

## INTRODUCTION

The Eastern Cape is considered by National Haematologists to have the worst incidence of blood cancers in South Africa . In spite of this, the Eastern Cape has never had a haematology unit, ward or until recently, a Haematologist. The Province is still however without its own facility to treat blood diseases, sending patients to the Western Cape for treatment. People whose lives have been touched in one way or another by blood cancers or other diseases, discovering a community of interest, have decided that as a matter of urgency, they must lobby for such a facility, help to set up such and thereafter to maintain the facility for the people of this Province. The Igazi Foundation will, in partnership with the people of the Eastern Cape and the Eastern Cape Health Department, endeavour to do this.

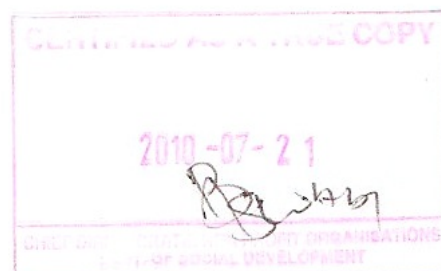
### 1. NAME

- 1.1 The organisation hereby constituted will be called The Igazi Foundation.
- 1.2 Its shortened name will be Igazi Foundation hereinafter referred to as "the organisation."
- 1.3 Body Corporate – 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 property and other possessions;
  - Be able to sue and be sued in its own name.

### 2. OBJECTIVES

The objectives of the Organisation would be:

- 2.1. To raise awareness regarding the prevalence of haematological malignancies and other blood diseases in the Eastern Cape Province;
- 2.2 To advocate and advise on treatment, especially bone marrow transplant;
- 2.3 Provide support for the treatment of haematological diseases;
- 2.4 Help maintain/provide for the inpatients and outpatients of the new "ALOE IGAZI WARD" at Port Elizabeth Provincial Hospital;
- 2.5 Solicit donations from the general public and raise funds to support all activities which further these aims;
- 2.6 Provide accommodation and support to patients from outside Port Elizabeth;



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- 2.7 Encourage more people especially those of *mixed race* to be included on the bone marrow register;
- 2.8 Liaise with other role players, both locally and abroad, regarding the treatment and support of blood disease sufferers;
- 2.9 Support the continued growth of the transplant unit at the Port Elizabeth Provincial Hospital;
- 2.10 Generally support "haematological outreach" into the greater Eastern Cape.

### 3. INCOME AND PROPERTY

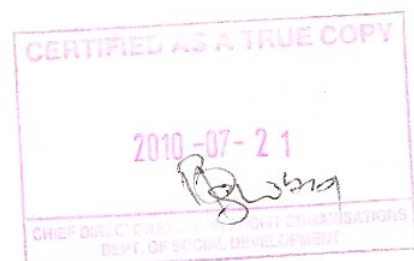
- 3.1 The organisation will keep current records of everything it owns;
- 3.2 The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- 3.3 A member of the organisation can only recover money from the organisation for actual expenses that she/he has paid for on behalf of the organisation duly authorised.
- 3.4 Members or office bearers of the organisation do not have rights over any property belonging to the organisation.

### 4. MEMBERSHIP AND GENERAL MEETINGS

- 4.1 If a person wishes to become a member of the organisation she/he will have to apply to the organisation's management committee. The management committee has the right to decline membership, without furnishing reasons.
- 4.2 Members of the organisation must attend its annual general meetings.
- 4.3 At the annual general meeting members exercise their right to determine the policy of the organization.

### 5. MANAGEMENT

- 5.1 A management committee will manage the organisation. The management committee will be made up of not less than 7 (seven) members. They are the office bearers of the organisation.



