



# Constitution Template

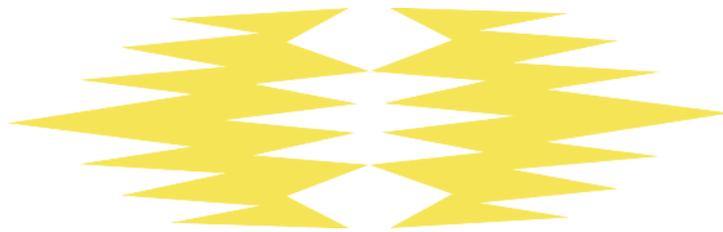
By Dr Guy Stubbs

Narrative by Amie Harms

Artwork by Carissa Gagashi



# Constitution Template



This document forms the Constitution (the structure, goals, values, and rules) of your ChildVision ECD Centre of Excellence. It has all the important information you need to run your centre in an orderly way.

1 Corinthians 14:40 - But all things should be done decently and in order.

Think carefully when filling in this form. Take your time, and work as a team. Brainstorming is helpful because you have many people thinking together. Look at the “advice” sections for help. This Constitution is very similar to the Village Savings and Loan Association Constitution, so if you have been part of setting up a Village Savings and Loan Association Constitution, you will find this simple. Please read all sections. Even if there is nothing to fill in, it is important that you know your centre’s Constitutions well.



# 1. BASIC INFORMATION ON THE CHILDVISION CENTRE OF EXCELLENCE

- Name of the ChildVision Centre of Excellence:

---

(from now on, called “the centre” in this document).

*(Advice: Think of a name that will empower your centre and the community linked to your centre. Something that will show your support for the vulnerable children you care for. Try to keep the name easy and in English so that your community members will remember it and talk about it with pride and donors will understand what you do.)*

- The centre runs from the following address:

---

*(Advice: Choose an address where children can be kept safe and sheltered. It is also important that your address is easily accessible so that parents and children can reach it by foot. An address near emergency services, like a clinic, is also ideal.)*

- The centre was formed on (date): \_\_\_\_\_  
*(Advice: Enter the date on which the Constitution is signed.)*

## 2. THE GOALS OF THE CENTRE

2.1 The centre's main goal is to:

- To provide high-quality, holistic care to children and give support to their families by focusing on the eight core areas of the ChildVision Academy, namely:
  - 2.1.1** Encourage parent/guardian involvement.
  - 2.1.2** Form good relationships with parents/guardians.
  - 2.1.3** Form clear parent/guardian association and staff structures and rules.
  - 2.1.4** Respect and follow government rules.
  - 2.1.5** Make qualified practitioners a priority in the centre.
  - 2.1.6** Encourage nutritional diversity (a variety of healthy food).
  - 2.1.7** Help children, guardians, and staff to learn and understand the gospel.
  - 2.1.8** Encourage income-generating activities.



### 3. WHO MAY BE A MEMBER OF THE CENTRE'S GOVERNING BODY?

The governing body is made up of members who have invested interest in the centre and form part of the management team. This can include centre owners, staff, parents, and guardians. All members of the governing body MUST also be members of a Village Savings and Loan Association group.

*(Advice: Choose governing body members who are honest, trustworthy, reliable, punctual, ambitious, calm, and who are guided by Christian values.)*

- Lower age limit:

---

*(Advice: Older members may be more reliable and wiser in making decisions. However, younger members can be ambitious and accepting of modern methods. A balance of age groups can help to support the goals of the centre.)*

- Gender:

---

*(Advice: Depending on the needs of the children and the unique goals of the centre, some centres may prefer to have a gender-specific governing body. Keep in mind that a balance of genders can help maintain governing body perspective.)*

- Residence (where must members live):

---

*(Advice: Meeting attendance is generally better when governing body members live close to the meeting venue/the centre. However, members who live and work outside your location may be able to share knowledge on how other centres function and share new methods they have learnt in other communities.)*

- Other common circumstances:

