NCRF

One Community one hope , One nation one Voice

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1. CHARACTER OF THE FORUM

2.1. NAME

2.1.1. The name of the organisation is the National Community Radio Forum (Federation) (NCRF) herein referred to as the South African Community Radio Network, and the emblem of the NCRF shall at all-time be on the top right of the documents and top left of any garments or attire of the NCRF.

2.2. Legal Status

2.2.1. The NCRF is a national entity registered in terms of South African Laws with perpetual and legal existence independent from its member stations.

2.2.2. No member station has legitimate rights to the assets of the NCRF.

2.2.3. The NCRF may sue or be sued in its own name

2.2.4. The NCRF may represent the collective member stations on the matter that have collective interest.

2.3. STRUCTURE

The NCRF acknowledge member stations as the cornerstone of the NCRF and it shall consist of the following structures:

2.3.1. National Conference (NC)
2.3.2. General Assembly (GA)
2.3.3. Central Executive Committee (CEC)
2.3.4. National Women's Network (NWN)
2.3.5. Provincial Conference (PC)
2.3.6. Provincial Executive Committee (PEC)

2.4. AIMS AND OBJECTIVES

2.4.1. The Aims and Objective of the NCRF are:

2.4.1.1. Ensuring a collective voice for South African Community radio sector, lobbying and advocacy on behalf of the sector.

2.4.1.2. Understanding how the economic conditions of the country affect the sector and advancing policies that ensures that the conditions remains better for the sector.

2.4.1.3. Creation a better conditions for job creation and community development in the sector.

2.4.1.4. Encourage co-operations between member stations

2.4.1.5. Facilitation and coordination of training for all member stations, its members, employees and its beneficiaries.

2.4.1.6. Conducting, coordinating research into matter that affect that sector.

2.4.1.7. Instituting and or defending legal actions on behalf of the sector as and when required.
2.4.1.8. Resolving disputes within member stations and within the NCRF
2.4.1.9. Coordinating joint activities
2.4.1.10. Creating a forum to achieve common goals and perform such actions that are necessary to achieve these goals :
2.4.1.11. Striving for a united movement regardless of race, colour and gender.
2.4.1.12. Advancing or opposing laws, actions and or policies of any authority or body that affect the interest of South African communities in particular the community media sector.

2.5. LOCATION OF HEAD OFFICE AND PROVINCIAL OFFICES

2.5.1. The Central Executive Committee shall decide of the location and address of the Head office and the
2.5.2. Provincial Executive Committee shall recommend to the CEC the Location of the Provincial Offices.

3. MEMBERSHIP

3.1. Application

3.2. The NCRF is opened to all Community radio that ;
3.2.1. Subscribe to the NCRF Constitution.
3.2.2. Conform to principles of the NCRF.
3.2.3. Agree to the aim and objective of the NCRF.
3.3. Community Radios intending to apply for membership must
3.3.1. Sent the application to the General Secretary for processing and adoption of the Central Executive Committee.
3.3.2. The Community radio must be having the following legal documents together with the application forms: Stations Constitutions, License, audited financial statement (*where applicable*), Organizational Policies.
3.3.3. Policy on elections of the board of directors
3.3.4. The General Secretary may upon receive of the application, request the station to submit further documents deemed necessary and or request the station to make a presentation to the National Office bearers.

3.4. DECISION MAKING

3.4.1. The Central Executive Committee has the full rights and discretionary powers to :
3.4.1.1. Accept the application for membership.
3.4.1.2. Reject the application for membership.
3.4.1.3. If the Central Executive Committee is not satisfied that the applicant meet the requirement criteria, and resolve not to admit the applicant then the applicant

may appeal to the National Conference, and the National Conference may confirm or reverse the decision of the Central Executive Committee.

3.4.1.4. All members who paid their annual membership fees before closing date of the membership payment period shall have full rights in the National Conference.

3.4.1.5. If the any member station is in arrears they will only have a speaking rights at the NCRF meetings

3.4.1.6. The annual Membership fees shall be determined by the Central Executive Committee from time to time.

3.4.2. AUTONOMY of MEMBER-STATIONS

3.4.2.1. Member stations remains autonomous bodies governed by their own constitutions but must abide to the NCRF constitution and Policies.

4. NATIONAL CONFERENCE

4.1. PURPOSE, POWERS AND DUTIES

4.1.1. National Conference is the highest decision making body of the NCRF and shall adopt general and specific policy measures by means of resolutions which may further the aims and objective of the NCRF including the Vision and mission.

4.1.2. The National Conference shall considerer and decide on the following;

4.1.2.1. Credentials of delegates to the National Conference

4.1.2.2. The Proposed Agenda

4.1.2.3. Organizational Report

4.1.2.4. Reports from the Central Executive Committee and the National Office Bearers.

4.1.2.5. Financial Report

4.1.2.6. Nomination and election of the National Office bearers according to the constitution.

4.1.2.7. Convening of the National Policy Conference and the frame-work after making an assessment for the need for such conference and it should be held in less than 8 months from the same conference.

4.1.2.8. Amendments of the NCRF Constitution provided that the submission have been made three months in advance to the Central Executive Committee, the National Secretariat shall inform provinces of the submission period and it shall not be extended.