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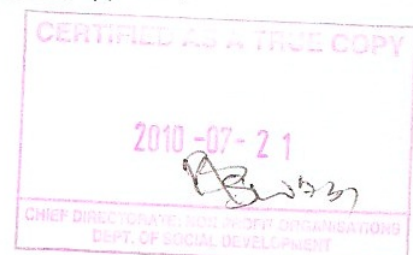


- 5.2 Office bearers will serve for 1 (one) year but they may stand for re-election for a further term of office after expiry of the initial or later term. Depending on the nature of the services they are able to give to the organisation, they may stand for re-election into office again and again, so long as their services are needed and they are prepared to give their services
- 5.3 The management committee will meet at least once every two months. More than half of the members need to be at the meeting to make decisions that are to be implemented. A quorum shall consist of four members.
- 5.4 Minutes will be taken at every meeting which record management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks prior to the following meeting. The minutes shall be confirmed as a true record of proceedings by the next meeting of the management committee and shall thereafter be signed as a true record by the chairperson.
- 5.5 The organisation may form sub-committees. The decisions of sub-committees must be referred to the management committee before they can be acted upon. The Management committee must take the decision on whether any recommendation by a sub-committee should be followed. A meeting of the management committee for this purpose must take place as soon as possible after the sub-committee has submitted a recommendation. By agreeing to decisions made by sub-committee the management committee is deemed to ratify such decision.
- 5.6 Members of the organisation must abide by decisions that are taken by the management committee.
- 5.7 The management committee has the power to fill casual vacancies on the committee. Such nominated or co-opted member shall hold office until the next annual general meeting.

## 6. POWERS OF THE ORGANISATION

The management committee may assume the power and authority that it needs to be able to achieve the objectives under the relevant paragraph of this constitution. In implementing any decision the management committee shall abide by the laws of the land.

- 6.1 The management committee has the power and authority to raise funds or to invite and receive contributions;
- 6.2 The management committee has the power to buy, hire or exchange for any property that needs to achieve its objectives;
- 6.3 The management committee has the right to make bylaws for proper management including procedure for application, approval, and termination of membership;

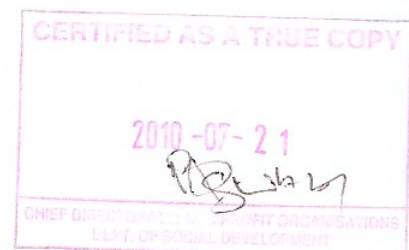


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- 6.4 The organisation will decide in general meeting on the powers and functions of the office bearers;
- 6.5 The organisation shall open a bank account and all cheques shall be signed by two members of the management committee. Surplus funds at any time may be invested in an interest bearing account with a registered financial institution only.
- 6.6 The organisation shall have the power to apply for registration with South African Revenue Services as a public benefit organization.
- 6.7 The organisation has the power to receive donations from the general public and from any business organisation. The organisation has the right to refuse to accept any particular donation which is made conditionally upon conditions unacceptable to the management committee.

## 7. MEETINGS AND PROCEDURE OF THE COMMITTEE

- 7.1 The management committee must hold at least three ordinary meetings each year.
- 7.2 The chairperson or two members of the committee, can call a special meeting should they deem same to be necessary. Management committee members must be informed of the date of the proposed meeting not less than 21 (twenty one) days before it is due to take place. When summoning a special meeting the person or persons summoning such meeting must advise all other members of the committee which issues are to be discussed at such meeting. However should one of the matters to be discussed be the appointment of a new management committee member then those calling the meeting must give the other committee members not less than 30 (thirty) days notice.
- 7.3 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting then members of the committee present may choose a chair for that meeting which must be done before the commencement of the meeting.
- 7.4 There must be a quorum whenever such a meeting is held.
- 7.5 When necessary the management committee will vote on issues. If the votes are equal on any issue then the chairperson has either a second or a casting vote.
- 7.6 Minutes of all meetings must be kept safely and must always be available for members to consult.



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- 7.7 If the management committee thinks it to be necessary it can decide to set up one or more sub-committees. It may decide this if it is of the view that one or other desired result can be more quickly achieved. It may also appoint a sub-committee for the purpose of having an enquiry. Any sub-committee must consist of at least 3 (three) persons. Sub-committees must report back to the management committee on conclusion of their mandates. Should the sub-committee be required to continue it must furnish regular reports to the committee.

