

# Constitution



United in Hinduism

**1. NAME**

The Organisation herein constituted shall be known as the **“Midrand Hindu Dharma Sabha”**, and shall hereafter be referred to as the “MHDS”, whose area of operation shall be within the Republic of South Africa.

**2. ADDRESS**

2.1 The postal address of MHDS shall be PO Box 10195, Vorna Valley, 1686.

2.2 The e-mail address of the Organisation is [satsang@mhds.co.za](mailto:satsang@mhds.co.za).

2.3 The Organisation’s Website is: [www.mhds.co.za](http://www.mhds.co.za)

**3. LEGAL STATUS**

3.1 MHDS is affiliated to the South African Hindu Maha Sabha (SAHMS).

**4. VISION OF MHDS**

MHDS seeks to cater for the Midrand and surrounding community where young and old come together so that our Vedic heritage and wisdom is passed on between generations and where the members of the Hindu community will connect, care for and support each other and the community at large. We will be a centre of learning and education of Hindu philosophy and we facilitate weekly satsang, celebrate rituals and observe auspicious festivities based on Hindu religious teachings and tradition.

**5. AIMS AND OBJECTIVES**

The aims and objectives of the MHDS are:

5.1 To promote the Hindu religion and culture by means of weekly Satsang and celebration of Hindu festivals.

5.2 To observe the various religious Hindu festivals and prayers, and to create awareness amongst the Hindu community on the significance of these festivals and prayers.

5.3 To ensure services/ prayers are officiated by suitably qualified priest(s).

5.4 To facilitate and engage in voluntary welfare work, which seeks to uplift the community, should the need arise.

5.5 To affiliate to provincial and national organisations having similar aims and objectives of the Organisation, as may be deemed necessary.

5.6 To raise funds for the procuring of land with the purpose to build a temple and for the achievement of the aims and objectives of the Organisation.

- 5.7 To foster and promote a common sense of identity for all the linguistic groups of the Hindu community.
- 5.8 To promote the Hindu religion and culture to the youth of the region by setting up a youth sub-group of the MHDS.
- 5.9 To create awareness amongst the Hindu community on important local, national and international religious matters which are relevant to the aims and objectives of the Organisation.

## **6. ORGANISATIONAL STRUCTURE (Refer to Annexure A)**

The organizational structure shall consist of an Executive Committee (ExCo). The election of ExCo members shall take place at a Biennial General Meeting. The duration of appointment shall be for a period of twenty four (24) months.

6.1 The ExCo shall comprise of the following 5 portfolios:

- 6.1.1 A Chairperson
- 6.1.2 A Vice Chairperson
- 6.1.3 A Secretary
- 6.1.4 A Communications Officer
- 6.1.5 A Treasurer

A quorum shall comprise of 4 members in attendance at the meeting.

The responsibilities and duties of each of the above positions are outlined in Annexure B, but may be amended by the Executive Committee as deemed appropriate.

- 6.2 The Chairperson may at his/her discretion co-opt additional member/s onto the ExCo for purposes of specialist advice/assistance. Such co-option is confined to the nature of the task at hand and shall be a temporary co-option for the duration of the task.
- 6.3 The ExCo may at their discretion establish working committees comprising at least one member from ExCo as well as co-opted members of MHDS to co-ordinate functions as per the annual MHDS events calendar.
- 6.4 Any person may stand for nominations to the Executive Committee provided that such a person has been a registered member of MHDS for a minimum period of 12 months, is (18) years or older and attends Satsang on a regular basis.

- 6.5 Prior to accepting nomination for any positions, it would be incumbent upon the member to ensure that they are fully aware and competent to fulfill the responsibilities and duties of each position.
- 6.6 MHDS shall exist as a standalone legal entity.
- 6.7 The acquisition and ownership of all movable and immovable assets shall be in the name and become the property of MHDS.
- 6.8 The MHDS shall continue to exist as a *bona fide* legal entity despite changes to membership and/or office bearers.
- 6.9 In the event of a vacancy arising for an ExCo Member:
- 6.9.1 It will be filled by an ordinary member who is of good standing and has been a member of the MHDS for more than twelve (12) months and who attends Satsang on a regular basis.
- 6.9.2 The vacancy shall be communicated to the membership as well as advertised on the MHDS website for a period of two weeks.
- 6.9.3 The person shall be appointed by the ExCo on a two thirds majority basis.
- 6.9.4 He/she shall fulfill the responsibilities as a bona-fide ExCo member until the next BGM.
- 6.9.5 Should there be no applications submitted for the vacant position, the Chairperson shall co-opt one of the existing ExCo members to carry-out the functions of the respective position, until the next BGM.