4.1.2.9. Resolution on any other matter that may be deemed to be in the interest of the NCRF.

4.1.3. The National Conference makes a decision by :

4.1.3.1. By motion and resolutions that have been duly seconded;

4.1.3.2. By a simple majority vote unless otherwise provided for by this constitution.

4.2. Composition

4.2.1. The National Conference must be composed of the;
4.2.1.1. President
4.2.1.2. 1st Deputy President
4.2.1.3. 2nd Deputy President
4.2.1.4. National Treasurer
4.2.1.5. General Secretary
4.2.1.6. Deputy General Secretary.
4.2.1.7. Delegations from provinces contemplated in sub-clause 4.2.1.6.1. below:
4.2.1.7.1. Three delegates from every membership (in good standing) in the province and all provincial office bearers.
4.2.1.7.2. The General Secretary shall upon completing the Audit process advice all provinces regarding the membership status and the expected delegation.
4.2.1.7.3. Each Province must inform the General Secretary in writing of the names of the delegates one month before the National Conference.
4.2.1.7.4. The Central Executive Committee may upon receive of membership disputes establish a dispute resolution committee to consider the dispute and report to the General Secretary.
4.2.1.7.5. The General Secretary shall inform the provinces three months before the National Conference on the following;
4.2.1.7.5.1. Date and time
4.2.1.7.5.2. The exact Venue (Provided that it is known)
4.2.1.7.5.3. Proposed agenda

4.3. Meetings

4.3.1. The National Conference shall ordinarily meet once every four years.
4.3.2. The Central Executive Committee decides on the date of the National Conference.
4.3.3. Three months written notice shall be given to all provinces.
4.3.4. The Proposed agenda must be attached to the notice.

4.4. Special National Conference

4.4.1. The President in consultation with the National Office bearers may convene a special National Conference if :
4.4.1.1. More than 80% of the Central Executive committee calls for a resolution regarding such meeting:
4.4.1.2. The General Secretary in consultation with the National Office bearers will decide on the notice period but not less than 10 days.

4.4.1.3. The agenda shall be attached to the notice
4.4.1.4. The special Conference shall only discuss the matter convened for.

4.5. THE QUORUM

4.5.1. The Quorum of the National Conference shall be 50%+1 of the total expected delegation as per membership audit.
4.5.2. The delegates are those who have submitted their names to the general Secretary.
4.5.3. If after 4 hours the meeting does not form a quorum the meeting shall be adjourned and convened in the next three months after.
4.5.4. The General Secretary shall inform the provinces of the new dates and venues of the National Conference.
4.5.5. Delegates at the reconvened National Conference shall form a quorum regardless of the numbers.

4.6. ELECTION OF THE NATIONAL OFFICE BEARERS

4.6.1. The National Conference shall elect the following office bearers :
4.6.1.1. President
4.6.1.2. 1st Deputy President
4.6.1.3. 2nd Deputy President
4.6.1.4. National Treasurer
4.6.1.5. General Secretary
4.6.1.6. Deputy General Secretary
4.6.2. The station managers will not be eligible for election for the position of the President.
4.6.3. Nomination for positions of the National Office bearers should be duly signed by the Provincial Chairperson and Provincial Secretary in their absence their deputies will exercise the functions.
4.6.4. People who has been in the community radio sector in last five years, only as board member and or station managers maybe elected, and upon election you will be expected to finish your term of office even if you are no more associated with the particular station/s and you can still be elected thereafter provided that the province you coming from confirm such nomination.
4.6.5. Nominations should be duly seconded by the other province.
4.6.6. The nomination forms shall be submitted to provinces with specific due dates for closing of the nominations
4.6.7. Elections in the National Conference shall be through secret ballot.

4.7. Term of Office

4.7.1. The National Office bearers shall be four years in office

4.8. Resolutions.

4.8.1. The resolutions to be moved at the National Conference should be submitted in writing and be delivered to the General Secretary for circulation to all provinces not less than 30 days before the National Conference, provide that the National Conference may consider special resolutions which would only apply after the next Conference.

5. GENERAL ASSEMBLY

5.1. PURPOSE, POWERS AND DUTIES

5.1.1. General Assembly is the second the highest decision making body of the NCRF and shall adopt general and specific policy measures by means of resolutions which may further the aims and objective of the NCRF including the Vision and mission.

5.1.2. Assess the performance of the organisation and consider any policy proposition.

5.1.3. The General Assembly shall considerer and decide on the following;

5.1.3.1. Credentials of delegates

5.1.3.2. The Proposed Agenda

5.1.3.3. Organizational Report

5.1.3.4. Reports from the Central Executive Committee and the National Office Bearers.

5.1.3.5. Financial Report

5.1.3.6. Nomination and election of the Acting National Office bearers according to the constitution, if there is any existence of a vacancy.

5.1.3.7. The General Assembly shall not directly elect leadership.

5.1.3.8. Resolution on any other matter that may be deemed to be in the interest of the NCRF.

5.1.4. The General Assembly makes a decision by :

5.1.4.1. By motion and resolutions that have been duly seconded;

5.1.4.2. By a simple majority vote unless otherwise provided for by this constitution.

5.2. Composition

5.2.1. The General Assembly must be composed of the;

5.2.1.1. President

5.2.1.2. 1st Deputy President

5.2.1.3. 2nd Deputy President

5.2.1.4. National Treasurer

5.2.1.5. General Secretary

5.2.1.6. Deputy General Secretary.

5.2.1.7. Delegations from provinces contemplated in sub-clause 5.2.1.6.1. below:

5.2.1.7.1. One delegate from every membership (in good standing) in the province and all provincial office bearers.
5.2.1.7.2. The General Secretary shall upon completing the Audit process advice all provinces regarding the membership status and the expected delegation.
5.2.1.7.3. Each Province must inform the General Secretary in writing of the names of the delegates one month before the General Assembly.
5.2.1.7.4. The Central Executive Committee may upon receive of membership disputes establish a dispute resolution committee to consider the dispute and report to the General Secretary.
5.2.1.7.5. The General Secretary shall inform the provinces three months before the Central Executive Committee on the following;
5.2.1.7.5.1. Date and time
5.2.1.7.5.2. The exact Venue (Provided that it is known)
5.2.1.7.5.3. Proposed agenda

