

Article 1 – Name and membership

1. Name

The designation “the Group” underlines our collective identity and purpose. It signifies a unified force working towards shared financial goals and community support. The name of the group is ***Pocketly Breakfast Drinks and Snacks Annual Savings Club*** .

2. Membership

Membership is extended to individuals who have been part of the formation of this group, as well as individuals who have voluntarily decided to join the group. The voluntary nature of membership underscores the importance of willing participation in our collective endeavors.

Article 2 – Objectives and rules

1. Objectives

The primary objective of ***Pocketly Breakfast Drinks and Snacks Annual Savings Club*** is to cultivate a culture of collective and mutual support. Our aim is to create a resilient community where each member contributes to and benefits from the collective efforts.

2. Rules

Members pledge to adhere to the rules outlined in this constitution. These rules encompass attending group meetings regularly, making punctual contributions, and actively participating in decision-making processes. These commitments form the foundation of our cooperative principles.

Article 3 – Meetings and contributions

1. Frequency of Meetings

Regular meetings, convened quarterly, provide a platform for open discussions, financial updates and planning. These gatherings promote a sense of community and ensure effective communication among members and the executive team.

2. Contribution Amounts

Member commits to contributing ***R 350.00 (three hundred and fifty rands only)*** starting January of every year for 11 months with a benefit retail value of ***R 4025.00 (four thousand and twenty-five rands only)*** at the end of November per calendar year

OR;

member commits to contributing ***R 600.00 (six hundred rands only)*** starting January of every year for 11 months with a benefit retail value of ***R 6900.00 (six thousand and nine hundred rands only)*** at the end of November per calendar year

once a month with payments due monthly from the date of joining. This financial commitment is essential for sustaining the group’s initiatives and achieving our collective objectives.

3. Fees and Maintenance

A Once-Off joining fee of ***R 100.00 (one hundred rands only)*** is applicable when joining the club. Fees which are subtracted from the monthly contributions are:

- I. System maintenance calculated at R10.00 (ten rands only) per member
- II. Operations costs calculated at R20.00 (twenty rands only) per member
- III. Support and Claims external service provider calculated at R12.50 (twelve rands and fifty cents only) per member
- IV. Labour costs calculated at R30.00 per member (thirty rands only) per member

4. **Nature and Timing of Benefits**

The nature and timing of benefits are:

Benefits are distributed to members at the end of November in each calendar year.

Should a member join the Social Club mid-year, the member should pay the contribution amounts from January for each month up to the current month of joining. No new members are accepted after 30 April of each calendar year.

This timed and rewarding approach aligns our benefits with the overarching goals of *Pocketly Breakfast Drinks and Snacks Annual Savings Club*.

Article 4 – Role of Treasurer

1. **Role of the Treasurer**

The Treasurer, as the custodian of the group's funds, assumes a position of trust and responsibility critical to the success of our collective endeavors. In addition to ensuring that funds are utilized for the agreed-upon purpose, the Treasurer holds the following responsibilities:

2. **Monthly member statements:**

The Treasurer undertakes to ensure the executives receive monthly statements. This practice ensures that all members are regularly informed about the financial transactions and the overall status of the group's funds.

3. **Annual management Accounts:**

In addition to bank statements, the Treasurer will furnish the group with annual management accounts. These accounts offer a detailed overview of the financial activities, providing insights into income, expenditures, and the overall financial health of the group.

4. **Movement of Funds:**

The Treasurer has the responsibility to report quarterly on claims made, funds paid and all use of funds to members via quarterly report.

5. **Accountability:**

At each meeting, the Treasurer provides a comprehensive financial report, detailing the inflow, outflow, and balance of funds. This commitment to transparency ensures that all members are well-informed about the group's financial status.

6. **Missing Funds:**

In the event of any unaccounted-for funds not agreed upon by the group, such occurrences are

considered theft. This provision grants the group the right to use this information as evidence in opening a criminal case against an offending Treasurer, underscoring our commitment to financial integrity.

Article 5 – Role of secretary

1. Appointment and Significance

The Secretary, a pivotal role within our Social Club/Stokvel, in the communications, support and claims side of the Social Club. This section outlines the significance of the Secretary's role in ensuring the smooth functioning of our group.

