



CONSTITUTION

of

Bulgarian Society in South Africa (BSSA)

(Reg.No:2011/140562/08)

1. Name

- 1.1 The organisation hereby constituted will be called Bulgarian Society in South Africa (hereinafter referred to as the organisation).
- 1.2. Its shortened name will be BSSA.
- 1.3. In Bulgarian the Society will be called Сдружение на българите в Южна Африка.
- 1.4. Its shortened name in Bulgarian will be СБЮА.

2. Body corporate

The organisation shall:

- 2.1. Exist in its own right, separately from its members.
- 2.2. Continue to exist even when its membership changes and there are different Office Bearers.
- 2.3. Be able to own property and other possessions.
- 2.4. Be able to sue and be sued in its own name.

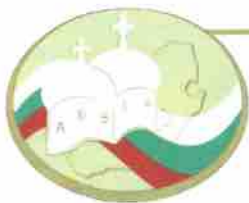
3. Objectives

- 3.1. The organisation's main objectives are to promote and uphold Bulgarian language, culture and religion.
- 3.2. The organisation's secondary objectives will be to unite the Bulgarian people living in South Africa and to work in collaboration with other South African and Bulgarian organisations that mainly deal with similar activities.

4. Income and property

- 4.1. The organisation will keep a record of everything it owns.
- 4.2. The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- 4.3. A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.
- 4.4. Members or office bearers of the organisation do not have rights over things that belong to the organisation.

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5. Membership

5.1 Any person, who supports the Bulgarian spirit and traditions can apply and be approved for a member of the organisation.

5.2. In order to apply for membership, the candidate should fill in an application form. Applications have to be submitted to the Management Committee of the organisation. The membership applications are approved by the Management Committee.

5.3. Each member of the organisation has the following rights:

- a) To attend all General, Annual and Special Meetings;
- b) To make suggestions and/or express his opinion at these meetings;
- c) To submit, through a written petition, signed by 5 (five) members with voting rights, any queries to be considered by the Board of Directors;
- d) To receive notifications, announcements and all other information from the Society;
- e) When voting, each member has one vote, provided that he pays regularly and on time the membership fees (Exemplary member).
- f) To occupy managing positions in the Society.

5.4 Each member has the following obligations:

- a) To observe the Constitution of the Society;
- b) To pay regularly his membership fees;
- c) To attend at least the Annual General Meeting of the members;
- d) To support the Bulgarian spirit and traditions and to assist the activities of the Society.

5.5. A membership can be terminated under the following circumstances:

- a) When a member submits a written request for termination of the membership to the Management Committee. The Management Committee approves the request and announces the termination at the next General Meeting.
- b) When a member does not pay the membership fees for more than 6 months;
- c) Any member may be expelled from the Society if his activities have undermined the reputation of the Bulgarian community, have insulted or derided the Bulgarian State, culture or religion and/or has acted to the detriment of the Society. The decision of expelling a member is taken by the General Meeting of the members by a majority of 2/3 (two thirds).

5.6. The amount of the membership fees is determined by the Annual General Meeting of the members.

- a) The membership fees are paid annually or monthly. The annual membership payment must be done by end of February each calendar year. The monthly membership fees are paid by the 10th (tenth) day of each month.
- b) Members who have not paid their membership fees for more than 3 (three) months are not entitled to vote at the General or the Special Meetings.
- c) An Exemplary member is the one who pays his membership fees regularly and on time.

6. Annual general meetings

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

The organisation should deal with the following business, 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.
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General.
- Close the meeting.

The Annual General Meetings and all other meetings of the organisation will be held at the headquarters of the organisation or elsewhere in the Republic of South Africa at time and place designated by the Management Committee.

6.1. On their meetings the Members can discuss and decide on matters of any nature related to the activities of the organisation.

6.2. Special Meetings of the members may be convened upon request of at least 5 (five) regular members to address specific matters related to the objectives of the Society.

6.3. The Members will be informed in writing (incl. by e-mail or fax) fourteen (14) days in advance, about the Annual General Meeting or the Special Meeting. The agenda of the Special Meetings must contain sufficient information for the Members of the organisation to get prepared and form an opinion on the matters that will be discussed and voted.

6.4. The resolutions of the Annual General or Special Meeting will be adopted by a simple majority vote of the Members, present or represented by proxies. Exception is made when the legislation or this Constitution provide otherwise.

6.5. A simple majority of 50% + 1 vote (fifty percent plus one vote) of the members, present or represented by proxies, is sufficient for taking lawful decisions/resolutions at the meetings of the organisation, including the Annual General Meetings.

6.6. The Minutes of the meetings are written in Bulgarian and/or English and kept in the archives of the organisation in accordance with the legal requirements.

7. Management

7.1. A management committee will manage the organisation. The management committee will be made up of 7 (seven) members. They are the office bearers of the organisation.

7.2. The office bearers must be exemplary members of the Society and at least 25 years old.

7.3. The office bearers will serve for one year, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.

7.4. If a member of the management committee does not attend 3 (three) management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.

7.5. The management committee will meet at least once a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.

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7.6. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.

7.7. The organisation has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them.

7.8. All members of the organisation have to abide by decisions that are taken by the management committee.

8. Powers of the organisation

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution. Its activities must abide by the law.

8.1. The management committee has the power and authority to raise funds or to invite and receive contributions.

8.2 The management committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.

8.3 The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

8.4 The organisation will decide on the powers and functions of office bearers.

9. Meetings and procedures of the committee

9.1. The management committee must hold at least two ordinary meetings each year.

9.2. The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days' notice.

9.3. The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.

9.4. There shall be a quorum whenever such a meeting is held.

9.5. When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.

9.6. Minutes of all meetings must be kept safely and always be on hand for members to consult.



9.7. If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

10. Finance

10.1. An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.

10.2. The treasurer's job is to control the day to day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.

10.3. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.

10.4. The Financial year of the organisation begins on the 1st of March of each year and ends on the last day of February of the following year.

10.5. The organisation's accounting records and reports must be ready and handed to the Director of Non-profit Organisations within six months after the financial year end.

10.6. If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

11. Changes to the constitution

11.1. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than 2/3 (two thirds) 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. Two thirds of the members shall be present at a meeting ("the quorum") before a decision to change the constitution is taken. Any annual general meeting may vote upon such a notion, if the details of the changes are set out in the notice referred to in 5.7.d)

11.3. A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

11.4. No amendments on the Constitution may be made which would have the effect of making the organisation cease to exist.

12. Dissolution/Winding-up

12.1. The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

12.2. When the organisation 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



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organisation. It should be given in some way to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

This constitution was approved and accepted by members of Bulgarian Society in SA at an Annual General Meeting held on the 03rd of November, 2013 at 6-621 Alsatian Rd, Glen Austin AH, Midrand, Gauteng.

(Chairman)

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