5.3. <u>Meetings</u>

5.3.1. The General Assembly shall ordinarily meet once every two years, provided that there is no National Conference.
5.3.2. The Central Executive Committee decides on the date of the General Assembly.
5.3.3. Three months written notice shall be given to all provinces.
5.3.4. The Proposed agenda must be attached to the notice.

5.4. <u>THE QUORUM</u>

5.4.1. The Quorum of the Central Executive Committee shall be 50%+1 of the total expected delegation as per membership audit.
5.4.2. The delegates are those who have submitted their names to the General Secretary.
5.4.3. If the after 4 hours the meeting does not form a quorum the meeting shall be adjourned and convened in the next three months after.
5.4.4. The General Secretary shall inform the provinces of the new dates and venues of the central Executive committee.
5.4.5. Delegates at the reconvened National Council shall form a quorum regardless of the numbers.

6. CENTRAL EXECUTIVE COMMITTEE

6.1. PURPOSE, POWERS AND DUTIES

6.1.1. Central Executive Committee manages the affairs of the organisation in between the National Conference and the General Assembly, and possess any executive authority

6.1.2. Membership;

6.1.2.1. Admission and or refusal of membership to the NCRF

6.1.3. Policy

6.1.3.1. Giving a broader direction concerning the organizational Policies, employment conditions, training and development.

6.1.3.2. Creating of vacancies within the organisation.

6.1.3.3. Determining conditions of for National Office Bearers.

6.1.4. Annual Reports, properties and finances

6.1.4.1. Approving the annual budget and any adjustments.

6.1.4.2. Determining any budgetary guidelines.

6.1.4.3. Establish funding projects in-line with organisation values and the strategic plan.

6.1.4.4. Preparing financial reports to the National Conference, General Assembly and Central Executive Committee.

6.1.4.5. Assessing provincial financial performance and providing necessary remedies.

6.1.4.6. Assisting the National Secretariat with the exercising of their functions.

6.1.4.7. Referring specific matter to the National Conference and or General assembly.

6.1.4.8. Considering organizational annual reports.

6.1.4.9. Giving approval to the National Secretariat to fill any organizational vacancies.

6.1.4.10. Establishing sub-committees or execution of any organizational duties.

6.1.4.11. Approve any organizational decision taken by the national office bearers.

6.1.4.12. Adopting any leadership code of conduct.

6.1.4.13. Authorizing legal or other assistance to member stations and or provinces in terms of the strategic objectives of the organisation

6.1.4.14. Instituting and defending legal proceedings against the organisations and or its leadership if the action/s has been in the interest of the organisation, and appointing any attorney/s on behalf of the NCRF.

6.1.4.15. Establishing and dissolving provinces.

6.1.4.16. delegating powers to the Provincial Executive Committee

6.2. Composition

6.2.1. The Central Executive Committee must be composed of the;

6.2.1.1. President
6.2.1.2. 1st Deputy President
6.2.1.3. 2nd Deputy President
6.2.1.4. National Treasurer
6.2.1.5. General Secretary
6.2.1.6. Deputy General Secretary.
6.2.1.7. Provincial Chairpersons of all NCRF provinces.

6.3. Meetings

6.3.1. The Central Executive Committee shall ordinarily meet four times a year.
6.3.2. The National Office bearers shall determine the date and venue of the CEC.
6.3.3. Annually the office bearers shall prepare an Annual year planner for approval of the CEC.

6.4. THE QUORUM

6.4.1. The Quorum of the Central Executive Committee shall be 50%+1.
6.4.2. If after 4 hours the meeting does not form a quorum the meeting shall be adjourned and convened in the next month after.
6.4.3. The General Secretary shall inform all CEC members of the new dates and venues of the Central Executive Committee.
6.4.4. Delegates at the reconvened Central Executive Committee form a quorum regardless of the numbers.

7. NATIONAL WOMEN'S NETWORK

7.1. PURPOSE, POWERS AND DUTIES

7.1.1. The Central Executive Committee shall establish the National Women's Network.

7.1.2. The National Office bearers shall appoint from their own a gender coordinator who shall be responsible for issues of women.

7.1.3. The provinces shall appoint amongst themselves a gender Coordinator who shall deal with issues relating to women in their respective provinces.

7.1.4. The National Women's Network discusses issues affecting women in the sector, aims and objective of the NCRF including the Vision and mission.

7.1.5. The National Women's network shall considerer and decide on the following;

7.1.5.1. Impact of development of women in the sector.

7.1.5.2. The Proposed Agenda

7.1.5.3. Reports from the Central Executive Committee and the National Office Bearers concerning matters of women development.

