

GENERAL ADMINISTRATION OF THE BLACK PEOPLE'S
CONVENTION.

PART I

(1) THE CONSTITUTION.

The Constitution is a set of regulations which governs the activities of an organisation and the manner in which these activities are to be conducted. It is the law of the organisation, and when an organisation is established the drawing up of a constitution is its first consideration.

The constitution is divided into paragraphs called sections and each section deals with a separate regulation. No matter how lengthy a constitution may be, the following sections are essential:

NAME: Name by which the organisation is to be known.

OBJECTS: The purpose for which it was founded, what it is going to do, and how it is going to do it.

AREA OF OPERATION: Where the organisation is going to operate.

MEMBERSHIP. This clause defines the membership of the organisation in regard to:

- (a) Maximum or minimum number of members;
- (b) To whom membership is open,
- (c) Approval of membership, e.g. membership might be subject to the approval of the National Executive Committee.
- (d) Categories of membership.
- (e) The duties and privileges of members.
- (f) The determination of membership fees.

OFFICE BEARERS:

How many people are to hold office, the term of such office and their duties, e.g. a President, Vice-President, General-Secretary and Organiser.

EXECUTIVE COMMITTEE.

This clause states the number of members appointed as Executive Committee inclusive of the Office Bearers.

POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE.

This clause authorises the Executive Committee to carry out the objects of the organisation and determines how often this Committee should meet. It also provides that the Executive shall operate within the framework of the general policy of the organisation.

FINANCE: The finance clause sets out regulations on the control of the organisations funds, and empowers the organisation to collect funds for its declared purpose or objects. It also indicates who shall be signatories on behalf of the organisation, and the manner in which accounts should be kept, and the appointment of auditors.

FINANCIAL YEAR.

The dates of the beginning and end of the financial year of the organisation,
ANNUAL REPORT AND ACCOUNTS.

This clause instructs the Treasurer or whoever keeps the funds of the organisation to prepare and present a report on the activities of the organisation to the Annual General Meeting each year.

Embodied in this report are the audited final accounts for the financial year under review.

ANNUAL GENERAL MEETING.

This clause sets out the date of the Annual General Meeting, and the period of notice for such a meeting, together with the manner in which members are to be advised of such meeting.

QUORUMS.

A quorum is the minimum number of members who should be present at a meeting, and if a quorum is not present, then the meeting must be postponed. This clause states what the number of the quorum should be.

BRANCHES.

This clause sets out regulations for the establishment of Branches and the type of Committees to be elected to Office, the minimum and maximum number of members required for the establishment of a branch,

VACANCIES ON THE EXECUTIVE COMMITTEE.

How these should be filled.

ELECTIONS:

When section deals with how amendments to the constitution shall be dealt with. The quorum for such a meeting should be specified and the voting number needed to effect an amendment.

DISSOLUTION.

The dissolution clause deals with the manner in which the organisations assets should be disposed of in the event of its dissolution; how a decision should be made on this matter, and who should make the decision and be responsible for carrying it out.

INTERPRETATION.

This clause interprets certain terms or words and give them meaning which is relevant to that particular organisation, and it designed to provide against confusion that may arise as to the use of a particular terms and the context in which it is used.

The foregoing is a summary of the essential sections of the constitution but other clauses may be included according to the nature and size of an organisation.

STANDING RULES OF CONDUCT OF BUSINESS.

This is a set of rules which govern the procedure to be followed when business of a organisation is being conducted. These rules provide a guide to be followed and obeyed by the participants.

STEPS IN THE PREPARATION OF MATERIAL FOR MEETINGS:

1. Preparation of the minutes of the previous meeting.
2. Collection of or compilation of reports and memoranda.
3. Preparation of a statement of revenue and expenditure.
4. Preparation of agenda and notice of meeting.
5. Preparation of rooster.
6. Sending out notice of meeting and agends and minutes of previous meetings and reports and memoranda to Executive Committee Members

MINUTES OF A MEETING.

The most important aspect of the minutes of the meeting are the following:-

- i. Place where the meeting was held.

- ii. Date of meeting and time.
- iii. Names of members present.
- iv. Confirmation or adoption of minutes.
- v. Resolutions taken at the meeting.
- vi. Time of closure of the meeting.
- vii. Signatures of Secretary and Chairman as confirmation of the accuracy of minutes.

PART II

OFFICE ORGANISATION. The efficient organisation of an office relies on practical systems, adequate equipment and dedication of staff. Executive Committee members to the work and the interest of the organisation.

STAFF: In the cases of a head office or Regional Offices where staff members employed the following items are important.

- a. Salaries Book.
- b. Staff Record Book.
- c. Correspondence Book.
- d. Membership Register.
- e. Salary Voucher.

a. Salaries book.

This is a book of account in which is recorded the gross salary earned by each member of the staff, together with a record of deductions, allowance (if any) and the amount of the cheque and number of cheque or cash paid to such members of the staff.

b. Staff Record Book.

The Staff Record Book shows the gross salary earned, and deductions and money owed to the member of staff.

C. Correspondence Book.

It is used for entering out going mail and should include: date of postage, description, name of addressee and amount of postage.

EXAMPLE OF A STAFF RECORD BOOK (A PAGE FOR EACH MEMBER OF STAFF.)

<u>NAME:</u>	<u>STAFF NO.</u>
<u>ADDRESS:</u>	
<u>SALARY SCALE</u>	<u>NOTCH ON SCALE</u>
	<u>INCREMENTAL DATE</u>
<u>DATE STARTED:</u>	<u>DATE FINISHED:</u>
<u>OUTSTANDING MONEY TO STAFF MEMBER</u>	
<u>YEAR/MONTH GROSS PROVIDENT FUND NETT PAY.</u>	
.....	
.....1973(MONTH)	
<u>SECRETARY - GENERAL:</u>	

d. Membership Register.