2. Responsibilities of the Secretary

1. Meeting Coordination:

The Secretary is entrusted with the responsibility of coordinating group meetings, ensuring that they are held regularly and efficiently. This includes setting meeting schedules, notifying members, and preparing the agenda in collaboration with other executives.

2. Minutes and Records:

Accurate record-keeping is a fundamental aspect of the Secretary's role. The Secretary is obligated to capture and maintain detailed minutes of each meeting, summarizing discussions, decisions, and any actions agreed upon by the executive based on outcomes of the meetings. These records provide a historical account of our collective decisions and activities.

3. Membership Records:

Keeping an up-to-date record of group members is essential for effective communication and decision-making. The Secretary is responsible for maintaining accurate membership records, including contact details and contributions, ensuring that all members can be reached promptly.

4. Correspondence:

Acting as a liaison between the Social Club and external parties, the Secretary handles correspondence on behalf of the Social Club. This includes communication with financial institutions, service providers, or any entities interacting with the Social Club.

5. Financial Documentation:

While the Treasurer manages the financial transactions, the Secretary plays a crucial role in organizing and storing documentation. This ensures that all records are easily accessible, aiding transparency and accountability within the Social Club.

6. Group Communication:

The Secretary takes the lead in disseminating information to Social Club members. Whether through official announcements, circulars, or meeting minutes, the Secretary ensures that all members are well-informed about Social Club activities, decisions, and relevant updates.

7. **Term and Succession:**

The Secretary's term is determined by the executive, and in the event of a vacancy, a smooth succession plan should be activated. The members will be informed and short listed candidates will be given a chance to be heard by members before the executive decides on a chosen replacement, emphasizing continuity and stability in the execution of this vital role.

Article 6 - Role of Chairperson

1. **Appointment and Leadership:**

The Chairperson plays a crucial leadership role within our Social Club/Stokvel group. The Chairperson, as a symbol of unity and direction, guides the group in achieving its collective objectives, serves as the operational cornerstone and facilitates effective logistical coordination.,

2. **Responsibilities of the Chairperson:**

1. **Meeting Leadership:**

The Chairperson presides over Social Club meetings, ensuring order, adherence to the agenda, and active participation. Their role is to facilitate constructive discussions, manage time effectively, and maintain a positive and inclusive atmosphere during meetings.

2. **Decision Facilitation:**

Facilitating decision-making processes is a key responsibility. The Chairperson ensures that all members have an opportunity to express their views, that decisions made by the executive are in line with the best good for the collective, and that consensus is sought where possible. In the absence of consensus, the Chairperson may exercise a casting vote.

3. **Representation:**

The Chairperson often represents the Social Club in external interactions, conveying decisions, negotiating agreements, and engaging with other entities on behalf of the Social Club/Stokvel. This representation is crucial for building relationships and ensuring the Social Club's interests are safeguarded.

4. **Conflict Resolution:**

As a leader, the Chairperson plays a pivotal role in resolving conflicts within the Social Club and executive team. They encourage open communication, mediate disputes, and work towards maintaining a harmonious and cooperative atmosphere among members.

5. **Strategic Planning:**

The Chairperson contributes to the group's strategic direction by assisting in the formulation of long-term plans and goals. This involves aligning the Social Club's activities with its overarching objectives and ensuring that decisions are in line with the collective vision.

6. **Communication with Social Club Leaders:**
Collaborating with the Secretary and Treasurer, the Chairperson ensures effective communication within the leadership team. This involves regular updates on Social Club activities, financial matters, and any pertinent issues that require attention.
7. **Term and Succession:**
The Chairperson's term is determined by the executive and where necessary an additional review by the members, and this section outlines the process for appointing a new Chairperson in the event of a vacancy. The executive decides on the succession plan, emphasizing a smooth transition to maintain continuity and effective leadership.

Article 7 – Role of special purpose roles

1. Creation and Appointment:

This section outlines the process by which special purpose roles are identified, created, and appointed within our Social Club/Stokvel group. These roles are established to address specific needs or tasks that require dedicated attention and expertise.