## **7 MEETINGS**

### **7.1 GENERAL MEETING**

This meeting shall be held by no later than 31<sup>st</sup> May of each year, to consider the following:

- 7.1.1 To approve the annual financial statements
- 7.1.2 To receive the Chairperson's report
- 7.1.3 To receive the Secretary's report
- 7.1.4 To discuss matters of significance

All decisions require a minimum of a two-third majority vote of members present at the meeting.

## **7.2 BIENNIAL GENERAL MEETING**

This meeting shall be held by no later than 31<sup>st</sup> May. The purpose of which is:

- 7.2.1 To elect an Executive Committee
- 7.2.2 To approve the Annual Financial Statements
- 7.2.3 To receive the Chairperson's report
- 7.2.4 To receive the Secretary's Report

The process prescribed later in Clause 9 shall be adhered to when electing the ExCo.

## **7.3 EXECUTIVE COMMITTEE MEETINGS**

These meetings shall be held at least bi-monthly to discuss operational issues, planning and co-ordination of events/festivals and to manage the overall running of MHDS. Upon ExCo discretion and outstanding tasks, supplementary meetings may be scheduled on an adhoc basis.

All decisions require a two-third majority vote of ExCo members present.

## **7.4 SPECIAL GENERAL MEETING**

7.4.1 The Secretary shall be empowered to convene a Special General Meeting to discuss any specific matter, subject to the following:

- At the discretion of the Chairperson
- At the discretion of any other member of the Executive Committee
- Upon receipt of a written request from at least two affiliated organizations and/or registered members, with adequate motivation requesting for such a meeting

7.4.2 All decisions require at least a two-third majority vote of members present.

## **8. QUORUM FOR MEETINGS**

8.1 Biennial General Meeting (BGM) – at least twenty (20) members including ExCo members

8.2 General Meeting (GM) - minimum fifteen (15) members including ExCo members

8.3 Executive Committee Meeting (ExCo) – minimum of 3 ExCo members

8.4 Special General Meeting (SGM)- at least fifteen (15) members including Exco members

8.5 If there is no quorum at of any of the above meetings, the said meeting shall be postponed for not less than one week, in which case the members then present shall constitute the quorum.

## **9. NOTICE OF MEETINGS**

The notice of meetings shall be given within the following timeframes:

- |     |                             |                                     |
|-----|-----------------------------|-------------------------------------|
| 9.1 | Biennial General Meeting    | 14 days written notice              |
| 9.2 | General Meeting             | 7 days written notice               |
| 9.3 | Executive Committee Meeting | 7 days written or telephonic notice |
| 9.4 | Special General Meeting     | 14 days written notice              |

## **10. ELECTION PROCESS**

- 10.1 Election of ExCo Members shall occur once every two years.
- 10.2 The Electoral Officer shall be a bona fide member of MHDS and shall be voted for by more than 50% of members in attendance.
- 10.3 Voting of ExCo Members shall take place by a show of hands.
- 10.4 In the event of a tie for any position, a closed ballot will thereafter be facilitated by the Electoral Officer.
- 10.5 The Electoral Officer shall have one ordinary vote.
- 10.6 Any person can stand for nominations to the Executive Committee provided that such a person has been a registered member of "MHDS" for a period of 12 months or longer and is 18 years or older.
- 10.7 No official or member of the Executive Committee is empowered to pre-determine who the Electoral officer shall be. The Electoral Officer will be in complete control of the elections inter-alia counting of votes and handling matters relevant thereto.
- 10.8 Registered members eighteen (18) years or older will be eligible to vote in person. In the event of the age of the voter being in dispute an identity document will be called for.

