

organisations.

⑦ Parking

Only 4 organisations have returned the Parking Questionnaire (WPCC, Weesco, CUPC and Woodstock Advice office). If your organisation is interested in applying for a parking bay please return the enclosed slip.

⑧ Naming of Building

Barry has proposed "Community House". This and decisions about the naming of Halls will be discussed at the first tenants meeting.

⑨ Opening Ceremony

The suggested date (16 August 1987) might be a problem for the churches, so it might be necessary to change the day or the time. Pierre will investigate. The suggestion is 6.00 pm 16 August 1987. There will be a number of short speeches by Barry about the history of the building, a speaker from Coratu (suggested Jay Naidoo), a speech by Bishop Tutu and then a blessing of the building by either Rev. Boesak or Rev. Beger Naudé. The master of ceremonies would be Lionel Louw, chairperson of the WPCC. Speeches would be about 10 minutes long. Attendance would be limited to about 300 (maximum capacity of the big hall.)

⑩ Keys

Melinda suggested that the Contaker has spare keys kept in locked cabinet which would only be opened in emergencies, fire etc. Participants at the meeting agreed to this.

⑪ Disabled Peoples Access

Koeberg Alet felt strongly about this issue and felt that disabled peoples access was a statutory requirement in the donor countries. Donors should therefore be sympathetic to our requests for additional funding.

Burry said that he had tried to raise the additional R100,000 but failed. If tenants felt strongly about this issue, the tenants committee should take it up.

⑫ Kitchen

Sadru have been approached to run the kitchen as a canteen. Florrie will raise this in Sadru. In the meantime there will be kitchen equipment to cater for up to 200 people. If our funders approve the furniture budget there will also be money to buy cutlery and crockery.

⑬ Next Meeting

The next meeting will be the first formal
TENANTS COMMITTEE MEETING at 9.00
am sharp at the building on
6 JULY 1987

25
RECORDED 37

CONSTITUTION OF THE COMMUNITY PROPERTY TENANTS COMMITTEE

DISPATCHED 27 MAY 1987

PREAMBLE

The purpose of the building is to provide accomodation for organisations working towards a united, non-racial and democratic South Africa.

The building is owned by the Community Property (Association Incorporated under Section 21) which is a non-profit company. The building shall be administered by a committee of the tenant organisations. The administration and running of the building shall reflect the broad principles of the tenant organisations.

NAME OF THE COMMITTEE

The name of the committee shall be the Community Property Tenants Committee.

MEMBERSHIP OF THE TENANTS COMMITTEE

The Tenants Committee shall consist of representatives from the tenant organisations occupying the premises of the Community Property at 41 Salt River Road, Salt River.

Membership of the Tenants Committee shall be subject to tenants abiding by the conditions of the lease.

It is recorded that the first Tenants Committee shall consist of members from the following organisations who are the tenants: Labour Research Service, Cape Town Trade Union Library, South African Domestic Workers Union, Woodstock Advice Office, Community Arts Project, Woodstock Salt River Walmer Estate Residents Association, Cosatu Western Cape, Chemical Workers Industrial Union, South African Railway and Harbour Workers Union, Paper Wood and Allied Workers Union/Media Workers Association of South Africa, Technical Assistance Project, Unemployed Workers Movement, International Labour Research and Information Group, Western Province Council of Churches, End Conscription Campaign, United Democratic Front, Churches Urban Planning Commission, Koeberg Alert, Childrens Resource Centre, Molo Songololo, and Western Cape Students Congress.

REPRESENTATION

Each tenant shall be entitled to at least one representative. Organisations occupying more than 100 square metres shall be entitled to additional representatives for every 100 square metres occupied, with a maximum of 3 representatives.

OBJECTS OF THE TENANTS COMMITTEE

1. To elect office bearers of the Tenants Committee. The Tenants Committee shall have the following office bearers:

A Chairperson elected from amongst its members at the first meeting of the Tenants Committee. The Chairperson shall hold office for one year but shall be eligible for re-election. The chairperson shall preside at all meetings and shall liase with the tenants.