A register of all members who have joined the Convention should be kept by the Secretary. This should include, name and surname address and membership number.

e. Salary Voucher:

This enables the member of the staff to see what deductions have been made in respect of his or her salary and this issued together with the cheque at the end of the month. This voucher should entail- gross salary, staff provident fund, nett pay; deductions etc.

Secretary are sent to the intended speakers asking them if they are willing to give papers at the symposium. When speakers reply in the affirmative, they should be requested to send copies of their papers so that these may be duplicated before the symposium. An assurance is given to speakers that no one will see their papers other than the Executive Committee or person who will type and duplicate them until the symposium date.

(b) Venue;

A venue is sought and booked for the symposium.

(c) Matters to be decided upon before symposium may be:

- i. Who shall open symposium.
- ii. Total number of persons to be invited.
- iii. Number of delegates to be allowed from another Black Organisation.
- iv. The theme of the symposium
- v. Means of publicising symposium.
- vi. Programme.
- vii. The Chairman.
- viii. Appointment of catering group.
- ix. Determination of registration fees.
- x. Transport.

N.B. Invitations should be accompanied by a stamped and addressed envelope.

CORRESPONDENCE.

The most important documents for correspondence to be kept are the following;

- (1) Incoming Correspondence Book at which the date of receipt should be indicated, name of sender, Address initials of receiver, form of Correspondence e.g. letter or telegrams.
- (2) Outgoing Correspondence. The important aspects here are the ff:- Date of dispatch, Name of addressee, Amount of Postage, Initials of dispatcher, description.

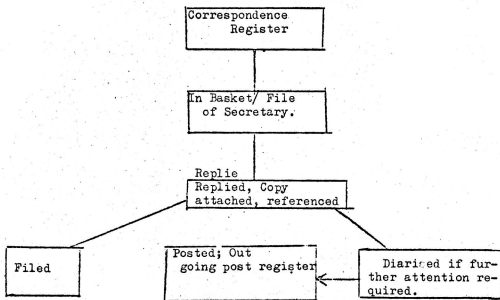
FILING.

A filing cabinet is used with each drawer marked on the front to indicate the contents of that drawer. The files maybe numbered according to the discretion of the person concerned.

The general rules guiding efficient correspondence are the ff.

- (a) Be dealt with quickly and efficiently
- (b) Be diarised.
- (c) Be framed in business like terms, avoiding tangents and gorgeous phraseology.
- (d) Be neatly and accurately typed.
- (e) Be correctly referenced.
- (f) Be courteous and helpful.
- (g) Be prosperly filed.

EXAMPLE OF CORRESPONDENCE PROCESS



REMINDERS FOR SUBSCRIPTIONS.

Example of a form for reminders.

.....

 BROTHER/SISTER, ;
 We wish to remind you that your subscription/donation of R.....
 is due on.....
 Your support and interest are greatly appreciated.
 "Breaking The Chains"
 (TREASURER).....

PART THREE

BOOKKEEPING:

The most important books to be kept for the purpose of efficient keeping of books of the Convention are the following

1. Ledger Book.
2. Cash Book.
3. Receipt Book.
4. Journal.
5. Invoice Books.
6. Cheque Book.
7. Petty Cash Book.
8. Stamp Book.
9. Credit note.

PART FOUR.

A. ANNUAL GENERAL MEETING OF BRANCHES

An annual general meeting of a Branch is a meeting of all members and is convened normally for the following purposes

- (a) Giving a full report on the affairs of a Branch for the financial year.
- (b) Presenting financial statements
- (c) Electing office bearers.
- (d) Presenting minutes of previous A.G.M.
- (d) Adopting annual report of Executive Committee or any other Committee of the Branch.
- (e) Adopting report and recommendations to be made to annual National Congress Attention is given to the following:
 Invitations
 Notice of meetings,
 Minutes of last A.G.M.,
 Agenda,
 Roosters,

EXAMPLE OF A ROOSTER.

NAME AND SURNAME (please print)
 ADDRESS:.....
 SIGNATURE.....
 MEMBERSHIP NO.....
 DA
 DATE

B. ORGANISATION OF SEMINARS SYMPOSIA etc

The important aspects of organising symposia, seminars etc are the foll.

(a) Speakers.

Speakers for the function should be selected, letters signed by the

EXAMPLE OF SALARY VOUCHER.

NAME:.....STAFF NO:.....
 SALARY FOR MONTH ENDING.....

GROSS SALARY:.....
 LESS (DEDUCTIONS):.....
 STAFF PROVIDENT FUND.....
 AMOUNT OUTSTANDING

NETT SALARY:.....
 CHEQUE/CASH:.....

DATE:.....
 SECRETARY GENERAL.....

CLAIMS VOUCHER:

This voucher is used for transactions other than for salaries e.g. subsidy for travelling expenses.
EXAMPLE OF A CLAIMS VOUCHER.

TO THE SECRETARY-GENERAL / TREASURER:

Please let me have a cheque for.....
 In favour of.....
 In respect of;.....
 ;.....

And debit:

SIGNATURE OF CLAIMANT:.....
 DATE:.....

AUTHORISED BY:

 DATE:.....
 CHEQUE:.....
 OFFICIAL STAMP.

(TO BE COMPLETED IN DUPLICATE.)

RECORD CARDS FOR MEMBERS.

SURNAME AND NAME:MEMBERSHIP NO.....
 ADDRESS.....

Date Paid	Rec.No.	Subscription	Donation	Affiliation	Res Fund	Amount.

(This space is filled by pencil in respect of dates on which reminders are sent, changes of address, or any other relevant information.
 (Printed the same on both sides)