2. Transparent Appointment Process:

1. **Identification of Needs:**
The executive collectively identifies specific needs or tasks that require specialized attention with some input from members. This could include roles such as event coordinator, project manager, insurance administrator or any other function deemed necessary for the Social Club's objectives.
2. **Transparent Nomination:**
The process of appointing individuals to special purpose roles begins with transparent nominations. Members are encouraged to nominate themselves or others based on their skills, experience, and willingness to take on the responsibilities associated with the identified role.
3. **Group Discussion:**
The nominations are open for group discussion, allowing members to express their views on the suitability of candidates for the special purpose role. This discussion ensures that the group's collective wisdom is employed in making informed decisions.
4. **Consensus Building:**
The group strives to reach a consensus on the appointment, considering the preferences and opinions of all members. While consensus is the ideal, the group may agree on an alternative decision-making process if unanimity is not achievable.
5. **Appointment Decision:**
Following the discussion and consensus-building phase, the group makes a collective decision on the appointment of individuals to special purpose roles. The decision is recorded and communicated to all members to maintain transparency.

6. **Reporting and Accountability:**

Individuals in special purpose roles are accountable to the group. This section emphasizes the importance of regular reporting, providing updates on progress, challenges, and achievements related to their designated responsibilities. This reporting ensures transparency and facilitates informed decision-making within the group.

Article 8 – Role of the group member

1. **Active Participation:**

Active participation is the cornerstone of our Social Club/Stokvel group's success. Each group member is an essential contributor to our collective goals. This section outlines the expectations and responsibilities of ordinary group members.

2. **Attendance and Punctuality:**

1. **Regular Meeting Attendance:**

Group members are expected to attend meetings regularly as scheduled by the Social Club. Consistent attendance ensures that everyone is well-informed about the group's activities and decisions.

2. **Punctuality:**

Timely attendance is crucial to the effectiveness of our meetings. Members are encouraged to arrive on time, allowing meetings to start promptly and ensuring that everyone has ample time to contribute.

3. **Financial Contributions:**

1. **Adherence to Contribution Schedule:**

Members commit to making regular financial contributions as per the agreed-upon schedule. Consistent contributions are vital for the group to achieve its objectives.

2. **Cancellation of Membership:**

If a member wishes to cancel their membership mid year, the member will forfeit their contributions and will be penalised **R 1000.00(one thousand rands only)** should they wish to rejoin the club.

3. **3 Missed contributions will result in a non-refundable cancellation of membership..**

4. **Engagement and Input:**

1. **Active Participation in Discussions:**

Group members are encouraged to actively participate in discussions, offering their insights and opinions on matters affecting the group. Diverse perspectives enrich our decision-making processes.

2. **Contribution of Skills and Expertise:**

Members are invited to contribute their skills and expertise to the group. Whether it's organizing events, providing financial advice, or offering relevant knowledge, each member's unique abilities enhance the group's capabilities.

5. **Respect and Cooperation:**

1. **Respect for Fellow Members:**

A culture of respect is fundamental within our group. Members are expected to treat each other with courtesy, acknowledging diverse opinions and fostering a positive environment.

2. **Cooperation and Teamwork:**

Collaboration is key to our success. Members should embrace cooperation and teamwork, recognizing that our collective strength lies in working together toward common objectives.

6. **Secretary's Custodianship:**

1. **Support for the Secretary:**

Ordinary members extend support to the group's appointed Secretary, understanding the crucial role they play in managing the group's funds and ensuring transparent financial practices.

2. **Reporting of Concerns:**

If members have concerns related to financial matters or group activities, they are encouraged to report these to the Secretary or raise them during meetings. Transparency and open communication contribute to the group's overall well-being.

7. **Adherence to Group Rules:**

Members commit to adhering to the group's rules and regulations, understanding that these guidelines are established for the collective benefit of all. Open communication is encouraged if any member has suggestions for rule modifications or improvements.

8. **Continuous Learning:**

Group members are urged to engage in continuous learning related to financial literacy, group dynamics, and relevant subjects. This commitment to learning ensures that members stay informed and can actively contribute to the group's growth and success.

Article 9 – Amendments

Section 1: Amendment Procedure: Any member can propose amendments during group meetings, and approval requires a majority vote. This democratic process ensures that changes to the constitution reflect the collective will of ***Pocketly Breakfast Drinks and Snacks Annual Savings Club***.

Ratification: This constitution is hereby ratified by the members of [Stokvel Group Name] on [Date]. It signifies our collective commitment to the principles of active participation, transparency, and

accountability, providing a sturdy framework for the internal functioning of ***Pocketly Breakfast Drinks and Snacks Annual Savings Club***.

