I.Y.Z.A.

INHLANGANO YEZINTOMBI ZAMA-RHABE AMANYANAYO

DRAFT CONSTITUTION

1. NAME

The name of the association shall be "Inhlangano yezintombi zamaRhabe Amanyanayo", herein referred to as "Inhlangano". A rationale for this name has been attached as an annexture.

2. MEMBERSHIP

- *Membership shall be open to all Izintombi who are in full communion of the Uniting Presbyterian Church in Southern Africa.*
- *Although there is no age limit, those members who wish to join the U.P.W.F. are free to do so.*

3. AIMS AND OBJECTIVES

The Aims and Objectives of the Association shall be:

a) *To create Christian principles in terms of scripture reading, prayer, worshiping and serving the Lord Jesus Christ.*
b) *To encourage spiritual growth so as to develop good morals and self conduct to project the beauty of the church.*
c) *Togetherness on things such as fundraising, prayer groups, etc. with other denominations will be emphasized.*
d) *To offer care, love and support to the elderly, the needy, and the sick in our homes and in the Church.*
e) *To work co-operatively and be involved in organizing community programs and projects that will make non-believers realize the beauty of the Kingdom.*
f) *To capacitate members with life-skills (e.g. Arts and Crafts, cleanliness, etc.) and to encourage members form up groups on skill development.*
g) *To encourage and embrace cultural diversity in our Church.*

4. FUNDS

- *To promote Stewardship in the Church, especially amongst I.Y.Z.A. members.*
- *To achieve the above aims and objectives, assessments shall be levied from the members of the association at Branch / Congregation, Presbyterial and Denominational levels.*

- *Branches/Congregations, Presbyteries and the Denominational structures shall decide independently decide on the assessment amount based on the budget.*
- *The Finance Committee at all levels shall be at liberty to draw its own budget based on its activity plan with fund-raising activities.*
- *Finances will only be channeled from branches / congregations to Presbytery, then Denominational level.*

5. THE STRUCTURE

The following shall be the structures of the association:

a) *Branch level*
b) *Presbyterial level*
c) *Denominational level (The term 'Denominational') is preferred due to the trans-national nature of our Church)*

5.1. BRANCH / CONGREGATIONAL LEVEL

The Branch /Congregational level shall be the level of the congregation, and shall consist of the following positions:

- *President = Minister's wife or UPWF Member*
- *Vice President = U.P.W.F. Member*
- *Secretary = I.Y.Z.A. Member*
- *Assistant Secretary = I.Y.Z.A. Member*
- *Treasurer = I.Y.Z.A. Member*

- *The Branch / Congregational President shall be a Minister's wife. In the event where the Minister's wife is not available, the President shall be drawn from the members of the UPWF.*
- *Sub-branches:*
  In the event where there are nuclear, transitional or preaching stations, sub-branches shall be formed.
  The following positions will be applicable:
  - *Chair lady = U.P.W.F.*
  - *Secretary = I.Y.Z.A.*
  - *Treasurer = I.Y.Z.A.*

5.2. PRESBYTERIAL LEVEL

The Presbyterial Executive shall consist of the following:

- *President = U.P.W.F. – Minister's wife.*
- *Vice President = U.P.W.F. – Minister's wife*
- *Secretary = I.Y.Z.A.*
- *Assistant Secretary = I.Y.Z.A.*
- *Treasurer = I.Y.Z.A.*

Both the President and Vice President shall be Minister's wives. Other portfolios shall be held by I.Y.Z.A. members.

5.3. DENOMINATIONAL LEVEL

The Denominational executive shall consist of:

- *President = U.P.W.F. – Minister's wife*
- *Vice president = U.P.W.F. – Minister's wife*
- *Secretary = I.Y.Z.A.*
- *Assistant Secretary = I.Y.Z.A.*
- *Treasurer = I.Y.Z.A.*

6.1. PRESIDENT

Shall convene and preside at all meetings of the Association and Association

6. DUTIES OF OFFICE BEARERS

i. *Executive meetings at which she is present.*
ii. *To enforce observance of the Constitution.*
iii. *To sign the official minutes of all meetings structures of the Association after confirmation thereof.*
iv. *To represent the branch/ congregation or presbytery in meetings of the upper structures of the association as a delegate.*
v. *To ensure preparation and presentation of reports of all proceedings of such meetings to the general constituency of the Association.*

vi. *Generally to exercise, in conjunction with the other Office Bearers of the Association, supervision of the affairs of the Association.*
vii. *To perform all duties imposed by the decisions of the Association.*

