

16.

ATTITUDES OF OTHER
BLACK ORGANISATIONS
AND PERSONS

Removed by No. 1 - Fact Paper 1/6 - 1/1971

P. Naude

**STATEMENT BY THE BOARD OF MANAGEMENT FOLLOWING THE BANNING
OF LEADERS OF SASO AND THE BLACK PEOPLE'S CONVENTION**

The Board of Management of the Christian Institute at present meeting in Johannesburg unanimously expresses its anger at the latest action of the Government in banning without trial Black leaders of SASO and the Black People's Convention. As the Government has made no attempt to prove them guilty we believe that they are innocent.

We feel urged to convey to these leaders our sincere sympathy in the awareness of the dehumanizing effect which such bannings have in disrupting and blighting the lives of persons - especially those who are young.

We further express our solidarity with them in their struggle for justice and Black development.

We warn the Government that such unwarranted actions will only increase the unrest already present in our Black community and seriously endanger human relations and the whole future of our country.

C. F. B. NAUDE
DIRECTOR

Johannesburg
2nd March, 1973

-----oO-----

/MF
5th March, 1973

P R O G R A M M E.

18 March 1973
at Sharpeville.

1. Introduction
2. A short prayer by Rev.
3. Speech by S.S.A. Representative.
4. OBI Black Theatre (Drama)
5. Requiem for Brother Shezi, the (Sharpeville) Brother Timol and many many other who fell in the struggle, "Victims of the system", mine falls train disasters, prisoners (Langa, Ovamboland, Langlaagte.....)
6. Black talk by Onkgepoose Tiro.
7. Mhloti Black Theatre (poetry, originality + music.)
8. Speech by Don Mattera.
9. Speech by Chris Mokoditso (Vice president of B.P.C)

WHAT IS SHARPEVILLE.

Sharpeville in definition is refusal to sink into any depth of inhumanity.

The "NO" to brutality, torture, to injustice.

The "YES" to Black Intergration to freedom, Black Liberation, that is what Sharpeville means.

It symbolizes a man whose determination to be free is far greater than the demoralizing power of any penal servitude being that he is black finally, most admirable .

Sharpeville is a "We Feeling"

It is the Blackest Black.

It is to be confined to Kimberley

To be imprisoned at Robben Island.

To be dead at Sharpeville yet to be alive, well.

living in the black community its struggle for Liberation

Sharpeville is Mandela; Sharpeville is Sesulu.

Sharpeville is Timol; Sharpeville is Shezi.

Then Sharpeville is BLACK SUFFERING (which is synonymous to
BLACK LIBERATION)

- - oOo - -

TRIBUTE
DEDICATION TO OUR FALLEN UNSUNG BEAUTIFUL BLACK
HEROES.

They have fallen 'cause they refused to sink into inhumanity.

They are beautiful 'cause they are "BLACK"

They are Heroes 'cause they are "^{Little-Christ's}~~Non-Confessors~~"

They are Heroes 'cause they fell with dignity

They are Black 'cause they are not dead but alive

"BLACKMAN ~~EYES~~ NEVER DIES"

Black brothers and sisters - this is an historic hour. Behind us lies the glorious trail of the mighty Black Consciousness. Behind us lies the historic road from SHARPEVILLE. You will recall the heroic deeds of the PAN-AFRICANISM PREACHERS on MONDAY 21st MARCH 1960 and onwards. You will recall the positive action which shook South Africa to its foundations and rocked the world.

You will recall the path which Mangaliso Sobukwe and his noble band trod - the path that led them to gaol. It is the same path which is being trodded, amongs many others by SABELO NTWASA, WINNIE MANDELA, DRAKE KOKA, RANDWEZI NEGWEKHULU, BARNEY NAMEKWE PITJANA BOKWE MAFUNA, JERRY MODISANE, STRINI MOODLEY, SATHS COOPER AND STEVE BIKO. It is the path of liberation-- the road that leads to freedom to Independence. A new chapter has been opened in South African historic and you are the makers of that history!!

