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INSTITUTE FOR CONTEXTUAL THEOLOGY

IN

SOUTHERN AFRICA

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CONSTITUTION

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## CONSTITUTION

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## CONSTITUTION

### THE INSTITUTE FOR CONTEXTUAL THEOLOGY

1. NAME:

The name of the organization shall be "The Institute for Contextual Theology", hereinafter referred to as the Institute.

1.1 NATURE;

The Institute is an association not for gain and is capable of perpetual succession. Its members are not entitled to any portion of its assets or income whether on dissolution or otherwise.

2. AREA;

The area of operation shall be Southern Africa.

3. AIMS AND OBJECTS;

The Institute has three inter-related aims:

3.1 To undertake and encourage Theological Research and programmes in the context of Southern Africa.

3.2 To provide a flexible base for the study of Contextual Theology, where

3.2.1 - research of an inter-disciplinary nature may be carried out, both short-term (3-4 months) and long-term (2-3 years).

- 3.2.2 - field programmes for Contextual Theology may be developed and results published.
  - 3.2.3 - People with creative ideas and projects may be given financial support.
  - 3.2.4 - people practically involved may be assisted with resources, specialised studies, and opportunities for public articulation of their work.
  - 3.2.5 - work commissioned by other groups may be undertaken.
  - 3.2.6 - facilities needed for any of the above may be provided.
- 3.3 - To engage in education and communication whereby the work of the Institute may be fed into appropriate learning and policy-making processes.

4. GOAL:

To contribute towards a Theological base for the realisation of meaning, method and Theological source of a new society in Southern Africa.

5. FOCUS:

The Institute will direct its energies primarily at Theological projects, programmes, and critical studies dealing specifically with issues and problems related to the dynamics of power and conflict in South Africa, with special attention to related activities in the rest of the world.

This may involve -

- 5.1 Seminars, workshops and conferences
- 5.2 Consultations
- 5.3 Publications, including working papers, information bulletins, and specialised studies
- 5.4 Teaching and Training
- 5.5 Assisting analysis and reflection at basic (grass roots) community level, and the establishment of basic christian communities.
- 5.6 Scholarship facilitation
- 5.7 Establishing national and international contacts.
- 5.8 Generally such other activities necessary to give effect to the aims and objects as set out above

6. SPONSORSHIP;

The Institute will be directly related to Association of South African Theologians Institutions (ASATI), and to its donor Bodies, through the Steering Committee.

7. AFFILIATIONS:

The Institute will seek to establish working relationship with other bodies sharing its concerns, to seek support, guidance, international contact and communications, an ecumenical and inter-disciplinary orientation, and the operation of joint projects where desired.

8. STEERING COMMITTEE

The affairs of the Institute shall be vested

in the Steering Committee.

- 8.1 The Steering Committee shall comprise a minimum of eight and maximum of twelve members, of whom at least two shall be members of the Executive Committee of ASATI.
- 8.2 The Steering Committee shall elect a chairperson and Vice-chairperson at the first meeting after appointment for the ensuing year.
- 8.3 The members of the initial Steering Committee shall be appointed by the members of the Interim Steering Committee, and shall be appointed to serve until the implementation of para; 12.6 when the membership of the Steering Committee will be readjusted.
- 8.4 When the membership of the Institute has been established in terms of para; 12 of the members of the Steering Committee will be elected at the Annual General Meeting of the Institute as follows:
  - 8.4.1 Three members elected by individual members.
  - 8.4.2 Three members elected by group members
  - 8.4.3 Two members elected by ASATI
  - 8.4.4 A maximum of four additional members who may be coopted by the Steering Committee itself at subsequent meetings.
- 8.5 Members of the Steering Committee shall be elected for a two years term of office, but shall be eligible for re-election.
- 8.6 Persons who are members of the Steering Committee shall serve a maximum of six years continuously after which a period of two years

must elapse before any person shall be eligible for re-election to the Steering Committee in any capacity. A period that a person has served on the initial Steering Committee shall not count as part of the six years.

