

## FORUM 4 SERVICE DELIVERY CONSTITUTION

### 1. Preamble

- 1.1. South Africa has one of the world's most advanced democratic and human rights based constitution.
- 1.2. F4SD acknowledges the strength of our constitution and the institutions it creates while further understanding the obligations on ordinary citizens as well as government to respect the intent of the constitution and the legality it creates.
- 1.3. F4SD acknowledges the divisions and injustices of the past as well as failures since the inception of democracy in 1994.
- 1.4. F4SD strives to realize the gains of 1994 by a combination of active citizenship, empowering ordinary people, accountable government and rigorous legality
- 1.5. F4SD understands that growing economic opportunity must also be sustainable and based on best environmental practice to invest for the future.
- 1.6. F4SD understands that as a party we must avoid in our own processes the failures of government including but not limited to networks of patronage, undermining of legality and stifling of critical discourse, if we are to change our society for the better.
- 1.7. F4SD embodies its founding principles in the following Four Pillars:
  - 1.7.1. Grassroots democracy
  - 1.7.2. Economic and social justice
  - 1.7.3. Non - violence
  - 1.7.4. Environmental sustainability
- 1.8. Forum for Service Delivery exists to make constitution real in the lives of ordinary people and to make South Africa realize its potential as a modern progressive people-centred democracy.
- 1.9. Forum for Service Delivery again exists to come up with solutions mainly on the following Four Critical Areas :
  - 1.8.1 Health Care and Education
  - 1.8.3 Land and Housing
  - 1.8.4 Water and Sanitation

## 1.8.2 Unemployment and Income equality

### 2. Name and Logo

2.1. The name of the forum is Forum for Service Delivery, hereinafter referred to



as “F4SD” or “the forum”.

The Forum logo is as depicted above.

### 2.2 The Forum shall

- Exist in its own right separate 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 to be sued

### 1. Definitions and abbreviations

1.1. *Due date for paying membership* is the day of completing a membership application and subsequently 1 June of each calendar year.

1.2. *A member in good standing* is a member who has paid annual membership by the due date and who has not been suspended

1.3. *Membership* is open to all

1.3.1. South African citizens

1.3.2. who subscribe to the forum’s principles as outlined in the Preamble of this constitution, as amended from time to time by party manifestos

1.3.3. who are not members of another similar forum and

1.3.4. who pay their membership dues within 30 days of the due date

1.4. *NI* : National Imbizo

1.5. *PI* : Provincial Imbizo

1.6. *PFEC* : Provincial Forum Executive Council

1.7. *NFEC* : National Forum Executive Council

1.8. *RFEC* : Regional Forum Executive Council

1.9. *MFA*: Municipal Forum Administration

1.10 *CFA*: Cluster Forum Administration

1.11 A *suspended* member is one who, after a discipline hearing, has either been suspended for a fixed period, or is awaiting a further hearing to determine whether the outcome should be expulsion.

## **2. Structure**

2.1. F4SD has two levels of *governance* structure and three levels of *grassroots* structure.

2.2. Governance structure is at national and provincial level, with a National Imbizo and, in each province, a Provincial Imbizo

2.3. Quorum

2.3.1. All meetings, a quorum shall be 50% plus 1 of the membership.

2.3.2. For NI and PI, a quorum shall be four times the number of the relevant Forum Executive Council members; properly presented proxies may count towards quorum

2.3.3. For a ward/cluster meeting, a quorum shall be 5 people or 10% of branch members, whichever is the greater number

2.3.4. No valid motion may be passed at a meeting without quorum except to postpone the meeting to a later date to attempt to achieve quorum

2.3.5. Postponement to achieve quorum should generally be as soon as possible, ideally no more than 7 days.

2.4. Grassroots participation starts at ward/cluster level and structures are defined at provincial level and national level to bring member participation to all levels. These structures are:

2.4.1. Ward/Cluster – the most local and member-centred structure.

2.4.2. Provincial Imbizo – a representative body of the branches that convenes grassroots policy and strategy at provincial level and brings policy and strategy to the attention of national structures

2.4.3. National Imbizo – a representative body of the provinces that convenes grassroots policy and strategy at national level and formulates policy and strategy for action by the FEC.