REMEMBER!! Black Suffering is not New, What is new is
Black AWARENESS.

BLACK PEOPLE'S CONVENTION

EXECUTIVE COMMITTEE MEETING HELD IN JOHANNESBURG 26/8/72

MINUTES

The meeting commenced at 10.50 a.m.

Present: Rev. Magatula, D. Koka, M. Shezi, S. Cooper & M. Dlamini.

Minutes

Minutes of the previous meeting were read and accepted as true record.

Matters Arising from Minutes

Telegraphic address of the Convention was corrected to "BLACKCON". Mr. Koka questioned on why his letter of apology was rejected yet the reason was clearly stated and known that it was due to family tragedy. The explanation was that criticism of Mr. Koka's failure to attend the meeting was not based on the content of the letter. It was due to various matters that the meeting discussed and Mr. Koka's absence was felt. However, the criticism was non-destructive and not malicious.

The Secretary apologised to Mr. Dlamini for failure to advise him that the meeting of the 29th July had been postponed. Mr. Dlamini accepted the apology.

On Mass Rally

It was reported that the mass rally that was scheduled for Johannesburg on 10/8/72 was cancelled due to non-receipt of the confirmation and permit for the booking of the Hall from the City Council.

Booking of the Jabulani Amphitheatre for the Rally on the 16th Dec., 72 was not followed up because the Executive had decided on 6/8/72 that there would be no mass rallies (vide minutes 6/8/72)

It was pointed out that mass rallies - especially the one on the 16th Dec., 72 was the feeling and decision of the Pietermaritzburg Conference on 8th July, 1972. The Committee felt that it was an oversight on the part of the Conference. It was stated that although it was the feeling of the people, the rally should be put aside. The discussion on mass rallies was deferred to the end of the meeting. This was proposed by Mr. Shezi and seconded by Mr. Dlamini. The meeting agreed. (N.B. Due to time, the matter was not discussed at the end of the meeting)

On Observers

It was agreed that observers could be invited to a meeting if the Executive Committee wanted them to come and assist or lead in the discussion of particular special items wherein they had some special knowledge.

It was also agreed that the Secretary should be notified and instructed to invite the suggested observer before the sitting of the Executive Committee. That, is, observers should only attend Executive Meeting per special invitation from the Secretary.

Reports

President: The President's letter to the secretary was read. This letter contained names of people that the President had contacted and who had agreed to form BPC branches in the Transvaal, Zululand and one name was from Lesotho.

2./.....

Secretary

The Secretary gave a financial Report (see statement)
It was agreed that:

- ✓ 1. A Bank Account should be opened at the Standard Bank or Chase Manhattan.
2. Cheques should bear the signature of the Secretary, President or Vice-President.
3. All payments should be made by cheque.
- ✓ 4. Present cash should be treated as Petty Cash - and the Secretary should obtain Petty Cash signatures when paying out moneys to people.

x The Secretary reported that he owed the Convention the sum of £43.00 which was paid out to the Police Traffic Department for an traffic offence on 11th July, 1972. This would be refunded as soon as possible. It was accepted. It was further agreed that EPC should be registered. The Secretary was instructed to investigate and finalise this with legal persons - Mr. Cahalia & Loonat or Mr. Habiletan.

✓
R.S. The office premises on the amount of £50.00 a month promised by Dr. Chetty should be investigated and a report be given at the next meeting. 8-10-72

The Secretary was given the green light to go on operating from the present premises until such time as EPC gets its own office, equipment and staff. The Secretary and organiser should man the office as soon as possible. Assessment of office cost will have to be made - pending report from Dr. Chetty.

P.R.O.

The Public Relations Officer reported on:

(a) Receipt books: that printing arrangements are underway. He had to wait for the Committee's approval of the Convention symbol. He also reported on the progress made on:

- (i) Membership Cards
- (ii) Rubberstamp

The Committee agreed the 10,000 receipt books be printed; and that pamphlets on the EPC should be worked on. The P.R.O. was assigned the job.