A Secretary elected from amongst its members at the first meeting of the Tenants Committee. The secretary shall hold office for one year but shall be eligible for re-election. The secretary shall attend all meetings, take minutes, deal with correspondence and circulate agendas and minutes to tenants.

In addition to their tasks on the Tenants Committee, these two office bearers shall represent the interents of the tenants on the ADMINISTRATION COMMITTE.

2. To be responsible for coordinating the interests of the tenants occupying the building.

3. To ratify any policy decisions made by the ADMINISTRATION COMMITTEE regarding the appointment of staff, the allocation of space to new tenants, rents, wages, or any decision that has cost implications for the tenants.
4. To monitor the day to day administration of the building.
5. To ratify the annual budget drawn up by the ADMINISTRATION COMMITTEE.
6. To elect up to 2 additional representatives from the Tenants Committee to serve on the ADMINISTRATION COMMITTEE.

MEETINGS OF THE TENANTS COMMITTEE

Meetings shall be held quarterly.

Special meetings can be called by office bearers or one third of the Tenants Committee on at least 7 days notice.

One half of the members of the Tenants Committee shall constitute a quorum. If a meeting is not quorate 15 minutes after the time for its commencement it shall be adjourned and may be reconvened not earlier than 7 days and not later than 14 days thereafter. At such an adjourned meeting the representatives present shall constitute a quorum.

PROCEDURE AT MEETINGS

Meetings of the Tenants Committee shall be conducted in accordance with the principles of democracy.

All members of the Tenants Committee shall have equal rights in voting. The agenda for the meeting shall be circulated 14 days before the meeting. The meeting shall discuss only those matters on the agenda unless the meeting agrees by a two thirds majority that the matter can be discussed. Decisions shall be made by simple majority.

Tenants must abide by the decisions of the Tenants Committee.

ADOPTION OF THIS CONSTITUTION

Adoption of this constitution is subject to the first quorate meeting of the Tenants Committee.

AMENDMENTS TO THE CONSTITUTION

This constitution may be amended by a simple majority at a duly constituted meeting provided that one months notice has been given.

DISSOLUTION OF THE TENANTS COMMITTEE

The Tenants Committee shall be dissolved should a majority of the members so decide at a duly constituted meeting on one months notice.

THE TENANTS COMMITTEE SHALL NOT BE A LEGAL PERSONA AND SHALL MERELY EXIST FOR THE PURPOSES OF ARTICULATING THE INTERESTS OF THE TENANTS.

THE ADMINISTRATION COMMITTEE

The Administration Committee shall be the executive arm of the TENANTS COMMITTEE.

The Administration Committee shall deal with the day to day running of the building, including maintenance, the collection of rents, finance and the hiring out of halls.

Decisions taken by the Administration Committee regarding the appointment of staff, fixing of rents and allocation of space to new tenants, shall be ratified by the TENANTS COMMITTEE.

The Administration Committee shall consist of up to 8 members made up as follows:

A maximum of four representatives from the Tenants Committee including the chairperson and secretary.

A maximum of four representatives of the Committee of the Community Property.

The Administration Committee shall meet at least once a month.

Minutes of Administration Committee meetings shall be circulated to all tenants.

THE BUILDING ADMINISTRATOR

The Building Administrator shall be an employee of the Community Property and shall be responsible for executing decisions made by the ADMINISTRATION COMMITTEE.

The Building Administrator shall attend all meetings of the TENANTS COMMITTEE and shall assist the office bearers of the TENANTS COMMITTEE with their tasks. The Building Administrator shall have no vote at meetings of the TENANTS COMMITTEE.

The Building Administrator shall attend all meetings of the ADMINISTRATION COMMITTEE but shall have no vote.

The Building Administrator shall be responsible for the collection of rents, for hiring out halls, for liaising with tenants and for maintaining the building.