- 2.5. Governance structures are accountable to grassroots structures:
  - 2.5.1. Governance structures obtain a mandate from grassroots structures
  - 2.5.2. Governance structures must report to grassroots structures
  - 2.5.3. Mandates and reports include but are not limited to
    - 2.5.3.1. Finance
    - 2.5.3.2. Policy formation and implementation
    - 2.5.3.3. Campaign strategies
- 2.6. National Forum Executive Council
  - 2.6.1. The NFEC is elected for a 5-year term at National Imbizo.
  - 2.6.2. The NFEC must provide audited financial reports to members by the end of each financial year.
  - 2.6.3. Offices of the NFEC are as follows:
    - 2.6.3.1. National Forum Convenor
    - 2.6.3.2. Presider
    - 2.6.3.3. National Forum Compiler
    - 2.6.3.4. Accountant
    - 2.6.3.5. Policy and Education Convenor
    - 2.6.3.6. Women's Convenor
    - 2.6.3.7. National Youth Forum Convenor
    - 2.6.3.8. National Campaigner
    - 2.6.3.9. National Forum Communicator
    - 2.6.3.10. National Strategist and Researcher
    - 2.6.3.11. Principal Fundraiser
  - 2.6.4. The National Forum Convenor is separately elected on consensus basis at the National Imbizo.
  - 2.6.5. Remaining office bearers are elected on consensus as a single slate of candidates, with roles decided at the first NFEC meeting.
  - 2.6.6. Nominations of any member in good standing must be made by 10 other members in good standing, and must be received by the meeting chair no less than 48 hours before the NFEC meeting.
  - 2.6.7. Nominations should include a short CV covering the candidates' major achievements in civil society and politics.

- 2.6.8. All decisions will be taken on consensus basis, however if during the voting no agreement is reached then voting will occur. Before the vote, all candidates shall be afforded an opportunity to address the meeting.
- 2.6.9. PFEC chairs shall sit *ex officio* on the NFEC
- 2.6.10. Any vacancies between elections may be filled by the National Forum Convenor (NFC) in consultation with remaining members the NFEC.
- 2.6.11. The NFEC may form non-voting working groups or task teams to facilitate its work.
- 2.6.12. The NFC shall be responsible for vision and mission, implementing overall policy direction as defined by the NI, in consultation with the grassroots structures and NFEC.
- 2.6.13. The Presider (in consultation) or alternatively the NFC shall be responsible for calling and chairing NI, PI, NFEC meetings and ensuring they are properly conducted.
- 2.6.14. The National Compiler shall be responsible for detailed management of meetings, processes and procedures including but not limited to ensuring NI and NFEC meetings are called timeously with proper agendas and minutes
- 2.6.15. The Accountant shall be responsible for budgets, procurements, bank accounts and audits and will be the Finance Officer for purposes of administering funding.
- 2.6.16. The Policy and Education Convenor shall be responsible for organizing and collating policy and education inputs and issues from the grassroots structures, and formulating them for approval at NI and NFEC meetings
- 2.6.17. The Women's and Youth Convenors shall focus on policy and campaigns in their respective domains, in collaboration with each other and the Policy Convenor
- 2.6.18. The National Forum Communicator shall make party policy and campaigns known via the media, and facilitate commentary by any qualified party member in the media on matters that fit the party's goals, campaigns and policies.

- 2.6.19. The National Campaigner shall be in charge of the establishing a party structures within national and international borders.
- 2.6.20. The National Strategist and Researcher shall be responsible to come up with strategies and commission researches that will keep the organization abreast. Perform other duties as and when requested by the NFEC.
- 2.6.21. The Principal Fundraiser shall be responsible to raise funds nationally and internationally. Perform other duties as and when requested by the NFEC.