It was reported that 10 branches were now established in Durban. The P.R.O. addresses some of these branches. He stated that branches were going on with their pamphlets (local). This was approved of. Workshops where the National Organiser would be invited (in-2nd-Sept.) were still in preparation.

On Shares

N.B. It was reported that SASO was going to hold a seminar on the founding of Black Newspaper. It was suggested that EPC could do the following:

- (i) Contribute articles on Blacks to the existing local Black Newspapers in Natal which is already registered.
- (ii) Encourage buying of shares on this paper.
- (iii) Approach people interested in the concern as not EPC official thing but pushing the line.

The P.R.O. was requested to investigate into the practicals of this proposition.

3./.....

3./.....

On Itinerary

It was reported that the P.R.O. was to visit the Eastern Cape on 7th Sept. 1972. He intended visiting major centres. He said Mr. S. Biko was already down there to herald the arrival of the BPC. Although the P.R.O. was going to the Cape for other things, he would however, do the work of the BPC.

It was noted on the suggestion of the P.R.O. that Mr. Dlamini's rural areas needed pamphlets adapted to the local needs.

Area President

Mr. Sheni reported that he managed to activate areas but had not yet formed branches. He was going to launch a branch the following day in Tembise. He reported he touched Hammanskraal, Mamelodi and Atteridgeville. He stated that he would be going to Durban, Umata to visit some formed branches. He asked the executive to permit the Organiser to go to Zululand. Mr. Dlamini would be of some help. Some more work should be put around Maphumulo.

On Conference (Dec. 1972) Centre

Mr. Sheni reported that he visited St. Ansgars. It would be available but the place is not ideal. He went to St. Peter's, Hammanskraal. The Centre was available on the following ~~sum~~ costs.

- (i) R3.00 perday per person.
- (ii) 30.00 registration fee
- (iii) 500.00 (refundable) for security.
- (iv) Some guarantee for 120 people to be given.

It was recommended that the Budget for the Conference be drawn. This should include travelling expenses. It was agreed that the sum of R30.00 to be donated by Dr. Chetty (as promised) should be passed monthly to Mr. Sheni as allowance for organisational travels.

X

Mr. Koka was requested to follow up Mr. Moerane regarding H.O.C. donation. He was to find out from donors how much was handed to Mr. Moerane and from Mr. Moerane how much was used on the Dec. 1971 Conference and how much the balance was.

Fund Raising

The Committee recommended that fund raising project paper be prepared.

It was finally pointed out that the Constitution recommended that the Secretary and the Organiser become fulltime employees of the BPC. The Committee recorded the urgent need for Programme Director to work jointly with the Secretary-General.

General

A letter from _____ was read. The secretary was requested to investigate into its authors before he can send out the requested BPC materials.

The meeting closed at 2.30 p.m.

Date of next meeting: September 30th, 1972.

Place: Durban at Mr. Dlamini's place at 10.00 a.m.

Claims

Mr. Dlamini (Meeting expenses)	R 9.00
Rev Mayetula (ticket R20.00 + R3.00)	23.00
S. Cooper (Travel = R20.00 + R23.00)	43.00
do (BPC Convention)	23.90
	<u>R 100.90</u>

Signed

President

.....
Secretary-General

17/5

5940 Mafunge Street,
Dareyton,
Rensselaer.

24th April, 1973.

The National Organiser,
Black People's Convention,
Box 11427,
Johannesburg.

Dear Brother,

I hereby acknowledge receipt of the circular wherein you have outlined a scheme whereby funds should be raised.

You have stated that donation lists on B.P.C. letterheads should be drawn by branches but the Dareyton branch has never received any stationery from the office. So what kind of letterheads are expected on our stationery other than those used by the office, which we do not have.

We asked for donation circulars from brother Chris who promised to send some as soon as the secretary-general returned with the keys to the safe. We are still waiting and expecting those circulars.