The Community Property
P O Box 287
SALT RIVER
7925

21 June 1987

Dear friend/comrade

LEASES AT THE COMMUNITY PROPERTY, 41 SALT RIVER ROAD, SALT RIVER

It is now **urgent** that we receive lease documents from the following tenant organisations;

LRS (We have received your signed lease documents but have not received your deposit)

Cape Town Trade Union Library

WPCC

CUPC

Childrens Resource Centre

Weesco

Molo Songololo

KA

ECC

UDF

CAP

Sadwu

WOSAWA Residents Association

News Stand (CAP, Open Books, Ravan Press, David Philip)

Woodstock Advice Office

ILRIG

UWM (We have received only one signed copy of the lease and your deposit, but we still need another signed copy of the lease)

Cosatu (Western Cape)

CWIU

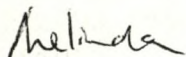
PWAWU

SAR&HWU

When returning your lease documents to The Community Property please make sure that you enclose BOTH copies of the lease (One copy will be returned to you after revenue stamps have been stuck on.) and a cheque for the DEPOSIT. If you have any queries please contact me as soon as possible.

This is also a reminder of the first Tenants Committee meeting which will be held at the building on 6 JULY 1987. It is very important that your organisation sends a representative. Tenants will formally adopt the constitution at this meeting. If you have any suggestions for amendments please send them in writing to the Community Property before 6 July 1987.

Thanks



Melinda Silverman
Building Project Coordinator

Phone: 248253 in the morning and 248532 in the afternoon

Office Job and the Office

I have divided this assessment and report of the work into different sections: * general advantages
* Contact
* ECC internally
* Bureaucracy
* Resources

General Advantages

Probably one of the most important and advantageous things about the office is that it is a place where ECC can be contacted by the public. At a certain time each day anybody who wants to reach our organisation is able to. Instead of being a hidden and inaccessible and mysterious grouping we are open and public and can be found with ease. People who wish to speak to ECC for any reason do not have to have contacts within 'left circles' in order to do so. This was our main motivation for opening the office and employing an office worker.

Contact

It is useful to get some idea of the range of people who use the office, either who come in or phone. This has changed with the emergency and has been affected by the fact that the office was closed for two months and also because ECC was not doing any public work the public didn't really want to get hold of us (although the press did). Pre-emergency people used to come into the office almost all the time, either ECC members, or people wanting to buy t-shirts and tapes and things, or people wanting to have copies of our posters, or just wanting to know more about ECC. This grouping of people has been fairly scarce since the emergency but they are starting to come in a little more now. These are obviously our very close supporters who want to be more in touch with ECC and to buy our goodies and things. ECC members use the office differently and I will discuss the role that the office plays for ECC internally in a different section.

We also have quite a few conscripts who want advice. At the beginning of the year I used to often do the counselling myself, but then I found that the office got too busy and it is difficult to do serious counselling with people coming in and out and the phone ringing. So then I usually referred people to other Advice Bureau contacts. I find that often recruitment into ECC has happened through the office. We advertise the office phone and address as widely as possible and people interested in joining ECC often get hold of the office. I will explain how ECC works and usually give them some of our old pamphlets and bits and pieces that they can read. Then I put them in touch with subcomm coordinators so that they can join subcomms. Often these people are not the campus sympathetics that we tend to attract, but some of the more 'unusual' ECC members.

Then also the office is used by overseas visitors and overseas press people. It is useful if they are interviewed in the office because there we have back copies of all our pamphlets which they usually like to see and can take away with them. Again, just having an office means that more overseas types are able to get hold of us. Because I am the press person on the exec, this has affected the way the office has been used. For the press it means that if they want to get ECC comment on something it is very easy for them to get hold of someone and to get a response quickly. This is a specific advantage and cant be generalised into the usefulness of the office as a whole.

For ECC Internally

Prior to the emergency the office was used a lot by ECC members as an information point and a place to leave messages and distribute pamphlets.