## **2.7. National Imbizo**

- 2.7.1. National Imbizo shall meet at least once every five years, commencing with the meeting that adopts this Constitution.
- 2.7.2. Membership of National Imbizo shall be the NFEC and provincial delegates.
- 2.7.3. Provincial delegates shall be selected by a process defined by each PFEC in consultation with the NFEC and provincial branches to ensure regional representatively.
- 2.7.4. Each province shall be entitled to 100 percent of voting delegates excluding the guest and members who are not in good standing.
- 2.7.5. The National Imbizo shall decide on a formula for delegates to the National AGM.

## **2.8. The Provincial Forum Executive Council**

- 2.8.1. The PFEC is elected for a 4-year term at Provincial Imbizo
  - 2.8.1.1. Any member in good standing from the relevant province can be nominated by any 5 other members in good standing from the relevant province for membership of the PFEC
  - 2.8.1.2. A slate of all office bearers is elected in a single vote
  - 2.8.1.3. Nominations should include a short CV covering the candidate's major achievements in civil society and politics
  - 2.8.1.4. Before the vote, all candidates shall be afforded an opportunity to address the meeting
  - 2.8.1.5. The new PFEC decides on offices once elected

- 2.8.2. The PFEC cease to exist when all the regions in that province are inactive. NFEC will appoint interim PFEC until all regions are active.
- 2.8.3. The PFEC must provide audited financial reports to members by the end of each financial year
- 2.8.4. Offices of the PFEC are as follows:
  - 2.8.4.1. Provincial Convenor
  - 2.8.4.2. Compiler
  - 2.8.4.3. Accountant
  - 2.8.4.4. Women s' Convenor
  - 2.8.4.5. Youth Convenor
  - 2.8.4.6. Policy and Education Convenor
  - 2.8.4.7. Provincial Communicator
  - 2.8.4.8. Provincial Campaigner
  - 2.8.4.9. Researcher
  - 2.8.4.10. Fundraiser
- 2.8.5. Any vacancies between elections may be filled by consensus of the remaining members of the NFEC
- 2.8.6. The PFEC may form nonvoting working groups or task teams to facilitate its work
- 2.8.7. The Provincial Convenor shall be responsible for implementing overall policy direction as defined by the PI, in consultation with the grassroots structures, and calling and chairing PEC meetings.
- 2.8.8. The Compiler shall be responsible for detailed management of meetings, processes and procedures including but not limited to ensuring PI and PFEC meetings are called timeously with proper agendas and minutes.
- 2.8.9. The Accountant shall be responsible for budgets, procurements, bank accounts and audits at provincial level
- 2.8.10. The Policy Convenor shall be responsible for organizing and collating policy inputs from the grassroots structures, and formulating them for approval at PI and PFEC meetings, and taking national matters to national structures.

- 2.8.11. The Women's and Youth Convenors shall focus on policy and campaigns in their respective domains, in collaboration with each other and the Policy Convenor
- 2.8.12. The Provincial Communicator shall make party policy and campaigns known via the media in conjunction with the National and other Provincial Communicators, and facilitate commentary by any qualified party member in the media on matters that fit the party's goals, campaigns and policies.
- 2.8.13. The Provincial Campaigner shall be in charge of the establishing a party structures in the province and submit a report to Provincial Convener.
- 2.8.14. The Provincial Researcher shall be responsible to come up with researches/research papers or reports that will keep the organization abreast. Perform other duties as and when requested by the PFEC.
- 2.8.15. The Fundraiser shall be responsible to raise funds within the national and international borders. Perform other duties as and when requested by the PFEC.