7.1.5.4. Establishment of commissions to discuss matter relating to women development

7.1.5.5. Resolution on any other matter that may be deemed to be in the interest of the NCRF.

7.1.5.6. The National Women's Network recommends to the Central Executive Committee and the National Conference

7.1.6. The National Women's Network makes a decision by :

7.1.6.1. By motion and resolutions that have been duly seconded;

7.1.6.2. By a simple majority vote unless otherwise provided for by this constitution.

7.2. Composition

7.2.1. The National Women's Network must be composed of the;

7.2.1.1. President

7.2.1.2. 1st Deputy President

7.2.1.3. 2nd Deputy President

7.2.1.4. National Treasurer

7.2.1.5. General Secretary

7.2.1.6. Deputy General Secretary.

7.2.1.7. Provincial Office bearers

7.2.1.8. Ten women per province

7.3. Meetings

7.3.1. The National Women's Network shall ordinarily meet every two years where there is no National Conference.

7.3.2. The Central Executive Committee decides on the date of the National Women's Network.

7.3.3. Three months written notice shall be given to all provinces.

7.3.4. The Proposed agenda must be attached to the notice.

7.4. THE QUORUM

7.4.1. The Quorum of the National Women's Network shall be 50%+1 of the total expected delegation as per membership audit.

7.4.2. The delegates are those who have submitted their names to the General Secretary.

7.4.3. If the after 4 hours the meeting does not form a quorum the meeting shall be adjourned and convened in the next three months after.

7.4.4. The General Secretary shall inform the delegates of the new dates and venues of the National Women's Network.

8. PROVINCIAL CONFERENCE

8.1. PURPOSE, POWERS AND DUTIES

8.1.1. Provincial Conference shall adopt general and specific policy measures by means of resolutions which may further the aims and objective of the NCRF including the Vision and mission.

8.1.2. The Provincial Conference shall considerer and decide on the following;

8.1.2.1. Credentials of delegates to the Provincial Conference

8.1.2.2. The Proposed Agenda

8.1.2.3. Organizational Report

8.1.2.4. Reports from the Provincial Executive Committee and the Provincial Office Bearers.

8.1.2.5. Financial Report

8.1.2.6. Nomination and election of the Provincial bearers according to the constitution.

8.1.2.7. Discussion on amendments of the NCRF Constitution provided that the submission has shall be made three months in advance to the National Executive Committee.

8.1.2.8. Resolution on any other matter that may be deemed to be in the interest of the NCRF.

8.1.3. The Provincial Conference makes a decision by :

8.1.3.1. By motion and resolutions that have been duly seconded;

8.1.3.2. By a simple majority vote unless otherwise provided for by this constitution.

8.2. Composition

8.2.1. The National Conference must be composed of the;
8.2.1.1. Provincial Chairperson
8.2.1.2. Deputy Chairperson
8.2.1.3. Provincial Treasurer
8.2.1.4. Provincial Secretary
8.2.1.5. Deputy Provincial Secretary.
8.2.1.6. Delegations from member stations contemplated in sub-clause 8.2.1.6.1. below:
8.2.1.6.1. Five delegates from every membership (in good standing) in the province where there is less than 25 member stations and three delegates for province that has more than 25 member stations.
8.2.1.6.2. The General Secretary shall upon completing the Audit process advice all provinces regarding the membership status.
8.2.1.6.3. The Central Executive Committee may upon receive of membership disputes establish a dispute resolution committee to consider the dispute and report to the General Secretary.
8.2.1.6.4. The Provincial Secretary shall inform the member station three months before the Provincial Conference on the following;
8.2.1.6.4.1. Date and time
8.2.1.6.4.2. The exact Venue (Provided that it is known)
8.2.1.6.4.3. Proposed agenda

8.3. Meetings

8.3.1. The Provincial Conference shall ordinarily meet once every four years.
8.3.2. The Provincial Executive Committee decides on the date of the National Conference.
8.3.3. Three months written notice shall be given to all member stations.
8.3.4. The Proposed agenda must be attached to the notice.

8.4. Special Provincial Conference

8.4.1. The President in consultation with the National Office bearers may convene a special Provincial Conference if :
8.4.1.1. More than 80% of the President Executive committee calls for a resolution regarding such meeting:
8.4.1.2. The President in consultation with the National Office bearers will decide on the notice period but not less than 10 days.
8.4.1.3. The agenda shall be attached to the notice
8.4.1.4. The special Provincial Conference shall only discuss the matter convened for.

8.5. THE QUORUM

8.5.1. The Quorum of the Provincial Conference shall be 50%+1 of the total expected delegation as per membership audit.

8.5.2. The delegates are those who have submitted their names to the Provincial Secretary.

8.5.3. If after 4 hours the meeting does not form a quorum the meeting shall be adjourned and convened in the next three months after.

8.5.4. The Provincial Secretary shall inform the provinces of the new dates and venues of the Provincial Conference.

8.5.5. Delegates at the reconvened Provincial Conference shall form a quorum regardless of the numbers.

8.6. ELECTION OF THE PROVINCIAL OFFICE BEARERS

8.6.1. The Provincial Conference shall elect the following office bearers :

8.6.1.1. Provincial Chairperson

8.6.1.2. Deputy Provincial Chairperson

8.6.1.3. Provincial Treasurer

8.6.1.4. Provincial Secretary

8.6.1.5. Deputy Provincial Secretary

8.6.2. The station managers will not be eligible for election for the position of the Provincial Chairperson.

8.6.3. Nomination for Provincial office bearers shall be on the floor and shall be presided upon by an NEC member

8.6.4. Elections in the Provincial Conference shall be through secret ballot.

8.7. Term of Office

8.7.1. The Provincial Office bearers shall be four years in office

8.8. Resolutions.

8.8.1. The resolutions to be moved at the Provincial Conference should be submitted writing and be delivered to the Provincial Secretary for circulation to all member stations not less than 30 days before the Provincial Conference.