- 8.7 A member of the Steering Committee shall be deemed to have vacated his or her seat upon the Steering Committee.
- 8.7.1 If he/she resigns
- 8.7.2 If he/she absent himself from more than three consecutive meetings of the Steering Committee without leave of absence from the Committee.
- 8.7.3 When he/she retires
- 8.7.4 If he/she ceases to reside permanently in Southern Africa.
- 8.7.5 If a majority of two thirds of the Steering Committee vote to remove hi or her after he/she had an opportunity of making representations to the Committee against such removal.
- 8.8 In the event of a member of the Steering Committee vacating his/her seat on the Steering Committee, the Steering Committee shall appoint from the members of the Institute a successor for the unexpired period of office.
- 8.9 The General Secretary and Executive staff members of the Institute shall serve on the Steering Committee and enter fully into its deliberations, but shall have no vote. In the discretion of Steering Committee the General Secretary or Executive staff members may be excluded from any particular deliberation.

## 9 MEETINGS OF THE STEERING COMMITTEE.

- 9.1 The Board of Management shall meet at least

twice a year.

- 9.2 Not less than seven day's notice shall be given of the date on which the meeting is to be held.
- 9.3 A quorum of the Steering Committee shall consist of not less than five (5) of its members.
- 9.4 In the event of there being no quorum at a meeting, the meeting shall stand adjourned for thirty minutes, at the time for commencement of a meeting, and at such adjourned meeting the members shall constitute a quorum.
- 9.5 In the absence of the Chairperson the Vice-Chairperson shall take his place. In the absence of the Chairperson and the Vice-Chairperson, the members present shall elect an Acting Chairperson.
- 9.6 Each ordinary member or co-opted member shall have the right to exercise one vote at a meeting, provided that the Chairperson of meeting shall have a casting vote in addition to his/her deliberate vote in the event of a deadlock. Save as stated in this constitution all decisions shall be majority decision.
- 9.7 Meetings of the Steering Committee can be called by the Chairperson on his own initiative, or on request of the General Secretary, or of three Steering Committee members, or of three staff members.
- 9.8 The Steering Committee shall cause minutes of the proceedings to be recorded by the General Secretary or his nominee and circulated to all members of the Committee and Staff as soon as possible after the meeting. Such minutes when signed by the Chairperson at the next meeting of the Steering Committee shall be prima facie evidence of the correctness of the matters therein



recorded; But the Steering Committee may exclude any portion of the minutes which are to be circulated to the staff.

## 10. POWERS AND DUTIES OF THE STEERING COMMITTEE

- 10.1 The Steering Committee shall carry out the objects of the Institute in accordance with the constitution and act in an advisory capacity to the Director and Staff.
- 10.2 To evaluate the work of the Institute and make recommendations.
- 10.3 To receive and approve the General Secretary's Report and submit it to the Membership and to the Donor and Sponsoring Bodies.
- 10.4 To receive and approve Financial Statements and submit it to the Membership and to the Donor Sponsoring Bodies.
- 10.5 To appoint a General Secretary, who shall be academically qualified, with a background in critical Contextual Theology and the ability to evaluate and provide initiatives for projects and programmes suitable for the pursuit of the Institute's aims and objects. The General Secretary:
  - 10.5.1 Shall be responsible for the day to day running of the Institute;
  - 10.5.2 Shall ensure that proper accounts are kept and submitted to the Steering Committee in due course;
  - 10.5.3 Shall appoint administrative, clerical and research workers when such posts have been approved by the Steering Committee.
  - 10.5.4 Shall ensure that regular staff meetings occur at which the activities

of the Institute can be planned, directed and evaluated;

- 10.5.5 Shall keep the chairperson of the Steering Committee in touch with the policies and activities of the Institute;
- 10.5.6 Shall submit a full General Secretary's Report to the Steering Committee at least once a year.
- 10.6 To approve the creation of additional staff posts in consultation with the General Secretary. Such posts may relate to Research, Publications, Theological Studies, Administration etc. on terms to be laid down from time to time by the Steering Committee. All appointments including that of General Secretary shall be made in writing clearly stating the conditions of service, the terms of the contract and a job-description.
- 10.7 To borrow, collect and receive monies for the purpose of the Institute.
- 10.8 To purchase, borrow or otherwise acquire, to sell, lease mortgage or otherwise deal with or dispose of any movable or immovable property for the purpose of the Institute.
- 10.9 To authorise the opening and operating of a banking account or banking accounts in the name of the Institute.
- 10.10 To enter into any contracts in the name of the Institute and authorise the signing of documents in the name of the Institute.
- 10.11 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Institute.

