principles

a) The AIPO shall appoint a Financial Officer and Fincom for the Organisation;
b) Only the Financial Officer shall be assigned with the collection and recording of Organisation's funds;
c) All moneys due to the Organisation shall be deposited into the account of the Organisation and the deposit slips shall be sent to the Organisation and receipts be issued as proof of payment. The payees name and address shall be used as proof of reference;

d) All collected monies in the Organisation, especially for fundraising e.g. from (the sales of items and cash donations, affiliations) shall be deposited into the Organisation's account within 5 working days of receipt;
e) The Financial Officer shall be issued with a cash receipt book, to record all the collected monies;
f) The Financial Officer shall control and record, in a cash receipt book, all payments, collected and expended on a daily basis; and
g) The records of all collected monies shall be submitted to the Treasurer of the Organisation for filing and safekeeping.

4.2 Issuing of receipts

a) Receipts shall be issued in a numerical order, as a standard financial recording practice;
b) The payer shall be issued with the original receipt and the office shall keep the copy thereof as a record;
c) The receipt shall contain all the required details in ink;
d) The receipt shall contain the following information:
    - Organisation name;
    - date;
    - amount;
    - signature of Finance Officer;
    - name of payer and address;
    - Organisation stamp if available.
e) No alterations shall be made on a receipt. Should a mistake be made on the receipt, such a receipt shall be cancelled on both the original and the copy or duplicate kept in the receipt book;
f) A receipt/invoice shall be issued for any amount that is collected and all cash surpluses recorded;
g) A new receipt/invoice shall be issued in the case of an Electronic Financial Transfer (EFT) payment.

4.3 Depositing of money

a) Deposit slips should be properly completed and balanced with the receipt cashbook;
b) The Financial Officer or Organisation Manager shall be responsible for depositing all monies in the bank through EFT;

c) All payments should be made through EFT if possible, to avoid risks of loss of money through robbery;
d) The Organisation shall make arrangements with the bank to get the bank statements on the last day of each calendar month;
e) The cashbook and bank statements shall be reconciled on monthly basis;
f) The Organisation shall open and operate an EFT account system from an officially recognised South African Banking Institution.

5. Payments

a) No payments shall be made without prior receipt of all relevant documents, e.g. well completed and signed claim form, relevant invoices or receipts, just to be more specific.;
b) All payments made on behalf of the Organisation, except petty cash, shall be made through Electronic Transfer on an Internet Banking Account;
c) There shall be three signatories to the account and only two of the three may sign for each payment at a time;
d) No alterations shall be allowed on any transaction. Any mistake committed shall warrant a cancellation of the transaction for a fresh start;
e) No cash received shall be used for payments before being deposited into the Organisation's Banking Account;
f) Only one mode of payment shall be practiced by any Organisation;
g) All non-routine expenditures shall require that a tender system or three quotations will be required before such a purchase or transaction can be authorized;
h) The Organisation's Executive Committee shall approve all tenders or quotations submitted for implementation;
i) All payments vouchers, bank statements and any supporting documents should be properly filed for audit purposes;
j) All order books shall be recorded in the controlled stationary register;
k) Order books shall be signed out by the Chairperson of Executive Committee of the Organisation;
l) Order forms shall be printed in triplicate and be pre-numbered;
m) The Organisation stamp shall be used to stamp all original and duplicate financial transaction books;
n) A tariff of at least **R4.00 per kilometre** shall be payable after staff or members of the Organisation's Executive Committee shall have incurred their money in travelling costs using their known vehicle to do work outside of, and on behalf of the Organisation;

o) Claim/requisition forms shall be filled for the above purposes;
p) Any staff member and, or an Executive member doing work outside the Organisation, lasting 3 or more hours, shall be provided with catering or meals not exceeding an amount of **R100.00**. Receipts and claim forms for the amount expended shall be submitted to the treasurer of the Organisation;
q) Catering for Executive Committee Members at meetings lasting for 4 (four) or more hours shall be done at a reasonable cost from the Organisation's fund;
r) Catering masses at Organisation's AGM, (if any) shall also be taken care of, from the Organisation's fund;
s) Catering of visitors of the Organisation, spending 4 (four) or more hours shall be a basic meal i.e. porridge, meat, a vegetable, a soft drink and water per person, only if funds are available; and
t) No claim forms shall be processed without the recommendation or signature of the Organisation's Chairperson/Manager.