---

---

*(Advice: Here, you can add other member requirements. For example, must all the members speak a certain language? Must all the members have children who attend the centre? This section allows you to personalise the membership of your group.)*



#### 4. THE LEADERSHIP COMMITTEE

*(Advice: Choose candidates who have a reputation for being responsible, trustworthy, and who can confidently carry out a leadership role. It is also important that these candidates are well-spoken and are good at reading and writing. More importantly, they must deeply care for the children at the centre and support the centre's goals.)*

The minimum number of members who form the centre's governing body must be 5 and must include the following roles:

- Chairperson
- Vice-chairperson
- Secretary (record-keeper)
- Treasurer
- The centre owner/s (who can also be appointed a leadership role)
- The centre manager (if different from the centre owner)

4.1 All members of this governing body must agree to join a Village Savings and Loan Association group if they have not yet done so. Village Savings and Loan Association groups run the same way as a governing body and will provide important training and practical experience for when members join other governing bodies or memberships later on.

#### 5. ELECTION PROCEDURES

5.1 Elections must be held when the centre is formed and then every 12 months or every December thereafter. The minimum number of people that must stand for each role is 2.

5.2 The minimum number of members who must be present to hold an election is  
(this value must be no less than 10): \_\_\_\_\_

*(Advice: This number will depend on the size of your centre and how many responsible and invested people there are in the centre's well-being.*

*Tip: sometimes it helps to have an odd number of voters to avoid voting ties.)*

5.3 Use the same voting procedure you use for the Village Savings and Loan Association elections, where the votes are kept secret.

5.4 Term of office: Governing body members will serve from year to year. Each year there must be elections, and the officers must be voted for again. There is no problem if the same people are voted in from the last year.



## 6. REMOVAL OR RESIGNATION OF GOVERNING BODY MEMBERS FROM THEIR POSITION BETWEEN ELECTIONS

- 6.1 Any leader of the governing body can, at any time, request a vote of no confidence against a member of the leadership team.
- 6.2 The Committee member must resign if the majority of members vote to remove him/her.
- 6.3 The reasons for which a person (member) should be removed from the group are:

---

---

---

*(Advice: Here, the governing body must agree on reasons that justify removal from the group. Examples include missing more than one or two meetings, dishonesty, fighting with other members, and not following the centre's Constitution.)*

- 6.4 A governing body leader can freely resign from the position by

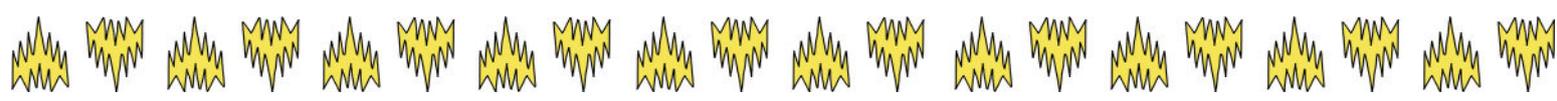
---

Advice: How will your centre accept resignation? Examples are writing a letter of resignation or making a voice recording. Note it is important that you have proof of a member's resignation for your records. An election is required to fill the vacant position.

- 6.5 **Vacancies:** The governing body must, as soon as reasonably possible, find a new member to fill any leadership role/vacancy. The governing body will follow the election or selection process as set out in point 5 at a Special General Meeting.

## 7. POWERS OF THE CENTRE

- 7.1 The governing body is responsible for making decisions and acting on such decisions, which it believes it needs to make to reach the goals of the centre as stated in point number 2 of this Constitution. However, such decisions and their activities may not be against the decisions of the members or be against the law of the Republic of South Africa.
- 7.2 If the governing body thinks it is necessary, then it can decide to set up one or more sub-committees.
- 7.3 The governing body may pass any of its powers or functions to a sub-committee provided that:



- 7.3.1 Such handing over of power and conditions are written in the minutes of a meeting.
- 7.3.2 At least one of the governing body members serves in the sub-committee.
- 7.3.3 There are three or more members on a sub-committee.
- 7.3.4 The centre manager must approve all decisions before any action or steps are taken.