6.2. VICE PRESIDENT

- *The Vice President shall perform such functions of the President as the President may either temporarily or permanently be unable to perform.*

6.3. SECRETARY

i. *Shall, on the instruction of the Chairperson, issue notices convening meetings of all structures of the Association.*
ii. *Conduct all Association's correspondence and table at each structural meeting the correspondence since the last structural meeting.*
iii. *Keep originals of letters received, and copies of those dispatched.*
iv. *Attend all structural meetings and record minutes thereof.*
v. *Ensure that minutes for all meetings are kept and make those available for agreement as a correct re cord at the next meeting of each structure.*
vi. *Must cause official receipts for all monies received to be issued.*
vii. *Organize and co-ordinate the general work of the Association.*
viii. *Be responsible for general office work and other administration of the affairs and activities of the Association.*
ix. *Submit reports in regard to the financial position of the structure to the Executive Committee.*
x. *Shall take the necessary steps to ensure the following:*
    - *That a register of all affiliated members is maintained.*
    - *That a proper set of books of account is kept.*
    - *That statements of a balance sheet and a statement of income and expenditure are prepared and submitted to the Executive Committee.*
    - *That copies of all records are made available to any member of the Association.*
xi. *Prepare and circulate an Annual Report of the activities of the Association This to include audited statements of income and expenditure and balance sheets, together with an auditor's report to the Association of the structure.*
xii. *To keep a register of all members present in meetings of the structures of the Association.*

xiii. To represent the Branch/ Congregation or Presbytery in the upper structures of the Association as a delegate.
xiv. Shall, together with the President, prepare and present a report on all proceedings of such meetings to the general constituency of the Association.
xv. Prepare and present a report to the upper structures on all the activities of the Association.
xvi. Perform such duties as imposed by the Constitution, or as the Executive Committee may direct, or as may become necessary from time to time.

6.4. ASSITANT SECRETARY

i. Shall assist the Secretary in execution of her duties.
ii. Shall perform such duties as the Executive Committee may impose.
iii. Shall be responsible for performing the functions of the Secretary in her absence.

6.5. TREASURER

i. Shall be responsible for the supervision of the financial affairs of the Association.
ii. To facilitate the opening of a bank account for the Association and maintenance thereof.
iii. To facilitate the establishment of budget priorities and preparation of an Annual Budget according to the Aims and Objective of the Association.
iv. To present this budget to the General Membership for their approval.
v. To keep proper records of all Assets and Funds received and spent.
vi. To ensure that all monies received are paid into the Association's bank account as soon as possible.
vii. To ensure that all the monies of the Association are used in the manner in which the Association requires.
viii. To draw up a Financial Statement as soon as possible after the end of each financial year.
ix. To make sure that the Financial Statement is properly audited.
x. To present an Audited Financial Report to the Executive Committee, Council/ Central Committee, and to the General Constituency of the Association.
xi. Such reports shall include clear statements of any unbudgeted expenditure.
xii. Be responsible for such other duties as are reasonably required of the Treasurer from time to time by the relevant structure.

7. TERM OF OFFICE

The term of office shall be two (2) years for all structures at all levels.

8. MEETINGS

- *There shall be three (3) quarterly general meetings at all levels.*
- *The fourth meeting shall be a Conference.*
- *Elections will be conducted every second year.*

8.2. PRAYER MEETINGS

Prayer meetings shall be held weekly at branches/congregations and /or sub-branches.

9. EXECUTIVE MEETINGS

The Executive committee shall be free to hold meetings as per need.

10. DELEGATION TO MEETINGS

- *Except for Congregational level where all members shall attend, branches / congregations shall send three (3) delegates to the Presbyterial and Denominational meetings and conferences.*
- *The delegates shall be:*
    - *President*
    - *Secretary*
    - *Any other I.Y.Z.A. member*
- *All three (3) delegates shall have a right to vote.*
- *All other I.Y.Z.A. members shall be welcome to all general meetings and conferences.*
- *Observers will, however, not have a right to vote.*

11. ELECTIONS

11.1 DENOMINATIONAL

- *Nomination forms to will be used for all portfolios.*
- *Nomination forms and Profiles to be signed by both Presbytery and Congregation Presidents.*
- *Ballot papers with different colours for different portfolios to be used when voting.*
- *Elections to be conducted by:*
    1) *the General Secretary of the General Assembly;*
    2) *the Convener of the Church Associations Committee of the General Assembly;*
    3) *and the Secretary of the Church Associations Committee of the General Assembly.*