6. Withdrawal of money

a) Only the authorised signatories shall authorise or make withdrawal from the Organisation's Financial Account;
b) All withdrawals shall have the authorisation of the Organisation's Executive Committee (Exco);
c) Two of the 3 (three) withdrawers' signatures shall be appended on the slip; and an
d) Internet or Electronic Payments shall strictly be done by 2 (two) of the 3 (three) the designated signatories.

7. Petty cash

a) The Organisation shall keep at least a maximum of **R2 400. 00** for use by the Organisation for all its petty cash payments;
b) Petty cash shall be utilised economically as its replenishment requires the availability of the account signatories who may not always be readily available;
c) No advance payments may be made, out of petty cash;
d) Only the Financial Officer, the Organisation Manager, or any other officially designated person may have access to the petty cash;
e) Any petty cash paid out shall be replaced with the appropriate petty cash voucher;
f) Petty cash shall be balanced and reconciled on a monthly basis;

g) The Organisation's petty cash shall always be kept at a safe place;
h) Petty cash receipts for all transactions made, shall be kept for record purposes;
i) Petty cash can only be used for expenses not exceeding **R1000.00.**

8. Financial Reporting

a) The Financial Year of e.g. (**AIPO)** is from the beginning of May of each year to the end of April of the following year;
b) Monthly and yearly financial reports shall be compiled and shall also include all income, expenditure and the monthly statements of the Organisation's bank account;
c) An Audited Financial Statement of the Organisation shall be compiled and presented to the Organisation's Exco within four (4) months after the end of each financial year; and
d) The Organisation shall appoint its own qualified **Auditing Company** to audit its Finance Books.
e) The Organisation can also put in place its own internal audit committee to do the work monthly; and
f) The Organisation shall always adhere to all sound financial reporting procedures.

9. Budgeting

a) The Organisation's annual budget shall be drafted by the Organisation's Fincom and approved by the Organisation's Exco;
b) The Organisation's budget should be informed and guided by the Organisation's stated vision and the mission statement;
c) The budget shall be drafted in terms of the Organisation's main objectives and the identified projects;
d) The responsibility, accountability and control of the budget rests with the Organisation's Exco;
e) The Organisation's budget shall be in line with the stipulations of the Public Financial Management Act 1 of 1999.

10. Fund Raising of Funds

In order to do this, you need to have a well-developed fund-raising policy adopted by the Organisation's Exco. Further guidelines will be entertained in the fund-raising policy itself.

a) The Organisation can suggest its own acceptable activities for fund-raising;
b) Such activities will have to be adopted by the Organisation's Exco; e.g. asking for donations, from Recognised Financial Institution of South Africa.

10.1 Fund-raising activities shall be managed in the following way under the following sub-committees and the Organisation's Exco:

a) Organisation's Fund-raising Committee;
b) Organisation's Development Committee;
c) Most of all the Organisation's Exco.

10.2 The following strategies can be utilised for Fund-raising by the Organisation:

a) Donations; and
b) Sales during outings;

11. Effective Date of the Organisation's Policy

a) After the Finance Policy of the Organisation has been formed and finalised it shall be effective on the date of its adoption. The adopted Finance Policy shall be signed by the Organisation President, the Chairperson and the Secretary.

12. Conclusion

The Financial Management Policy, of the Organisation is developed to assist the Organisation in the running of its financial matters. This document will also assist in the administration of the financial affairs of the Organisation.

Serious adherence of all members of the Organisation to these guidelines is very important. Deviation from these guidelines by any member of the Organisation shall constitute a violation of an officially developed policy guidelines and shall henceforth call for a disciplinary action against such a person.