## **11. ROLE OF ELECTORAL OFFICER**

- 11.1 The Electoral Officer will be in complete control of the elections, namely:
  - 11.1.1 Co-ordinating of the election process
  - 11.1.2 Counting and verifying of votes
  - 11.1.3 Pronouncement of results
  - 11.1.4 Handling all other matters relevant thereto.

## **12. DEFINITIONS**

12.1 Definition of a Member:

12.1.1 A member shall be any person 18 years or older who completes an "Application for Membership Form" of the MHDS and which application shall be deemed to have been accepted unless otherwise advised within thirty days (30) of the date of application.

12.1.2 A member shall be entitled to vote at a BGM, or Special General Meeting provided that the member has completed the "Application of Membership".

12.1.3 A member shall qualify to serve on the Executive Committee provided that they are a member of MHDS for a minimum period of 12 months and have attended satsang at least twice a month.

## **13. FINANCES**

13.1 The financial year of the MHDS shall be from 01 April of one year to 31 March of the next year.

13.2 A bank account is in the name of the Midrand Hindu Dharma Sabha.

13.3 MHDS shall have three signatories, namely Chairperson, Vice Chairperson and Treasurer; of which the primary signatories are the Chairperson and Treasurer. The Treasurer and the Chairperson shall be responsible for approval of all expenditure. In the absence either of the Chairperson or Treasurer, the Vice-Chairperson shall approve expenditure and shall communicate such approval to the Chairperson and Treasurer within a period of 7 days.

13.4 MHDS financial statements shall be presented at each GM & BGM.

13.5 All monies shall be deposited within 5 working days and debtors shall be paid within 30 days of the instruction being authorized. All cash received must be receipted and signed off by the Treasurer and Chairperson. In their absence any other two ExCo members shall sign off.

13.6 The MHDS annual financial statements must be submitted to the Department of Social Development for compliance.

13.7 A certificate of compliance, issued by the Department of Social Development, shall be presented to the membership at the following General Meeting.

13.8 The Executive Committee shall decide by means of a two-third majority vote of all members present, as to where, when and how the MHDS's money is to be invested and utilized as well as the acquisition and control of assets and fund-raising activities.

13.9 Members and/or office-bearers, under normal circumstances, safe for the authorized signatories, will not be held liable for any debts/obligations and liabilities of the MHDS, solely by virtue of their status as members and/ or office-bearers of the MHDS.

- 13.10 Members shall not be liable for any loss/damage/theft of property or personal injury to any such person arising out of an act or omission by a member, acting bona-fide in the execution of the MHDS's duties.
- 13.11 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.

#### **14. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- 14.1 To formulate and implement the Vision, Aims and Objectives of MHDS.
- 14.2 To pursue and help realise the stated goals and objectives of the MHDS.
- 14.3 To form interim working sub-committees as and when necessary.
- 14.4 To attend to all matters that may be deemed as urgent and/ or important in nature.
- 14.5 To prepare and submit budgetary proposals, and to ensure that budgets are adhered to at all times.
- 14.6 To ensure that members of the Congregation are satisfied with the overall running of the MHDS.
- 14.7 To take into account constructive criticism and comments, and make necessary amendments.
- 14.8 To ensure that Hindu Dharma is upheld, honored and respected at all times.
- 14.9 To uphold the image and reputation of MHDS.
- 14.10 To ensure that the conduct of members of MHDS do not bring the organization into disrepute in word, deed and/or behavior.
- 14.11 To ensure that MHDS is in a sound financial position and that the assets and intellectual property are adequately safeguarded.
- 14.12 Office-bearers will not be held personally liable for any loss suffered by any person/(s) as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the MHDS.

#### **15. CODE OF CONDUCT – EXECUTIVE COMMITTEE**

- 15.1 Any member of the Executive Committee who fails to attend three (3) consecutive meetings shall automatically be relieved of his/ her duties, and will be informed in writing accordingly by the Chairperson. In the event that the default person is the Chairperson, such responsibility shall be executed by the Vice-Chairperson.