11.2. PRESBYTERIAL

- *Nomination forms to be used for all portfolios.*
- *Nomination forms and Profiles to be signed by both Congregational President and Congregation Secretary.*
- *Ballot papers with different colours for different portfolios to be used when voting.*
- *Elections to be conducted by:*
    1) *the Moderator of the Presbytery;*
    2) *the Convener of the Church Associations Committee of the Presbytery;*
    3) *and the Presbytery Clerk.*

11.3 CONGREGATIONAL

- *Elections will be conducted by the local President of the association.*
- *Nominations to be done by show of hands.*
- *Only three nominations may be made per portfolio.*
- *Closure of nominations may, however be proposed at any stage during nominations.*
- *Voting to be done through a secret ballot.*

- *Elections at Congregations will only be conducted during the second AGM of the reign of the serving structure.*
- *An AGM to be held within a period of three (3) months after the Denominational Conference.*

12. MEETINGS, CONFERENCES AND DELEGATIONS

12.1. GENERAL MEETINGS AND CONFERENCES

- ***ATTENDANTS***

  a) *BRANCH / CONGREGATIONAL LEVEL*
     - *All members of the association*
     - *Minister's wife and / or U.P.W.F. members attached to the association.*
     - *Associates of the association.*

  b) *PRESBYTERY LEVEL*
     - *Branch President = Minister's wife or U.P.W.F. Member*
     - *Branch secretary*
     - *Any other member of the executive who is a member of IYZA.*
     - *In the absence of any one or both IYZA members of the executive committee, any other IYZA member can represent the structure.*

  c) *DENOMINATIONAL*
     - *Branch President = Minister's wife or U.P.W.F. Member*
     - *Branch secretary*
     - *Any other member of the executive who is a member of IYZA.*
     - *In the absence of any one or both IYZA members of the executive committee, any other IYZA member can represent the structure.*

- ***OBSERVERS***

  - *Observers are welcome to all General Meetings and Conferences of the Association.*
  - *Members of the Association or members of the Church may attend all Meetings and Conferences as Observers.*
  - *Although they shall not have voting powers, they shall only be allowed to participate as associates to the meeting.*

12.2. COUNCIL / CENTRAL COMMITTEE MEETINGS

- ***ATTENDANTS***

  a) *BRANCH / CONGREGATIONAL LEVEL (Only where there are Sub-branches)*
     - *Branch Executive Members*
     - *Chairladies of Sub-branches*
     - *Secretaries of Sub-branches*

  b) *PRESBYTERY LEVEL*

     - *The Presbytery Executive Members*
     - *Branch Presidents*
     - *Branch secretaries*

  c) *DENOMINATIONAL LEVEL*

     - *The Presbytery Presidents*
     - *Presbytery Secretaries*

13. QUORUM FOR ALL MEETINGS AND CONFERENCES OF ALL STRUCTURES

- *One third (1/3) of affiliated members shall constitute a quorum for all structural meetings and conferences at Branches and Sub-branches.*
- *Fifty percent (50%) of Branches or Presbyteries shall constitute a quorum for all structural meetings and conferences at Presbyterial and Denominational levels.*
- *If the meeting is not quorate, it shall then stand adjourned.*
- *An agreed date, time and place shall be decided and written notice be given of the adjourned meeting with details of the next one.*
- *At such a meeting, the members present should constitute a quorum.*

14. FUNCTIONS AND POWERS OF GENERAL MEETINGS

i. *To mandate and recall from the office elected officials of the Branch, Presbytery or Denomination.*
ii. *Ratify, amend or reverse any decisions of the Executive and or Council/ Central Committee.*
iii. *Formulate resolutions and motions for submission to the Presbyterial and Denominational Conferences and Councils / Central Committees.*
iv. *Discuss and implement policies and decisions of the Association.*

15. FUNCTIONS AND POWERS OF CONFERENCE

i. *Election of Office Bearers of the relevant structure, namely :*
    - *President*
    - *Vice President*
    - *Secretary*
    - *Assistant Secretary*
    - *Treasurer*
ii. *Receive, discuss and adopt detailed reports of the activities of the Association at the relevant structure.*
iii. *Receive, discuss and adopt audited financial statements for the period under review.*
iv. *Ratify, amend and reverse any decisions of the Executive or Council / Central Committee.*
v. *Advance the Aims and Objectives of the Association*