

Constitution

1. NAME

1. The organisation hereby constituted will be called THE SOUTH AFRICAN PSORIASIS ASSOCIATION
2. Shortened name - not applicable
 - The organisation shall exist in its own right, separately from its members
 - Continue to exist even when its membership changes and there are different office bearers
 - Be able to own possessions
 - Be able to sue and be sued in its own name.

2. OBJECTIVES

The organisation's main objectives are:

1. To be a support group for people with Psoriasis - their families and friends - by setting up groups in order to discuss common problems related to the disorder.
2. To educate the general public about Psoriasis.
3. As a non-profit organisation any money acquired to go into support and educational projects into the causes, treatment and cure of Psoriasis. All Work: done for the Association is voluntary.
4. To have quarterly meetings with guest speakers mainly in the dermatology field.
5. New products to be demonstrated at meetings

3. INCOME AND PROPERTY

1. The organisation will keep a record of everything it owns
2. The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
3. A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.
4. Members or office bearers of the organisation do not have rights over things that belong to the organisation.

4. MEMBERSHIP AND GENERAL MEETINGS

1. If a person wishes to become a member of the organisation, he or she can approach the committee. Qualification for membership is the annual payment of a very nominal membership fee,

2. Members of the organisation must attend its annual general meetings. At the annual general meeting, members exercise the right to determine policy of the organisation.
3. An annual General Meeting of the organisation shall be held every calendar year, provided not more than 15 months shall elapse between meetings.
4. No less than fourteen (14) days notice – in writing – of all general meetings shall be sent to members.
5. The chairman shall chair any meeting at which he is present – and in his absence, the vice chairman shall take the chair.
6. There shall be a quorum when four (4) members, including one of the officers is present, provided, that in the event of no quorum the meeting, shall stand adjourned for not less than seven (7) days.
7. All motions shall be formally proposed and seconded before any debate thereon shall take place.
8. Every matter shall be decided in the first place by a simple majority on a show of hands, but the chairman may order a poll and must do so if it is required by at least two (2) members present.

5. MANAGEMENT

1. A management committee will manage the organisation. The management committee will be made up of not less than 6 members. They are the office bearers of the organisation.
2. Office bearers will serve for one year, but they can stand for re-election for another term. Depending on what kind of services they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.
3. If a member of the management committee does not attend three committee meetings in a row without having applied for leave of absence from the committee, then the management committee will find a new member to take that person's place.
4. The management committee shall meet at least once in every quarter. The chairman would preside at such meetings and in his absence the vice-chairman.
5. Minutes will be taken at every meeting to record the committee's decisions. The minutes of each meeting will be given to each committee member at least two (2) weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings by the next meeting of the committee and shall then be signed by the chairman.
6. The committee shall include a chairman, secretary and treasurer to be appointed at the Annual General Meeting annually.
7. Any vacancies in the committee may be filled by the office-bearers by resolution. Any member appointed to fill such a vacancy shall hold office until the following Annual General Meeting but shall then be eligible for formal election as herein described.

6. POWERS OF THE ORGANISATION

1. The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution. Its activities must abide by the law.
2. The management committee has the power authority to raise funds or and to invite and receive contributions.
3. The management committee has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
4. The management committee has the right to make b-laws for proper management including procedure for application, approval and termination of membership.
5. The organisation will decide on the powers and functions of office-bearers.
6. When necessary, the management committee will vote on issues. If the votes are equal, the chairperson has the deciding vote.
7. Minutes of the meeting must be kept safely and always be on hand for members of the organisation to consult.

7. ANNUAL GENERAL MEETINGS

To be held once every year after end of financial year.

The following business amongst others, to be dealt with by the organisation at its Annual General Meeting:

- Agree to the items to be discussed on the agenda
- Write down who is there and who has sent apologies
- Chairman's report
- Treasurers report
- Changes to the constitution that members may want to make
- Elect new office. bearers
- General
- Close the meeting

8. FINANCE

0. An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.
1. The treasurer's job is to control the day to day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all finances.
2. Whenever funds are taken out of the bank the chairman and one other member of the committee must sign the withdrawal or cheque.
3. The financial year of the organisation ends on 31st march.

4. The organisations accounting records and reports must be ready and handed to the Director of Non-Profit Organisations within 6 months after the financial year end.
5. If the organisation has funds that can be invested, the funds can only be invested with financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act 1984. The organisation can go to different banks to seek advice on the best way to look after its funds.

9. CHANGES TO THE CONSTITUTION

0. The constitution can be changed by a resolution. The resolution has to be agreed upon by not less than two thirds of the members who are at the Annual General Meeting. Members must vote at this meeting to change the constitution.
1. A written notice must go out not less than fourteen (14) days before a meeting at which the changes to the constitution are going to be proposed. Members will receive the notice that indicates proposed changes to the constitution that will be discussed at the meeting.
2. No amendments to be made which would have the effect of the organisation ceasing to exist.

10. DISSOLUTION / WINDING-UP

0. The organisation may 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.
1. When the organisation closes down it has to pay off all its debts (if any). After doing this, if there is property or money left over it should not be paid or given to members of the organisation. On the dissolution of the organisation, the assets shall be donated to the Red Cross Children's Hospital -- Dermatology Ward, provided that it is registered as a Non-Profit Organisation.

11. ADOPTION OF THE CONSTITUTION - AMENDED

This amended constitution was approved and accepted by the committee members of the SOUTH AFRICAN PSORIASIS ASSOCIATION at a special meeting held on the 20th August 2001.