- 10.12 To appoint on such terms and conditions as it may decide and to terminate the appointment of an Auditor, a legal adviser, a Gen. Sec. who shall be the Public Relations of the Institute and such other members of the staff as may be necessary;
- 10.13 To cause full and true accounts of the Institute to be kept, such accounts to be balanced and to be audited as at the end of the financial year by the Auditor appointed by the Institute, such Auditor to be a Chatered Accountant;
- 10.14 To take any action which it may deem expedient in the general interests of the Institute;
- 10.15 To collect and disseminate information which, in the opinion of the Steering Committee is calculated to promote any of the objects of the Institute, and to assist or co-opted with or become affiliated to any other organization having objects similar to its own;
- 10.16 It shall be within the competence of the Steering Committee to elect a small Executive including the Chairpaerson and General Secretary and at least two others to act on its behalf between meetings of the Steering Committee if found necessary.
- 11 FINANCIAL MATTERS:
- 11.1 The funds of the Institute shall be banked in the name of the Institute. Cheques drawn against the bank account or bank accounts shall be signed by two persons or their alternatives, from those nominated for such purpose by the Steering Committee.

in the name of the Institute.

11.2 The financial year of the Institute shall be the 31st December.

11.3 In cooperation with the General Secretary the Steering Committee shall be responsible for the continued funding of the project.

11.4 Monies to run the Institute and its programmes may be sought on the basis of:

11.4.1 Grants and Donations

11.4.2 Membership Dues

11.4.3 Joint projects contracted with affiliated groups;

11.4.4 Joint projects contracted with any or other body or organization;

11.4.5 Any other method approved by the Steering Committee.

12. MEMBERSHIP OF THE INSTITUTE:

12.1 Two types of membership of the Institute shall be available:

12.1.1 Individual membership

12.1.2 Group affiliation

12.2 Applications for membership shall be vetted and approved by the Steering Committee in accordance with conditions laid down by itself from time to time.

12.3 An annual membership fee shall be paid to the Institute in accordance with the dues for the types of membership, as decided from time to time by the Steering Committee and approved by the Annual

## General Meeting.

- 12.4 Every member in good standing shall be entitled to attend the General Meeting of the Institute, and shall be entitled to vote.
- 12.5 Every group affiliated to the Institute which is in good standing shall be entitled to attend the General Meeting of the Institute and shall be entitled to appoint one representative to vote on their behalf.
- 12.6 At the first Annual General Meeting of the Institute the members of the Steering Committee appointed by the Interim Steering Committee, shall submit themselves for re-election, the two year term of election will commence from the first Annual General Meeting of the Institute.
- 12.7 Privileges of membership will include:
- 12.7.1 First notice of all conferences, workshops, seminars, Publications etc..
  - 12.7.2 Regular information reports on programmes, projects, and research undertaken, and any other relevant work of which the Institute is aware.
- 12.8 Responsibilities of membership will include:
- 12.8.1 Commitment to the aims of ICT as stated in the Constitution;
  - 12.8.2 Active participation in fulfilling the aims of ICT at Regional and National level;
  - 12.8.3 Communication with the Steering Committee through the General Secretary.

## 13.

ANNUAL GENERAL MEETING:

- 13.1 An annual general meeting of the Institute shall be held as soon as possible after the accounts of the Institute have been balanced and audited, but not later than three months after the close of the financial year.
- 13.2 Invitations to attend the Annual General Meeting, accompanied by an Agenda, a copy of the minutes of the previous A.G.M a copy of the General Secretary's Report, and a copy of or extract of the audited accounts. shall be sent to each member and each affiliated group at least fourteen days before the meeting is to be called.
- 13.3 The Annual General Meeting shall be held for the purpose of enabling those present.
- 13.3.1 To hear a report of the work of the Institute;
- 13.3.2 to hear such speakers or enter into such a programme as may be arranged.
- 13.3.3 To receive and adopt the Director's Report and Accounts approved by the Steering Committee;
- 13.3.4 To elect a Steering Committee;
- 13.3.5 To elect any other office bearers as may be determined
- 13.3.6 To appoint an Auditor for the ensuing year.
- 13.3.7 To pass such Resolutions as they desire concerning the work, activities, and objects of the Institute.
- 13.3.8 To conduct such other business as

may be necessary for the furtherance of the Institute and its work.