9. PROVINCIAL EXECUTIVE COMMITTEE

9.1. PURPOSE, POWERS AND DUTIES

9.1.1. Provincial Executive committee manages the affairs of the province in between the PC.
9.1.2. Deal with any matter referred to it by any structure.
9.1.3. The Provincial Executive Committee shall considerer and decide on the following;
9.1.3.1. The Proposed Agenda
9.1.3.2. Organizational Report
9.1.3.3. Reports from the Provincial Executive Committee and the Provincial Office Bearers.
9.1.3.4. Financial Report
9.1.3.5. Deal with any matter regarded necessary by the PEC, which may not be a policy matter.
9.1.3.6. Recommend to the General Secretary any vacancy in the Province
9.1.4. The Provincial Conference makes a decision by :
9.1.4.1. By motion and resolutions that have been duly seconded;
9.1.4.2. By a simple majority vote unless otherwise provided for by this constitution.

9.2. Composition

9.2.1. The Provincial Executive Committee must be composed of the;
9.2.1.1. Provincial Chairperson
9.2.1.2. Deputy Chairperson
9.2.1.3. Provincial Treasurer
9.2.1.4. Provincial Secretary
9.2.1.5. Deputy Provincial Secretary.
9.2.1.5.1.1. One member from each member station

9.3. Meetings

9.3.1. The Provincial Executive Committee shall meet every two months.
9.3.2. The Provincial office bearers may decides on the date of the PEC.
9.3.3. Written notice shall be given to all member stations.
9.3.4. The Proposed agenda must be attached to the notice.

9.4. THE QUORUM

9.4.1. The Quorum of the Provincial Executive Committee shall be 50%+1.

9.4.2. If after 4 hours the meeting does not form a quorum the meeting shall be adjourned and convened in the next three weeks after.

9.4.3. The Provincial Secretary shall inform the provinces of the new dates and venues of the Provincial Executive Committee.

9.4.4. Delegates at the reconvened Provincial Executive Committee shall form a quorum regardless of the numbers.

9.5. Term of Office

9.5.1. The Provincial Office bearers shall be four years in office

9.6. Resolutions.

9.6.1. The resolutions to be moved at the Provincial Conference should be submitted writing and be delivered to the Provincial Secretary for circulation to all member stations not less than 30 days before the Provincial Conference.

10. National Office Bearers

10.1. President

The President has the following duties and powers:

10.1.1. Preside over the organisation.

10.1.2. Ensure that the NCRF is united.

10.1.3. Represent the organisation as and when requested to do so.

10.1.4. Present the organizational overview at every NCRF at the National Conference , General assembly and the Central executive Committee

10.1.5. To Chair all NCRF meetings according to the constitutions.

10.1.6. Co- Sign Minutes of the NCRF meetings

10.1.7. Generally supervise the affairs of the organisation in between meetings in consultations with other national Office Bearers.

10.2. 1st Deputy President

10.2.1. The 1st Deputy President exercises the powers and duties of the President in his/her absence and such powers may be delegated by the President from time to time.

10.3. **2nd Deputy President**

10.3.1. The 2nd Deputy President exercises the powers and duties of the President and or 1st Deputy President in their absence and such powers may be delegated by the President from time to time and any functions related to Gender matters.

10.4. National Treasurer

10.4.1. Preside over the Finance Committee

10.4.2. To provide general supervision on the financial affairs of the organisation.

10.4.3. Execute any duties and responsibilities given by any structure.

10.4.4. Fundraising on behalf of the organisation

10.4.5. Creating valuable income generation methods

10.4.6. Responsible for all moveable and immovable assets of the organisation.

10.4.7. In consultation with the General Secretary appoint the organizational external auditing firm/ perons

10.4.8. Presentation of financial reports to the National Conference, Central Executive Committee and the National Executive Committee

10.4.9. Ensure that all member stations are financially compliant.

10.5. General Secretary

10.5.1. The General Secretary shall be responsible for;

10.5.1.1. **Correspondences and notices** ;

10.5.1.1.1. Tabling correspondences where necessary to the national Executive Committee.

10.5.1.1.2. Sending out of notices and correspondence regarding organizational decisions.

10.5.1.1.3. Circulating minutes of the National Conference, National Council and the National Executive

10.5.1.1.4. Communicate with stakeholders, Provinces and membership on behalf of the National Executive Committee.

10.5.1.1.5. Signatory to all organizational communications, and shall be the chief editor to all organisations newsletters.

10.5.1.2. Reports

10.5.1.2.1. Presentation of organizational reports.

10.5.1.2.2. Circulation of organizational reports to all constitutional meetings.

10.5.1.2.3. Presentation of organizational viewpoints to external structures.

10.5.1.2.4. Conference membership Audit report

10.5.1.2.5. Any other responsibility given by the National Executive Committee, Central executive Committee and the National Conference.

10.4.1.3. General co-ordination

10.4.1.3.1. General Supervision of the NCRF staff members

10.4.1.3.2. Conducting interviews and appointments of NCRF staff members on behalf of the National Executive Committee.

10.4.1.3.3. Collection of membership fees on behalf of the NCRF.

10.4.1.3.4. General administration of the NCRF affairs.

10.4.1.3.5. Providing tasks and deployment for National Office bearers in between meetings.

10.4.1.3.6. Ensure discipline of organizational staff members.

10.4.1.3.7. Ensure continuous monitoring of the organizational performance.

10.4.1.3.8. Coordination and facilitation of the National secretariat forum.

10.4.1.3.9. Establishment and monitoring of organizational sub-committees.

10.4.1.3.10. Coordination and facilitation of deployments of national Office bearers.

10.5. Deputy General Secretary

10.5.1. The Deputy General Secretary will exercise the responsibilities with the general Secretary and in the absence of the general Secretary

10.6. Powers to act in between meetings

10.6.1. The National Office Bearers have the right to act, in between meetings and such actions shall be condoned by the Central Executive Committee.