However, since the Security Police visited the office and left with 2000 pamphlets we have not used the office as a distribution point. Also ECC has realistically been doing less and therefore the need for ECC people to continually pop in and find things out has reduced. Of course it does still happen, but to a lesser extent. However the front reps still pop into the office usually to find out venues for meetings, and because they are slightly less in touch with what is happening and when, they make more use of the office as a provider of information. During ECC campaigns the office has been invaluable. With WJP when we were recruiting off the streets, and hundreds of people were suddenly becoming aware of ECC and wanting to know about it, or wanting to sign up for projects they would often do this through the office. I had a fairly good idea of all the different aspects of the campaign and was able to play something of an information and informal coordinating role as far as the more bureaucratic side went. For a far shorter period of time it was a similar situation with the quickly pulled together SADF raids meeting.

And, at this kind of time the office, or me, has often been used as a message taker and giver for other ECC people who are in hiding. They are impossible to get hold of and it is useful for people still to be able to get messages to them. It does sometimes mean that I wind up being involved in things that I normally would not be e.g. having to step in to discussions with the lawyers half way through the process, because they need things.

Bureaucracy

What can I say about bureaucracy? It takes up a lot of my time, and that is often because we don't have great facilities at the office. I do bits and pieces of typing, keep the files and ECC's glorious history up to date, handle the correspondence and write thank you letters and reply to all the weird and wonderful letters that we get. I do an enormous amount of photostatting and that takes up a lot of time because I have to go to campus to do it, postage and at times that means going into town to collect from priority mail. I fairly regularly send stuff around to the other centres so they are up to date with us. Mailing lists for minutes and for the newsletter are all my department. Also I will often take on the more bureaucratic 'activist work' because I know that I can do it in the office during office hours. It's very difficult to document the daily schlep of the job and the weird and wonderful things that I get to do and I don't know that I can say more than this.

As a subsection of bureaucracy is office administration. This is the work that goes into having an office - liaising with the landlord, getting the rent each month from our tenants, going to the meetings of the Salt River building, sorting out keys, burglar bars etc etc.

Resources

This only became part of the definition of the job fairly recently, and I haven't made any progress with it. Partly because when I came back to work I carried on working in the office for four hours a day and didn't use the time as effectively as I could have - if I had taken the brave step earlier of spending 2 hours in the office I could have been dashing off to the resource centre and other places to jack up our resources. Now I have caught up on some big tasks that have been hanging over my head for about six months and am intending from early next week to get buried in resources. I think that it could be very exciting and useful for ECC to have a good resource collection and I am looking forward to working on this. However, there is a strong possibility that people in ECC would not make enough use of it and it is pointless for us to have decent articles and information in the office if we don't use it. Maybe an advertising campaign will be necessary. I find that is the older front members who show more interest in getting readings and

finding out more about ECC's history as well as general conscription and militarization issues.

I have documented what I do as far as possible. However I have given no assessment of the work or the office, and I feel that it would be more useful for that to come out of the discussion held by the exec. Its almost impossible to assess one's own work by oneself adequately.

I feel that this report of my work perhaps does not give enough of the disadvantages of the job. One of the bigger 'costs' is of course the literal cost. We fork out R455.00 per month on the office and the office worker, and that does not include electricity, water, petty day to day costs. Our scheme of raising our own funds for the rent did not work out and the great idea of monthly donations was not very well received (in practice anyway). The other disadvantage is that for all of being accessible to the public we are also accessible to the security police and to the right wing and it is difficult to prevent the office from storing too much, or having too many documents in it. If things were dispersed around different people's houses it would be far harder to come and take them away . Because of the State Of Emergency we no longer keep all our records in the office because we feel it is arisk. If the situation gets worse then this is going to be mkore of a problem. The office was useless during the first couple of months of the emergency and it seems that it is only viable during times of less heavy repression. Weighed up with that is the value and the hindrance of having as the office worker someone who is so centrally involved in ECC. While useful as far as being in touch with ECC, it is a problem in that with the S of EE I had to dash off into hiding and it would have been very useful to have had someone who could continue to sit in the office .

Anyway, I hope that this gives us enough to work from to have our discussion. Lots of love from Paula.

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END CONSCRIPTION CAMPAIGN (ECC)

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