



MINISTRY OF HEALTH AND SOCIAL SERVICES

GUIDELINE OF CONSTITUTION FOR A WELFARE ORGANISATION

**Section 26 (1) of the National Welfare Act, 1965 (Act 79 of 1965), as amended
Regulations Section 17(3), of the Act**

1. NAME OF THE WELFARE ORGANIZATION

The name should be clear and acceptable and if possible it should be in line with the objectives of the organization.

2. OBJECTIVES OF THE WELFARE ORGANIZATION

- 2.1.....
- 2.2.....
- 2.3.....
- 2.4.....
- 2.5.....
- 2.6.....
- 2.7.....
- 2.8.....

3. AREA OR AREAS IN WHICH THE WELFARE ORGANIZATION PROPOSES TO RENDER ITS SERVICES

- 3.1 The area of operation of the organization should indicate in which district or region the organization will function.
- 3.2 It should also indicate whether the organization will, with regard to fundraising, operate nationally and/or internationally.

4. How the managing committee is constituted and how vacancies on the committee are filled

- *(number of management committee Section 26 (1) stipulates that managing committee of not less than seven members)*

- (how will they be appointed or elected and at which platform)
- (terms of office, when will it expire)
- (on which grounds will the term of office of a management will cease (terminate or stop);
- Powers of the management (read Regulations Section 25 of the Act)
- Meetings (annual general meeting and monthly or quarterly meetings)
- Financial issues (financial year of organization will close at the end of.....of each year.

5. How the branch and subsidiary organizations, if any, are controlled and managed.(Regulation Section 26 (1) (a) and (b))

6. Dissolution of Organization

(How the assets of the welfare organization are to be disposed during dissolution of the organization, at which platform should it happen, who should be present (management committee members or all the members of the organization) **Consult the Companies Act 2018, in case of distribution of assets**

7. The Procedure for amendment of Constitution

8. Membership

This Constitution has been adopted in.....on this.....day of20... by the following founder(s) of the organization:

Name(s):

Signature(s):

1.
2.
3.
4.
5.
6.
7.

1.
2.
3.
4.
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