## **2.9. The Regional Forum Executive Council**

- 2.9.1. The RFEC is elected for a 3-year term at Provincial Imbizo
  - 2.9.1.1. Any member in good standing from the relevant province can be nominated by any 5 other members in good standing from the relevant province for membership of the RFEC
  - 2.9.1.2. A slate of all office bearers is elected in a single vote
  - 2.9.1.3. Nominations should include a short CV covering the candidate's major achievements in civil society and politics
  - 2.9.1.4. Before the vote, all candidates shall be afforded an opportunity to address the meeting
  - 2.9.1.5. The new RFEC decides on offices once elected
- 2.9.2. The RFEC must provide audited financial reports to members by the end of each financial year
- 2.9.3. Offices of the RFEC are as follows:
  - 2.9.3.1. Regional Convenor
  - 2.9.3.2. Regional Compiler



- 2.9.3.3. Accountant
  - 2.9.3.4. Women's' Convenor
  - 2.9.3.5. Youth Convenor
  - 2.9.3.6. Regional Campaigner
  - 2.9.3.7. Regional Educationist and Researcher
  - 2.9.3.8. Fundraiser
- 2.9.4. Any vacancies between elections may be filled by consensus of the remaining members of the RFEC with consultation with PFEC.
- 2.9.5. The RFEC may form nonvoting working groups or task teams to facilitate its work
- 2.9.6. The Regional Convenor shall be responsible for implementing overall policy direction as defined by the PI, in consultation with the grassroots structures, and calling and chairing PEC meetings
- 2.9.7. The Regional Compiler shall be responsible for detailed management of meetings, processes and procedures including but not limited to ensuring PI and RFEC meetings are called timeously with proper agendas and minutes
- 2.9.8. The Accountant shall be responsible for budgets, procurements, bank accounts and audits at provincial level
- 2.9.9. The Educationist and Researcher shall be responsible for commission researches and presenting research papers and reports at National Strategist and Researcher. Organizing, collating and addressing educational issues from the grassroots structures, and taking national matters to national structures.
- 2.9.10. The Women's and Youth Convenors shall focus on policy and campaigns in their respective domains, in collaboration with each other and the Policy Convenor
- 2.9.11. The Regional Communicator shall make party policy and campaigns known via the media in conjunction with the National and other Provincial Communicators, and facilitate commentary by any qualified party member in the media on matters that fit the party's goals, campaigns and policies.

2.9.12. The Regional Campaigner shall be in charge of the establishing a party structures in the region and submit a report to Regional Convener.

## **2.10. Provincial Imbizo**

2.10.1. The PI shall consist of delegates based on branches

2.10.1.1. Each branch shall be represented by one delegate plus additional delegates up to a maximum of five by a formula based on membership numbers, to be updated annually by resolution of the PFEC

2.10.1.2. The number of delegates shall be designed to balance between representatively and practicality in provinces with big distances to cover

2.10.2. Should a province not yet have branches established province-wide, numbers shall be based on even regional representation

2.10.3. The PI shall decided on a formula for delegates to the provincial AGM

2.10.4. The PI shall meet at least once every 3 years.

## **2.11. Municipal Forum Administration**

2.11.1. Municipal Forum Administration shall be formed in a specific municipality with at least 25 members in good standing coming from all the wards location within the municipality.

2.11.2. Members will generally be members of the municipality of their residence but may apply to join a different municipality and such application will be accepted at the discretion of the PFEC in consultation with NFEC.

2.11.3. Municipal Forum Administration in consultation with NFEC through PFEC may operate a bank account and the signatories will be the Accountant and at least two other office bearer.