## 8. MEETINGS

### 8.1 Annual General Meetings (AGM)

8.1.1 Governing body members, practitioners, staff, parents, guardians, and all other stakeholders of the centre must be invited to the centre's general meetings.

8.1.2 The purpose of an Annual General Meeting (AGM) is to:

- Report back to stakeholders from the governing body on the achievements and work done during the year.
- Make any changes to the Constitution and/or other policies (like the ECD Parent/Caregiver Fee Contribution Employment Contract).
- Allow members and stakeholders to discuss and decide on new policies for the centre.
- Elect the governing body for the next year.

8.1.3 The annual general meeting must be held once every year towards the end of the centre's financial year.

8.1.4 The centre must address the following matters, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent apologies because they cannot attend.
- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report (see annex 1).
- Treasurer's report (see annex 2).
- Changes to the Constitution that members may want to make.
- Changes to any other documents or policies that members may want to make.
- Elect new governing body members.
- \_\_\_\_\_
- \_\_\_\_\_



---

---

*(You can write any of your own topics you want to address at the annual general meeting on the lines above. For example, do you want to review any education programmes that were introduced or discuss solutions for any problems that may arise?)*

- General.
- Close the meeting with prayer and devotion.

## **8.2 Special General Meetings**

- 8.2.1 A Special General Meeting (SGM) or any other meeting is held outside of the normal or regular meetings.
- 8.2.2 Special meetings can follow the same process as an Annual General Meeting (AGM), as pointed out in 8.1, or any ordinary meetings of members.
- 8.2.3 The centre manager or not less than one-third of the governing body members may call a Special General Meeting of the centre.
- 8.2.4 Special meetings may be called when the governing body needs feedback or guidance from the general members, practitioners, parents, or guardians of the centre to take up issues that need urgent attention and cannot wait until the next Annual General Meeting.

## **8.3 Ordinary Meetings**

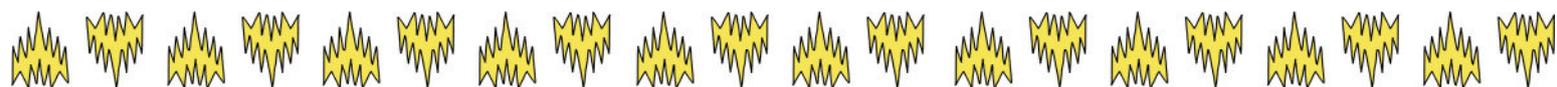
- 8.3.1 Ordinary members' meetings are done to complete a standard order of business of the centre. These are held at least once every

---

(write when you want these ordinary meetings to take place, for example, every four months) or when a need arises from time to time to conduct business and are attended by the governing body.

## **8.4 Notices of Meetings**

- 8.4.1 The Chairperson of the governing body will start and run meetings. The Secretary must let all governing body members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.
- 8.4.2 However, when organising an Annual General Meeting or a Special General



Meeting, all members of the centre must be informed of the meeting no less than fourteen (14) days before such a meeting.

- 8.4.3 Notices for all meetings mentioned in this Constitution must be given to relevant members in writing, either personally, by post, or by electronic communication or in whichever manner it is convenient, to the address or other similar particulars provided by the members. *(Consider the best form of communication for your centre to make sure that all centre workers, parents, and guardians receive the invite for a meeting on time.)*
- 8.4.4 The invites/notices for all meetings must show the reasons for the meeting and the matters that will be discussed in the meeting.
- 8.4.5 For confirmation of delivery, all notices/invites sent to members at the last known contact details will be considered properly sent to members unless proven otherwise. It is up to the centre to update its contact detail list regularly.