10.6.2. This National office Bearers shall exercise this power in the interest of the organisation

10.7. Removal of the National Office bearers

10.7.1. If the National Conference so decide through a resolution.

10.7.2. If an Office bearer committed a gross misconduct, and shall only be removed after being found guilty in an internal enquiry.

10.7.3. If the court found him/her guilty without and option of fine or suspended sentence.

10.7.4. Has seriously neglected his/her duties and the CEC so decide after an internal enquiry.

11. STANDING ORDERS AND RULES OF PROCEDURE AT NCRF MEETINGS

11.1. **Chair**

11.1.1. The President shall chair all NCRF meetings of the National Conference, Central Executive Committee and the National Executive Committee and may delegate the functions to the 1st and 2nd Deputy President.

11.1.2. The chair has a final word during the meeting and his or her decision may not be engaged further.

11.1.3. The Chair may remove any person disrupting or delegates resolving as such.

11.2. **Agenda**

11.2.1. No Item may be included in the agenda provided that is has circulated to all provinces by the National Secretariat.

11.2.2. Organizational structures will confine themselves to the different structural authority.

11.2.3. All items or agenda must be submitted to the National secretariat , Provincial Secretariat (depending on with level is the meeting) at least 14 days before the meeting

11.3. **Debating a motion**

11.3.1. A motion shall not be debated for more than 30 minutes.

11.3.2. Speakers shall be allowed to speak only twice in a motion and shall not speak for more than 10 minutes.

11.3.3. Where a motion have been debated for more than 30 minutes the chairperson shall decide , this shall be by considering the majority of delegates in support or against the motion.

11.3.4. After a determination on 11.6.3. has been made the motion shall not be debated further

11.4. **Decision making**

11.4.1. The delegates shall make a decision through a mover and seconder

11.5. **Ruling**

11.5.1. The Chairpersons ruling is final any delegate disregarding the Conference , General Assembly and CEC shall make a resolution that the delegate is guilty of misconduct and such delegates may be removed from the meeting .

12. FINANCES

12.1. **Banking Accounts**.

12.1.1. The national Treasurer shall open the accounts for provinces.

12.1.2. The FINCOM shall evaluate all financial reports to ensure fiscal prudence.

12.1.3. All Provincial Treasurers will update the National Office on the financial reports of their different provinces .

12.2. **Purpose of funds**

12.2.1. The National Treasure must collect all NCRF monies on behalf of the NCRF.

12.2.2. All funds shall be used for the purpose planned for unless by the approval of the CEC.

12.3. **Member stations**

12.3.1. Member Stations must pay membership fees

12.3.2. The CEC shall from time to time determine the membership fees

12.4. **Financial year**

12.4.1. The financial year is rom 1 March to end February the following year.

12.5. **Finance Committee**

12.5.1. The National Treasurer will establish the Financial Committee (FINCOM) to discuss amongst other matters;

12.5.1.1. Fundraising strategies

12.5.1.2. Assisting the Treasurer in exercising his/her duties

12.5.1.3. Planning the and preparing the Annual Budget

12.5.1.4. Recommending amendments to financial policy

12.5.1.5. Assessing the draft audit reports for consideration by the CEC

12.6. Reporting

12.7. **Signatories**

12.7.1. The Following office bearers shall be signatories of the NCRF accounts

12.7.1.1. President

12.7.1.2. General Secretary

12.7.1.3. National Treasurer

12.7.2. The Central Executive Committee shall meet after the National Conference to resolve on the signatories

13. RESIGNATION AND DISCIPLINE OF A MEMBER STATION

13.1. **Resignation**

13.1.1. The CEC shall approved and or disapprove any resignation of the member stations and where necessary establish a sub-committee in engaging with the member station to resolve any dissatisfaction if it exist

13.2. **Suspension or expulsion**

13.2.1. The Central Executive Committee may suspend or expel a member station if :

13.2.1.1. Seriously disregard the NCRF decisions and policy directions

13.2.1.2. Fail to comply with any sectoral code of conduct

13.2.1.3. None compliance

13.2.1.4. By decision of the sub-committee established to meet with the member station

13.2.1.5. When it cannot prove that the station is controlled and managed by communities

13.3. **Appeal**

13.3.1. The member station expelled may and or any person in any structure may appeal in writing to the National Conference.

13.3.2. The National Conference may reverse the decision of the CEC or reaffirm the decision of the CEC in that regard this will be regarded as the last available avenue

14. FINANCIAL AND LEGAL ACTIONS.

14.1. The member Station who disaffiliates or expelled by have no claim on the assets of the NCRF.

14.2. The CEC is hereby empowered to recover all monies owing by the member station to the NCRF

15. DISSOLUTION

15.1. The National Conference through a resolution may dissolve the existence of the NCRF and such decision should have been discussed through by the Central Executive Committee and the Provincial Executive Committees.