- 13.4 The quorum of the Annual General Meeting and any special General Meeting shall be not less than a third of its membership either by attendance or by proxy, If there is no quorum at the stipulated time of the meeting the meeting shall be adjourned for thirty minutes and at the resumed meeting those persons present shall constitute the quorum.

14 SPECIAL PROVISIONS:

- 14.1 All assets and property of the Institute, both movable and immovable, shall be vested in and registered in the name of the Institute.
- 14.2 Powers to sue or defend shall be signed by any two (2) of the signatories referred to in paragraph 10.11 and 11.1 above.
- 14.3 Each member of the Steering Committee the officers and servants of the Institute shall be and are hereby indemnified by the Institute against, and the Institute shall out or its funds pay, all costs, losses and expenses which any member of the Committee or Officer or Servant of the Institute may become liable to by reason of any contract entered into or act or deed done by him or her or error of judgment or oversight, innocent misrepresentation of such member, Officer or Servant in the discharge of his duties as such unless the same be occasion through his dishonesty, wilful, negligence, default, breach of duty, or breach of trust and no Member, Officer or Servant of the Institute shall be personally liable to save as aforesaid for any of the debts, obligations or contracts of the Institute.

15 AMENDMENTS TO THE CONSTITUTION:

- 15.1 No addition, alteration or amendment or dele-

tion to this Constitution shall be made unless the same shall have been duly passed at a General Meeting of the Institute specially convened for that purpose, by the vote of not less than two thirds of the members present and represented by proxy.

15.2 Written notice of the special General Meeting shall be sent to all members of the Institute at least twenty-one days before the meeting is to be held, which notice shall specify the date, hour and place of the meeting and the nature of the proposed addition, alteration, amendment or deletion to the Constitution.

15.3 Whenever any addition, alteration, amendment or deletion to the Constitution shall have been made the same shall be signed by the Chairperson of the Committee of the Institute and shall there-upon be deemed and taken as being incorporated therein and shall form part of this originally inserted therein.

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#### SPECIAL GENERAL MEETING:

Special General Meetings of the Institute shall be called by the Steering Committee or on a written request signed by not fewer than 10% of the members of the Institute. Not less than twenty-one days (21) written notice of such meeting shall specify the date, hour and place of the meeting and the nature and purpose of the meeting.

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#### DISSOLUTION OF THE INSTITUTE:

17.1 The Institute may be wound up or dissolved if at least two thirds of the members present and represented by proxy, and voting at a properly constituted Special



Meeting of the Institute convened for the purpose of considering such matter and of which not less than twenty-one days' (21) notice has been given are in favour of such winding up or dissolution.

17.2 For the purpose of winding up the affairs and distribution of the assets, the Institute may by Ordinary resolution appoint one or more liquidators, and may fix the remuneration to be paid to him or to them, and may determine the powers and authorities to be vested in such liquidators.

17.3 If upon the winding up or dissolution of the Institute there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among members of the Institute, but shall be given to such other public unsectarian association or associations, body or those of the Institute as may be decided by the majority of members present and voting at the Special Meeting of the Institute at which it was decided to wind or dissolve the Institute, and failing such decision to such organization of the kind aforementioned by the outgoing Steering Committee and failing them by the Executive Committee of Association of South African Theological Institutions (ASATI).

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#### INTERPRETATION:

Should any doubt arise as to the meaning or interpretation of any of the terms or provisions of this constitution or any resolution of the Institute or the Steering Committee or any other body appointed by the Committee, the decision of the Board of the Institute shall be final and binding.

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FUND RAISING! FUND RAISING!  
THABO-VUYO TRAINING CENTRE  
FOR THE  
MENTALLY RETARDED CHILDREN.

"VARIETY SHOW BY ADULT CHOIRS."

VENUE: MHATLALATSANE THEATRE.

DATE: 06 - 05 - 1984.

DONATION: R2,00

TIME: 13h00

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\* PLEASE SUPPORT A GOOD COURSE.\*

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