- 15.2 Members of the Executive Committee are required to attend Satsang a minimum of twice per month.
- 15.3 Planned periods of absence for either professional or personal circumstances shall be communicated to the membership in advance.
- 15.4 Only cases of exceptional circumstances provided in writing will be considered by the Executive Committee.
- 15.5 Note will also be made in cases where, on a regular basis, apologies are sent for two meetings, and the third is attended, in an endeavor to avoid being relieved of duty. These cases will be handled on an individual basis.
- 15.6 Members of the Executive Committee and the MHDS are expected to dress, behave and conduct themselves with due decorum, in keeping with the aims and objectives of the MHDS. Disciplinary action via a disciplinary hearing will be taken by the Executive Committee in the event of misconduct or bringing the MHDS to disrepute. A first verbal warning will be issued for the first offence, a written warning for the second offence and a final written warning for the third offence. Thereafter, the candidate will be removed from office by the Chairperson.
- 15.7 An office-bearer and/or member reserve the right to appeal against removal from office and/or loss of membership, within seven (7) days, in writing to the Executive Committee. A Special General Meeting will be convened and a decision will be taken, with a two-third majority vote of members present.
- 15.8 An Exco member must give a 30-day notice of resignation and ensure a proper hand-over.
- 15.9 The Chairperson will attempt to constructively resolve any conflict or differences between ExCo members within 14 days.
- 15.10 Should such conflict not be resolved amicably, the Chairperson may approach an independent person to mediate, in attempt resolve such conflict within 30 days.
- 15.11 Should the mediator fail to resolve the matter and /or upon expiry of the 30 days stipulated above, the matter shall be referred within 14 days to a General Meeting, for resolution of the matter.
- 15.12 Such conflict shall not deter the respective ExCo member/s from carrying out the responsibilities of the respective portfolios.
- 15.13 The Chairperson or Vice-Chairperson shall request an ExCo member to be excused from the discussion on an agenda item where a potential conflict of interest exists.

## **16. MEMBERSHIP**

- 16.1 Membership to the MHDS shall be open to all Hindus in Gauteng, South Africa, who share and identify with the Vision and Mission of the MHDS.

- 16.2 The Executive Committee may confer special membership status to individuals who may not reside in Gauteng, or does not belong to a particular organisation, but whose services could be of value to the MHDS. Such membership requires a two-third majority vote of the Executive Members present. "Special Membership" Status entitles the candidate to deliberate, but not vote. However, should that member be appointed to an Executive position, then he/ she will acquire full voting rights.
- 16.3 All prospective members will be required to fill out an "Application for Membership" form for the purpose of conferring membership status as well as for administrative purposes.

## **17. MEMBERSHIP FEES**

- 17.1 No prescribed membership fee is payable in order to become a member of MHDS.
- 17.2 Members are welcome to make voluntary donations and are expected to get fully involved in the activities of the MHDS.

## **18. TERMINATION OF MEMBERSHIP**

- 18.1 The Executive Committee shall jointly decide whether membership of a member(s) should be terminated, depending on the nature and seriousness of the circumstance.
- 18.2 Circumstances for termination of membership may include, amongst others, theft, fraud, bringing the MHDS into disrepute, reputational damage to MHDS image, creating conflict between members of the MHDS and / or the community at large.
- 18.3 The member whose membership has been terminated has the right to appeal against this decision, in writing to the Chairperson, within seven (7) days of the termination of membership.
- 18.4 The Chairperson shall convene a Special General Meeting to resolve the issue on hand, and a decision will be taken with a two-thirds majority vote of members present.

## **19. AMENDMENTS TO THE CONSTITUTION**

- 19.1 This Constitution may be amended subject to the approval of two-thirds of the members present at a Special General Meeting called for this purpose.
- 19.2 Written notice of the proposed amendment(s) shall be sent to all members at least 14 days before the date of the Special General Meeting.

## **20. DISSOLUTION**

- 20.1 The MHDS may be dissolved if at least two-thirds of the members present and voting at a General Meeting, convened for this particular purpose, is in favour of dissolution.