2.11.4. Municipal Forum Administration consists of the following office bearers with the given roles

2.11.4.1. Municipal Convenor

2.11.4.1.1. Call and chair meetings

- 2.11.4.1.2. Establish direction
- 2.11.4.1.3. Coordinate municipal campaigns
- 2.11.4.1.4. Coordinate policy and campaign activities with ward/cluster as well as provincial and national structures.
- 2.11.4.1.5. Act as a communicator on municipal issues
- 2.11.4.2. Municipal Compiler
  - 2.11.4.2.1. Ensure meetings are called timeously with proper notice
  - 2.11.4.2.2. Draw up meeting agendas in cooperation with other office bearers and taking into account views of the membership
  - 2.11.4.2.3. Produce minutes timeously, ensuring they reflect decisions and action items accurately
- 2.11.4.3. Accountant
  - 2.11.4.3.1. Maintain the branch bank account if any
  - 2.11.4.3.2. Produce financial reports at each branch meeting and at the branch AGM
  - 2.11.4.3.3. Manage finances arising from fund-raising
- 2.11.4.4. Municipal Membership Compiler
  - 2.11.4.4.1. Keep track of cluster membership
  - 2.11.4.4.2. Ensure members renew
  - 2.11.4.4.3. Recruit members and support others who campaign to recruit members
  - 2.11.4.4.4. Ensure provincial and national records are updated with branch member details
- 2.11.5. Municipal Forum Administration may in addition form structures for specific purposes such as a campaign committee, fundraising committee or a discipline committee.

## **2.12. Ward / Cluster Forum Administration**

- 2.12.1. A Cluster boundary should be based on 5 municipal wards.
- 2.12.2. A Ward/Cluster shall be formed in a specific locality with at least 25 members in good standing coming from five wards.
- 2.12.3. A Ward/Cluster should not overlap the area of coverage of another ward/ cluster.

- 2.12.4. Members will generally be members of the Ward/Cluster of their residence but may apply to join a different cluster and such application will be accepted at the discretion of the PFEC in consultation with NFEC.
- 2.12.5. A Ward/Cluster in consultation with NFEC may operate a bank account and the signatories will be the Accountant and at least two other office bearer.
- 2.12.6. Ward/ Cluster Executive consists of the following office bearers with the given roles
  - 2.12.6.1. Ward/ Cluster Convenor
    - 2.12.6.1.1. Call and chair meetings
    - 2.12.6.1.2. Establish direction
    - 2.12.6.1.3. Coordinate local campaigns
    - 2.12.6.1.4. Coordinate policy and campaign activities with other branches as well as provincial and national structures
    - 2.12.6.1.5. Act as a communicator on local issues
  - 2.12.6.2. Compiler
    - 2.12.6.2.1. Ensure meetings are called timeously with proper notice
    - 2.12.6.2.2. Draw up meeting agendas in cooperation with other office bearers and taking into account views of the membership
    - 2.12.6.2.3. Produce minutes timeously, ensuring they reflect decisions and action items accurately
  - 2.12.6.3. Accountant
    - 2.12.6.3.1. Maintain the ward/cluster bank account if any
    - 2.12.6.3.2. Produce financial reports at each branch meeting and at the branch AGM
    - 2.12.6.3.3. Manage finances arising from fund-raising
  - 2.12.6.4. Membership Compiler
    - 2.12.6.4.1. Keep track of cluster membership
    - 2.12.6.4.2. Ensure members renew
    - 2.12.6.4.3. Recruit members and support others who campaign to recruit members
    - 2.12.6.4.4. Ensure provincial and national records are updated with branch member details

2.12.7. Ward/Cluster may in addition form structures for specific purposes such as a campaign committee, fundraising committee or a discipline committee