15.2. No NCRF member station have the legitimate rights of the assets of the NCRF and if such resolution is taken , the NCRF Central Executive Committee will identify any Ngo with the same mandate or in the community media sector and donate certain assets of the organisation and other assets shall remain at the discretion of the Central Executive Committee.

16. AMENDMENTS TO THE CONSTITUTION

16.1. The National Conference holds the rights to the amendments of this constitution and may through resolution convene a National Policy Conference which shall exercise that authority on behalf of the National Conference.

16.2. This amendment shall be subject to 4.1.2.8 of this constitution.

16.3. No any other structure may amend the NCRF Constitution.

17. INTERPRETATION

17.1. Any matter not provided by this constitution shall be dealt with by the Central Executive Committee and if any dispute arise the matter shall be referred to the National Conference

17.2. The National Conference shall hold the rights to the interpretation of this constitution where any ambiguous phrases exist.

17.3. The Chairperson of the session and or the National Office bearers may decide on any ambiguous phrase to be interpreted by National Conference.

18. DEFINITIONS

18.1. National Conference (**NC**) means a meeting convened by the Central Executive Committee and National Office bearers for the said purpose expressed in this constitution.

18.2. General Assembly (**GA**) means a meeting convened by the Central Executive Committee and National Office bearers for the said purpose expressed in this constitution.

18.3. National Women's Network (**NWN**) means a meeting convened by the Central Executive Committee and National Office bearers for the said purpose expressed in this constitution

18.4. Central Executive Committee (**CEC**) means a meeting convened by the National Office bearers for the said purpose expressed in this constitution.

18.5. National Office bearers (**NOBs**) mean the President, 1st Deputy President, 2nd Deputy President, General Secretary, Deputy General Secretary and National Treasurer of the NCRF.

18.6. Chairperson means any person chairing a constitutional structure of the NCRF.

18.7. Agenda means a programme adopted by the NCRF constitutional meetings as per NCRF constitution.

18.8. Suspension means been temporarily inactive on NCRF activities.

18.9. Signatories mean National Office bearers who will be responsible to sign on the NCRF Financial Accounts.

19. **TRANSITIONAL MATTERS**.

19.1. The current National Executive Committee shall exercise the powers and authority referred to as Central Executive Committee in the Constitution until the Elective Conference.

19.2. The National Executive Committee will re-launch all provinces that are not correctly constituted.

19.3. This Constitution shall be used in all material times to ensure compliance.

19.4. The NEC shall cease to exist immediately after the National Conference.

19.5. The NEC shall ensure that a program is developed to open bank accounts for respective provinces.

19.6. The Chairperson shall perform all functions referred to as President in the Constitution.

19.7. The Deputy Chairperson shall perform all functions referred to as 1st Deputy President in the Constitution.

19.8. The National Secretary shall perform all functions referred to General Secretary in the constitution.

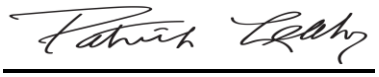
19.9. The Deputy National Secretary shall perform all functions referred to Deputy General Secretary in the constitution

19.10. The National Treasurer shall perform all functions referred to National Treasurer in the constitution.

19.11. The other NEC members shall perform all functions referred to the Central Executive Committee in the constitution.

19.12. The current constitution shall be used to settle all disputes that may arise.

This constitution was adopted by the National Policy Conference on the 15 November 2015 and further ratified by the extended National Executive Committee held after



National Chairperson
Patrick Kikine

National Secretary
Johannes Dire

20. ELECTION POLICY

20.1. This election policy is an addendum to the constitution and shall regulate the election of the office bearers at all level of the NCRF

20.2. The election policy will also regulate the processes towards the elections of the office bearers.

20.3. The Central Executive Committee will announce the date of the National Conference and therefore give a date for the nomination period

20.4. The Central Executive Committee shall then establish the electoral committee, to manage, regulate and facilitate election for both National Office bearers

20.5. The Election Committee may be chaired by :

20.5.1. The former Leader of the NCRF and or

20.5.2. Qualified attorney or auditor with a good track record.

20.5.3. A known pastor with good track record

20.5.4. The Individual / persons with good credibility and trusted by majority, this person shall not be a leader of any political party or publicly supporting and political party/s.

20.5.5. Any person the CEC believes that he/ she shall be fair in doing the duties.

20.6. The CEC shall announce and communicate the nomination period both opening and closing period.

20.7. The Provincial Election shall be facilitated by the National Office Bearers.

20.8. The Provincial Executive Committees will be convened to discuss the matter of the election of the National Office Bearers

20.9. Upon closure of nomination the Election Committee will do the validation of the nomination , and the following reason shall make the nomination invalid:

20.9.1. Any existing criminal case that include dishonesty.

20.9.2. Any person declared insolvent by the court of law.

20.9.3. Any person under Debt Counseling.

20.9.4. Any person working in the following Government Department and or entities:

20.9.4.1. MDDA.

20.9.4.2. DoC

20.9.4.3. ICASA

20.9.4.4. GCIS

20.9.4.5. SABC

20.9.4.6. Spokespersons in National and Provincial Department

20.9.4.7. Municipalities spokespersons

20.9.5. Any person employed in the Media Buying companies

20.9.6. A member in a Regional/District, Provincial, National Executive Committees of an official political party in the Republic of South Africa.

20.9.7. Matric Certificate

20.9.8. A station Manager with a station without Annual Audited Financial Statements and good Financial Prudence.

20.9.9.

20.10. Upon conclusion of validation process the Electoral Committee shall make available the information to the CEC.

20.11. The Electoral Committee shall ensure that the nomination addressed the representation ratio dictated by the Constitution.