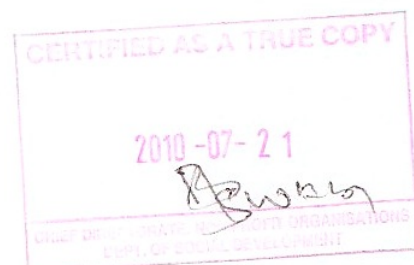
## 8. ANNUAL GENERAL MEETINGS

The annual general meeting must be held once every year before the end of the organisation's financial year. The Organization should deal with the following business amongst others at its annual general meeting.

- Agree to items on the agenda.
- Take an attendance register of who is present and note who has sent apologies because of inability to attend.
- Read and confirm the previous meetings minutes and discuss matters arising.
- Consider the chairperson's report.
- Consider the treasurer's report.
- Changes to the constitution that members may wish to make.
- Election of new office bearers.
- General.
- Closure of the meeting.

## 9. FINANCES

- 9.1 An accounting officer shall be appointed at the annual general meeting. His/her duty is to audit and check on the finances of the organisation.
- 9.2 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 income and expenditure.
- 9.3 Whenever funds are withdrawn from the bank account, the chairperson and at least two other members of the Organisation must sign the cheque requisition for approval.
- 9.4 The financial year of the Organization ends on the last day of February.
- 9.5 The organisation's accounting records and reports must be prepared and handed to the Director of Non-Profit Organisations within 6 (six) months after the end of each financial year.



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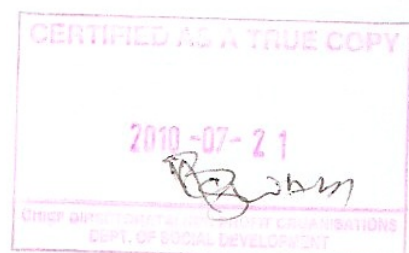
- 9.6 If the organisation has surplus funds which can be invested, the funds may only be invested with registered financial institutions. These are institutions which are listed in Section 1 of the Financial Institution Investment of Funds Act 1984. Should the organisation have surplus funds which will not be required in the short term such funds may be invested in securities listed on a licensed stock exchange as referred to in the Stock Exchange Control Act of 1985. The organisation may seek advice as to investments from registered financial advisors and banks.

## 10. CHANGES TO THE CONSTITUTION

- 10.1 The constitution can be changed by resolution. The resolution must be agreed upon and passed by no less than two thirds of the members attending an annual general meeting or a special general meeting convened specially for this purpose. Members must vote at this meeting to change the constitution.
- 10.2 Two thirds of the registered members must be present at a meeting before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion if the details of the changes are set out in the notice referred to in 10.3.
- 10.3 A written notice must be sent not less than 14 (fourteen) days before the meeting at which the changes to the constitution are to be proposed. Such notice must indicate the proposed changes to the constitution to be discussed at the meeting.
- 10.4 No amendments may be made which would have the effect of making the organisation cease to exist. Winding up of the organisation can only be effected as provided for in this constitution.
- 10.5 The objectives of the organisation may not be changed although there may be added to the objectives.

## 11. CLOSURE

- 11.1 The organisation may be wound up if at least two thirds of the members present and voting at a meeting convened for the purpose of considering such closure vote in favour of closing.
- 11.2 When the organisation closes down the available funds will be used to pay any debts it may have incurred. After payment of all outstanding debts any property or money available may be returned to the donors, but not be paid or given to members of the organisation unless they themselves have donated. Any balance then existing may be paid over to any other non-profit organisation which has the same or similar objectives. The organisation in general meeting may decide to which organisation such remainder funds may be returned.



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12. ADOPTION OF THE CONSTITUTION

12.1 This constitution was approved and accepted by members of Igazi Foundation at a special meeting held on 31<sup>st</sup> day of MAR~~ch~~ 2010.

*Mynor ma Rencent*  
CHAIRMAN

*[Signature]*  
SECRETARY

CERTIFIED AS A TRUE COPY

2010-07-21

*[Signature]*

CHIEF DIRECTORATE OF CORPORATE AFFAIRS  
DEPT. OF SOCIAL DEVELOPMENT