**8.5 Quorums** (the lowest number of members that must be at a meeting for meeting steps and voting to be carried out)

- 8.5.1 To keep it simple, quorums for all meetings of the centre will be a basic majority (50% + 1) of relevant members who are expected to attend.
- 8.5.2 However, when thinking of making changes to this Constitution, or closing the centre, it is agreed that two-thirds of the members must be present at a meeting to vote on a decision before such a decision to change the Constitution is made final.
- 8.5.3 All meetings of the centre must have the lowest number of members that must be at that meeting before it can start.
- 8.5.4 If the lowest number of members that must be at that meeting before it can start has not arrived within fifteen minutes of the appointed time of the meeting, the meeting must be cancelled or postponed to another date within fourteen days thereafter.
- 8.5.5 If the lowest number of members that must be at the next proposed meeting has not reconvened within fifteen minutes of the appointed time, the members present can make a quorum for that meeting, and the meeting will continue as if the minimum number of members needed for the meeting is present.

**8.6 Running of Meetings**

Governing body members can form meeting procedures as they see fit as long as the following rules are followed:

- The Chairperson must lead all meetings of the centre, including that of the governing body.



- If the Chairperson is not present, the Vice-Chairperson can lead such meetings.
- If both the Chairperson and Vice-Chairperson are not present at a meeting, the governing body members present at the meeting must elect a stand-in Chairperson for that meeting.

## **8.7 Making Decisions in Meetings (Votes)**

- 8.7.1 Where possible, the decisions of the centre will be made by general agreement. However, when there is no general agreement, then members will discuss options for a while and then call for a vote.
- 8.7.2 All votes must be counted, and the majority votes on a topic must be accepted as the decision of the meeting.
- 8.7.3 However, if the votes are equal on a topic, then the Chairperson in that meeting is given either a second or a deciding vote.
- 8.7.4 All members must obey the majority decision.

## **8.8 Records of Meetings**

- 8.8.1 Proper meeting minutes (written notes) and attendance records must be kept for all meetings of the centre.
- 8.8.2 The minutes (written notes) will be confirmed as a true record of steps and discussions by the next meeting of the governing body or general members, as the case may be, and will be signed by the Chairperson thereafter.
- 8.8.3 Minutes will always be kept safe and always be on hand for members to read and refer to.

## **9. INCOME AND PROPERTY**

- 9.1 The centre will keep a record of everything it owns.

*(Advice: This must include buildings, furniture, electrical equipment, tools, learning aids, toys, cleaning utensils, stationery, and every item that the centre has purchased or been given that now belongs to it.)*

- 9.2 The governing body or a general member of the centre can only get money back from the centre for purchases/payments that she or he has paid for on behalf of the centre if authorisation to make such purchases/payments was granted beforehand.



## 10. FINANCES AND REPORTS

- 10.1 Bank account: The governing body must open a bank account in the name of the centre with a registered Bank.
- 10.2 Signing: Whenever funds are taken out of the bank account, the centre manager and at least two other members of the centre must sign for the withdrawal.
- 10.3 Financial year-end: The financial year-end of the centre will be the end of \_\_\_\_\_ each year.  
*(Enter the centre's financial year-end month. This month is usually December but can also be February or another month, depending on when your centre was formed.)*
- 10.4 Financial report: The governing body is responsible for making sure that proper records and books of account which reflect the transactions of money of the centre are kept. These records must be given to an independent, registered Accounting Officer within six months of the start of a financial year. The Accounting Officer must then create a formal report stating whether the financial statements of the centre are consistent with its accounting policies and practices of the centre.
- 10.5 The Treasurer is responsible for making sure that the money of the centre is safe and is correctly counted.
- 10.6 The Treasurer must also create and give regular reports to the governing body on the finances of the centre, which should include all incomes, expenses, and balances that remain according to the accounting practices of the centre.
- 10.7 The centre can go to different registered banks to ask for advice on the best way to look after its funds.