### **3. Discipline and Disputes**

- 3.1. Internal options shall usually be based on the procedure defined herein but should there be an issue where a purely internal hearing would violate natural justice, an external discipline committee or mediator may be appointed by agreement of all parties.
- 3.2. No party member may take a matter to the courts unless all internal avenues have been exhausted.
- 3.3. Any discipline finding is subject to appeal to the NFEC, who may appoint a new disciplinary committee to hear the appeal if the NFEC finds the basis for appeal to be sound.
- 3.4. Any appeal must be lodged within 14 days of the discipline finding
- 3.5. Summary expulsion is possible if so agreed by the NFEC in case where a member's actions are likely to cause irreparable harm to the party; such expulsion is subject to appeal
- 3.6. A branch may hear a discipline case where the complaint is minor and does not result in an outcome more serious than a warning.
- 3.7. For any case that may result in serious sanction such as suspension or expulsion, the case should be heard at provincial level.
- 3.8. Where the case involves conflicts in a province that preclude appointing an impartial discipline committee or the matter is outside of the scope of any particular province, the NFEC shall convene a disciplinary committee.
- 3.9. A disciplinary committee consists of three party members (Presider to be appointed by the NFC. However, none of whom must have any reason for bias or conflict of interest in the matter being heard
- 3.10. Neither any member subject to discipline nor a disciplinary committee may employ a legal representative, but either side may use a member in good standing to present their case
- 3.11. A record of all discipline cases, whether at branch, provincial or national level, shall be forwarded to the National Compiler within 14 days of the proceedings.

- 3.12. Any member who communicates party issues at the media and non recognised platforms without written approval or call improper meetings will automatically forfeit his/her membership.

#### **4. Annual General Meeting**

- 4.1. An Annual General Meeting (hereinafter: AGM) shall be held at national level every year when the NI does not meet.
- 4.2. When the NI does meet, the AGM shall form part of the NI agenda
- 4.3. Financial reports shall be completed in time for the end of the financial year on 31 March
- 4.4. Where required by law or otherwise mandated by resolution of the relevant structure, these financial statements shall be audited and the auditor report presented at the AGM.
- 4.5. The AGM should be held no later than 30 June.
- 4.6. At provincial and regional level, an AGM shall be called each year
- 4.7. When practicable the provincial AGM shall be combined with the PC meeting.
- 4.8. The agenda of an AGM should include but is not limited to:
  - 4.8.1. Financial reports
  - 4.8.2. Membership report
  - 4.8.3. Other office bearer reports
  - 4.8.4. Feedback from the membership
  - 4.8.5. Member motions
- 4.9. The national AGM shall be called by the NFEC
- 4.10. The provincial AGM shall be called by the PFEC
- 4.11. Each branch executive shall call a branch AGM

#### **5. Special General Meeting and or Imbizo**

- 5.1. At provincial level a petition of 2000 members in good standing may call a Special General Meeting and or Imbizo.
- 5.2. At national level a petition of 4000 members in good standing may call a Special General and or Imbizo.
- 5.3. A Special General Meeting must be called to consider a specific resolution and that resolution should form part of the petition.

5.4. The Special General Meeting or Imbizo shall follow the rules and procedure of a national or provincial AGM or Imbizo, other than the specific nature of the resolution.

## **6. Fiscal Responsibility**

- 6.1. No member or employee shall commit the party to expenditure or debt without proper authorization
- 6.2. No member or employee shall open or operate a bank account in the name of the party without authorization from the relevant level of governance
- 6.3. A ward/cluster with an approval obtained from the NFEC may operate a bank account provided that it does so purely for local expenses and it does not incur expenses or debt in the name of the party.
- 6.4. The duly appointed Accounting Officer shall be afforded all opportunity to keep track of and account for all cash flows and financial commitments
- 6.5. There shall be a clear division of responsibilities between those who accrue funds, expenditure of funds and accounting for funds
- 6.6. All financial procedures shall be designed to ensure transparency and accountability, and to avoid the development or appearance of the development of networks of patronage

## **7. Voting procedures and Elections**

- 7.1. At all levels of decision making the default procedure shall be consensus.
- 7.2. The meeting chair shall strive to reach consensus by allowing sufficient time to air all views and allow for amendments
- 7.3. Where a matter is controversial and needs more time, it may be referred to a non-decision-making forum such as a working group or task team to develop a consensus proposal
- 7.4. Consensus shall be arrived at when a motion is to be carried as follows
  - 7.4.1. The meeting chair shall call for dissent
  - 7.4.2. If any dissent is registered those dissenting shall be asked if they only wish for dissent to be recorded, or if they wish to block
  - 7.4.3. Should dissenters wish to block a motion, the motion supporters may move to call a vote