20.12. The Election Committee may only allow the National Conference to make a nomination on the floor only when:

20.12.1. The nominated candidate has declined nomination and she/ he was the only candidate nominated.

20.12.2. When the candidate has due to the natural cause unable to continue (person died before the elections or declared mentally unfit).

20.12.3. Only after the validation process, candidates that do not meet the cafeteria and no available candidates are left for the position/s.

20.13. The Electoral Committee will announce during the first day of the National Conference the status of the nomination and the availability of positions for floor nominations.

20.14. If no floor nomination is necessary the Electoral Committee will advise the National Conference so and ballot papers shall be prepared if necessary .

20.15. The Provinces will send election observers during the elections and counting.

20.16. The Election result by the Electoral Committee is final and no correspondence shall be entered into.

20.17. No Candidate that shall contest more than one position.

20.18. No Province that shall sign for more than one nomination form for one position.

DISCIPLINARY PROCEDURES AND CODE OF CONDUCT

1. Scope of application

1.1. These disciplinary procedures apply to all NCRF member stations, member stations management and or Boards and NCRF leaders at all level.
1.2. This is a cornerstone of discipline in the organisation.

2. Objectives

2.1. This policy encourages peaceful and decent robust debate, without disregard to rights of other individuals and or members.
2.2. This policy acknowledges difference of views as voice of reason however it should be done with outmost degree of respect.
2.3. This policy also creates a space for respect amongst leaders and members and leaders.
2.4. This policy tries by all means to avoid ambiguous phrase to assist its members to understand discipline better.
2.5.

3. Implementation of Discipline

3.1. This Disciplinary procedure should be implemented with recognition to our Common and Statutory law of the Republic of South Africa.
3.2. The National Conference, General Assembly, Central Executive Committee and the Provincial structures are custodian this policy as an addendum to the Constitution.
3.3. The NCRF Central Executive Committee shall exercise the responsibility to manage discipline and the National Conference as the appeal structure.
3.4. Any NCRF member or members who commit any acts of misconduct may be disciplined through this policy.
3.5. The General Secretary on behalf of the CEC may appoint any person to investigate any alleged act of misconduct and the report shall be given to the Central Executive Committee for consideration.
3.6. The CEC may after consideration appoint the Chairperson of the hearing and NCRF evidence leader/s.
3.7. The Chairperson of the enquiry may be any NCRF Leader and or an independent person depending on which circumstance is more probable.
3.8. The Chairperson of the enquiry will provide the NCRF with report of the enquiry for the Central Executive Committee's Consideration.
3.9. After the consideration by the CEC any decision can be appealed at the National Conference.

4. Acts of Misconduct

(a) Assaulting any NCRF member in and organizational meeting.
(b) Insulting any NCRF member in and organizational meeting.
(c) Disrespecting the Speaker on the podium by insulting, provoking and quarrelling with him/her.
(d) Mismanagement of organizational resources.
(e) Committing and Common Law and or Statutory offence that has negative impact on the image of the NCRF.
(f) Acting in the manner that is detrimental to the effective functioning of the NCRF.
(g) Write any article, document/s and or letter on behalf any structure and or leader without the necessary authority.
(h) Under the influence of none permitted drugs and or alcohol during the execution of the organizational duties.
(i) Wearing any item or garment that seeks to undermine the values, mission, vision and any or the NCRF leaders.
(j) Contravention of the NCRF Code of Conduct
(k) Failing to uphold , protect and defend the NCRF Constitution and or policies
(l) Inciting violence and instability within the organisation
(m) Willing -fully and without consideration of necessary precautions discriminating people based on their race, gender and or sex orientation.
(n) Circulate information or documents that affect negatively the administration and the efficiency of the NCRF and its structures.
(o) Failing to comply with a lawful and reasonable instruction by and on behalf of a structure.
(p)
(q)
(r)
(s)
(t)
(u)
(v)
(w)
(x)

5. SANCTION

5.1. The following Sanctions could be imposed to any member found guilty :

i. Written Warning
ii. Final Written Warning
iii. Fine not exceeding R1000 (subject to the approval of the person concerned)

iv. Suspension from the NCRF for the period determined by the Central Executive Committee.
v. Dismissal from the NCRF.

6. Proceeding at the Enquiry

6.1. The following process will take place during the disciplinary enquiry of the NCRF
6.1.1. The Chairperson of the Session will open the enquiry and advice all parties of their rights contained herein.
6.1.2. The NCRF evidence leaders will present charges and the respondent will plead to the charges
6.1.3. The NCRF evidence leaders will present evidence through documents, and witnesses.
6.1.4. After closing the NCRF case the responded will also provide evidence through documents, and witnesses.
6.1.5. Upon conclusion of both parties' cases the chairperson will request them to provide in writing the closing argument within three days.
6.1.6. The chairperson will then reconvene the enquiry to provide his/her conclusion on the matter.
6.1.7. If the chairperson provides a not guilty verdict the matter will adjourn and be finalized and report is submitted to the CEC.
6.1.8. If the chairperson provides a guilty verdict the hearing will resume and the parties will be provide mitigating and aggravating circumstances at the hearing and the chairperson will provide a written conclusion to all parties within 07) Seven days after the hearing .

7. Rights of parties.

7.1. All parties have a right to a fair hearing
7.2. All parties have the right to call witnesses, and provide documents to proof their case and the chairperson has the right to determine the authenticity of the document
7.3. All parties have a right cross examination and re-examination.
7.4.