## 11. CHANGES TO THE CONSTITUTION

- 11.1 The Constitution can only be changed by an agreed-on/voted-on decision by the governing body to do so. The decision has to be agreed upon and passed by not less than two-thirds (or at least 67%) of the members who are at the Annual General Meeting or Special General Meeting. Members must vote at this meeting to change the Constitution.
- 11.2 To simplify and justify changes to this Constitution, two-thirds of the members will be present at a meeting to make a quorum (a fair voting decision) before a decision to change the Constitution is made. Any Annual General Meeting may vote upon changing the Constitution, if the details of the changes are set out in the notice referred to in clause 7 of this constitution.



## **12. FEES**

12.1 Centre fees must be calculated by dividing the costs of the centre with the number of children the centre can care for. See Annex 3 for help.

12.2 Fees can be discussed and changed at the annual general meeting for the following year.

## **13. EMPLOYMENT**

13.1 The centre will employ parents/guardians or other household members on the terms that they use their centre earnings to contribute toward their child's/ children's centre fees.

13.2 Unless otherwise agreed on in a signed contract, all centre employees will earn credits instead of South African rands, with one credit equalling one South African rand. These credits will be accepted by the centre as fees contributing to all centre services.

13.3 The centre will keep a record of each employee's credits.

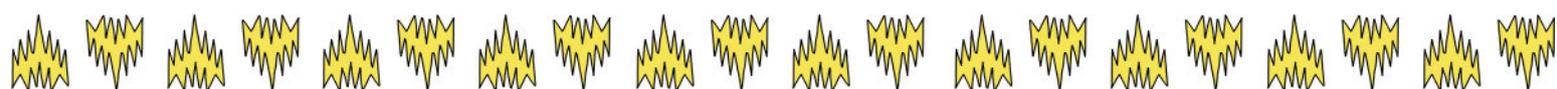
## **14. CHILD PROTECTION**

The centre and all centre staff, parents/guardians, and other adults who enter the centre must strictly follow the centre's Child Protection Policy as well as all the South African Child Protection Act.

## **15. DISSOLUTION/CLOSING DOWN**

15.1 The centre may dissolve or close down if at least two-thirds of the members present and voting at a meeting agree with closing down.

15.2 When the centre closes down, it has to pay off all its debts. After doing this, if there is property or money left over, it should not be paid or given to members of the centre. It should be given in some way to another non-profit centre that has similar goals. The centre's general meeting can decide what centre this should be.



This constitution was approved and accepted by members of \_\_\_\_\_

\_\_\_\_\_ (name of the centre) on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Centre manager's full name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chairperson's full name if different  
from centre manager)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Treasurer's full name)

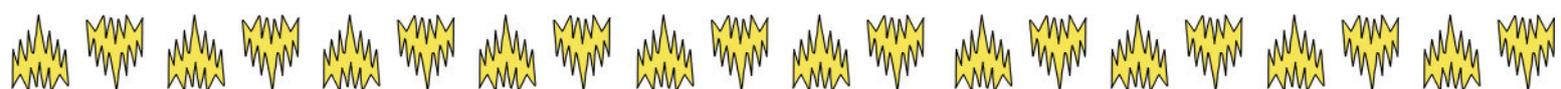
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secretary full name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# Annex 1: Chairperson Report Template

## Chairperson Report Template

Chairperson Report for \_\_\_\_\_ (year).

### 1. Brief overview of the year.

What were the good things that happened in the year?

---

---

---

What were the bad things that happened in the year?

---

---

---

What did the centre do to overcome the bad things (what were the solutions)?

---

---

---

2. How many children were enrolled in the centre? \_\_\_\_\_

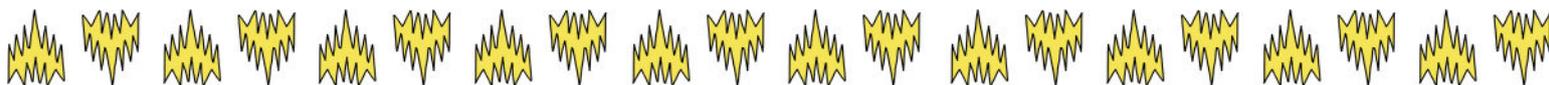
3. How many children left the centre? \_\_\_\_\_

4. How many children does the centre currently have enrolled? \_\_\_\_\_

5. What did the centre do throughout the year to encourage enrolments?

---

---



7. How many parents/guardians were employed by the centre in the year? \_\_\_\_\_

8. Are there any issues regarding Village Savings and Loan Association groups? \_\_\_\_\_

If yes, what have you done or what are you doing to fix these issues?