- 7.4.3.1. Should that move to call a vote be supported by two thirds of voting delegates, a vote shall be called
  - 7.4.3.2. The vote on the substantive motion, should the move to call a vote be carried, must be passed by two thirds of voting delegates
  - 7.4.3.3. Abstentions do not count towards calculating a majority but shall be separately counted
  - 7.4.3.4. Voting delegates are counted as those present plus any proxies registered at the before the meeting
- 7.5. Procedures and processes for elections to offices shall be agreed in advance according to the following general principles
- 7.5.1. An impartial Returning Officer should be elected to ensure processes are followed correctly
  - 7.5.2. Free and fair access to all voters should be allowed.
  - 7.5.3. Lobbying outside of agreed processes is grounds to disqualify a candidate.
  - 7.5.4. Using financial or other inducements is grounds to disqualify a candidate.
  - 7.5.5. The Returning Officer has powers to disqualify a candidate, subject to the appeal process defined in Section 3.
  - 7.5.6. In the event of disqualification being upheld, the candidate with the next-highest vote will be elected if possible (once excluding any other candidates who may be ineligible to win); otherwise the election must be rerun.
  - 7.5.7. A member holding paying a position at F4SD Offices or deployed to the paying position by F4SD has to contribute a certain portion of his/her salary (as framed by the NFEC) to the F4SD account for party growth purposes. Contract will be entered into between the member and F4SD to this effect and defaulters will be subject to Disciplinary process.
  - 7.5.8. The deployment of a member to various public representative positions will be subject to the discretion of NFEC.
  - 7.5.9. Members will mainly be recognized on the level of their hard work, honesty and discipline.



## **8. Notice of Meetings and Proxies**

- 8.1. All provincial and national meetings shall be called with notice of at least fourteen (14) calendar days and such notice shall be made generally known to all members.
- 8.2. For NI or PI meetings, proxies may replace delegates
  - 8.2.1. At the time of election of delegates to NI or PI meetings, alternates may be elected, who will automatically replace unavailable delegates
  - 8.2.2. Should any delegate be unable to attend the meeting and no alternate is available, the Municipal convenor in the case of PI or provincial chair in the case of NI shall be informed no less than 48 hours before the meeting
  - 8.2.3. A proxy in writing should be submitted to the meeting chair before business of the meeting commences
  - 8.2.4. Another delegate must be specified as holding the proxy and therefore be mandated to vote as the proxy as well as in his or her own capacity
  - 8.2.5. Branch meetings shall be called with notice of at least 14 days except the branch AGM, which shall be called with notice of at least 21 days
  - 8.2.6. Any meeting that must be called with urgency may be called with less notice but any substantive motion passed must be ratified by a meeting called with proper notice

## **9. Code of Conduct, Rules and Regulations**

- 9.1. The Forum shall from time to time frame and adopt a Code of Conduct, Rules and Regulations that binds all members.
- 9.2. These Code of Conduct, Rules and Regulations shall be based on the principles contained in the Preamble to this Constitution and violation shall be a discipline offence.

## **10. Changes and Adoption of the Constitution**

- 10.1. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the National Imbizo or Special National Imbizo. Members must first

- have a consensus if that fails then voting to take place at this meeting to change the constitution.
- 10.2. A written notice must go out not less than twenty one (21) days before the meeting which the changes to the constitution are proposed. The notice must indicate the proposed changes that will be discussed at the meeting.
  - 10.3. No amendments may be made which would have the effect of making the constitution cease to exist.
  - 10.4. Before adoption, this Constitution shall be circulated to the membership as widely as possible for input and amendments.
  - 10.5. This Constitution, as amended, shall be adopted by a motion at a National Council meeting.
  - 10.6. Adoption of this Constitution was by collective will of the membership as represented at a Special National Imbizo meeting.