Saying that the Dareyton branch is neglected would be an understatement because since here we have been promised a visit that never materialised. Since we did our best bringing the community together to give audience to the address by the National Organiser but to no avail. To crown it all not even a line of apology has been received.

This surely threatens the spirit of cooperation within the branch, such that it will need above-average methods in summoning people when the branch will be visited by a member of the national congress.

The circular that was promised for the heroes' day i.e. 21st March, has not been received till now. We hope it is still in the process of coming because the facts therein are not only relevant to the 21st March, but pertain to the life of Blacks.

Had we not sent reps to the office on the 16th April, 1973 we would not have known that the Edendale seminar had been cancelled, this is obvious for we have not received a circular or a letter to that effect.

We are aware of the problem facing you at present in connection with office housing but surely that does not mean you should let things slide down.

Please note that you are not being reprimanded but this is to ensure smooth cooperation between the office and our branch, a co-operation which is essential in our 'BREAKING THE CHAINS'

We shall seek the liberation of our Black People, the truth shall be our weapons, blood as the price and the Holy spirit of Black consciousness, Black solidarity and Black unity as our guide and comforters.

Yours in the struggle.

Nkwankwo Nkomo.

(LOCAL CHIEFMAN)

I
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 agenda 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:-

1. Place where the meeting was held.

- iii. Date of meeting and time.
- iv. Names of members present.
- v. Confirmation or adoption of minutes.
- vi. Resolutions taken at the meeting.
- vii. Time of closure of the meeting.
- viii. 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 or 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>			
<hr/>			
<u>YEAR/MONTH</u>	<u>GROSS</u>	<u>PROVIDENT FUND</u>	<u>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.

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)

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.
- (e) Adopting annual report of Executive Committee or any other Committee of the Branch.
- (f) 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

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 blked 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 telegrammes.

(2) Outgoing Correspondence. The important aspects here are the ff:- Date of dispatch, Name of addressee, Amount of Postage, Initials of dispatcher, description.

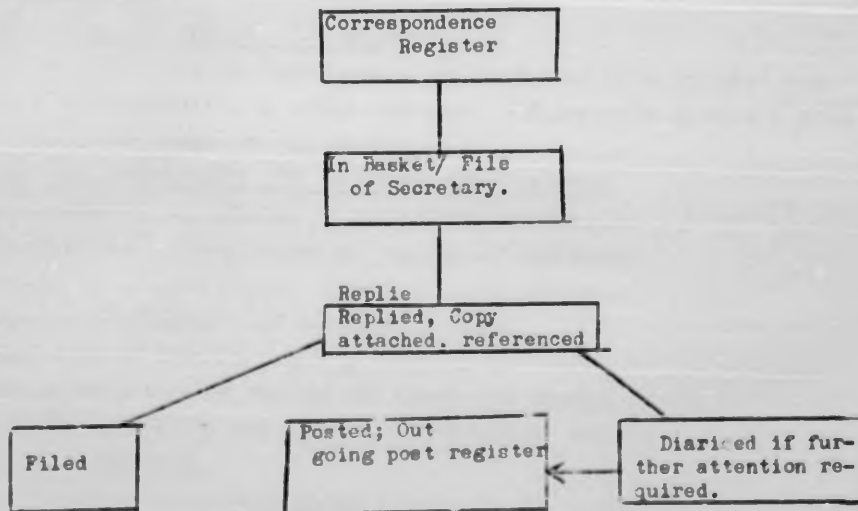
FILING.

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 refenced.
- (f) Be courteous and helpful.
- (g) Be prosperly filed.

EXAMPLE OF CORRESPONDENCE PROCESS .



Collection Number: AD1719

State v S Cooper and 8 others.

PUBLISHER:

Publisher:- Historical Papers, University of the Witwatersrand

Location:- Johannesburg

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DOCUMENT DETAILS:

Document ID:- AD1719-X1-6

Document Title:- Attitudes of other black organisations and persons.