---

---

---

9. How many practitioners and staff members are employed by the centre (other than parents/guardians)? \_\_\_\_\_

10. Were there any issues experienced with practitioners/staff? \_\_\_\_\_

If yes, what did the centre do to fix the issues and were any preventative measures put in place to avoid such issues in the future?

---

---

### 11. The governing body.

Who is currently on the governing body?

---

---

Who left the governing body during the year?

---

---

How many times did the governing body meet during the year?

---

---

Future plans for the governing body (for example, re-elections)

---

---



**12. Events**

Were there any special events that took place during the year? \_\_\_\_\_ If yes, explain what they were and how they helped the centre/children/parents/guardians.

---

---

---

Are any events planned? \_\_\_\_\_ If yes, explain what they are and how they will help reach the centre's goals.

---

---

---

**13. Update on any ongoing projects** (for example, parent/guardian participation at the centre, meal programmes, Village Savings and Loan Association outcomes).

---

---

---

**14. Other points you would like to add:**

---

---

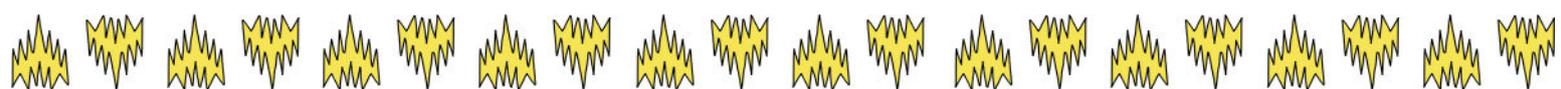
---

---

---

---

**[After the report is delivered, give time for attendees to ask questions and give feedback].**







**10. If your centre's balance is in the negative, what does it intend to do to fix this problem and how will it continue to run for the next year?**

---

---

---

---

**11. What are ways to improve incomes?**

---

---

---

---

**12. What are ways to reduces expenses fairly?**

---

---

---

---

**13. Using this year's account balance and the events that occurred, try to predict the financial outcomes for the year ahead if all plans are successful:**

---

---

---

---

**[After the report is delivered, give time for attendees to ask questions and give feedback].**



## Annex 3: ChildVision Centre - Fees Calculation

To calculate fees per child for your centre, you must add all your monthly expenses (overheads) for each service and divide the total by the maximum number of children your centre can care for.

**For example:**

**Total monthly centre running costs:** R25 000.00 per month (remember to subtract any grants you may receive for your centre from this total before you divide as per below).

÷

**Total number of children the centre can care for:** 20

= R1 250.00 per child per month.

Use the same formula (sum) to work out fees for aftercare, sports activities, and so on.

*Examples of monthly centre running costs / expenses and overheads:*

Name of Centre: \_\_\_\_\_ Date \_\_\_\_\_ (month and year)

<b>Expenses/Overheads</b>	<b>Cost per month</b>	<b>Expenses</b>	<b>Cost per month</b>
Rent		Educational materials	
Water		Practitioner salaries	
Electricity		Other staff salaries	
Wood		Loan repayments	
Matches		<b>OTHER:</b>	
Gas			
Fuel			
Cleaning products			
Toilet paper			
Soap			
Emergency provisions			
Food for meals			
Building maintenance costs			
<b>TOTAL:</b>			<b>R</b>





## **Psalm 63:7–8**

**For You have been my help,  
And in the shadow of Your wings I sing for joy.  
My soul clings to You;  
Your right hand upholds me.**



[www.childvision.co.za](http://www.childvision.co.za)  
[www.africanhoneybee.co.za](http://www.africanhoneybee.co.za)