- 20.2 Fourteen days notice shall be given for such a meeting and the “Notice of Meeting” should clearly state that the question of dissolution of the MHDS and disposal of its assets will be considered.
- 20.3 If there is no quorum at such a meeting, the meeting shall be postponed for not less than fourteen days, in which case the members then present shall constitute the quorum.
- 20.4 If, upon dissolution of the MHDS, there remains any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid for or distributed among members, but shall be donated to any other Organisation with similar objectives and which is authorised to collect such contributions. However, any reasonable costs incurred by members for services rendered, will be reimbursed accordingly.
- 20.5 The decision to donate such items, and the decision of which Organisation to make the donation to, may be decided at the General Meeting itself, or, in default of such a decision, may be decided by the Department of Social Development.
- 20.6 Members or office-bearers have no rights in the property or other assets of the MHDS solely by virtue of their being members or office-bearers.
- 20.7 Members and/or office-bearers, under normal circumstances, will not be held liable for any obligations and liabilities of the MHDS, solely by virtue of their status as members and/ or office-bearers of the MHDS.

This Constitution was adopted at a Special General Meeting held at Sagewood School, Sagewood Road, Noordwyk, in Midrand, on this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

PROPOSER: \_\_\_\_\_

SECONDER: \_\_\_\_\_

CHAIRPERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

1. (Vice Chairperson) \_\_\_\_\_

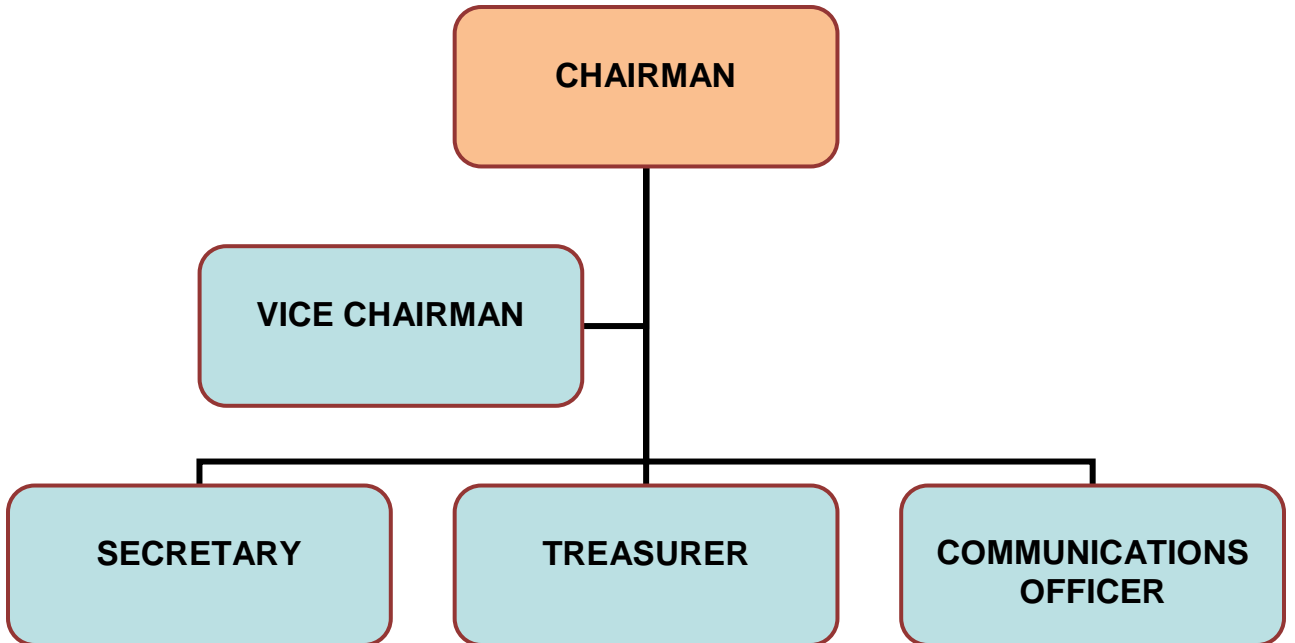
2. (Secretary) \_\_\_\_\_

3. (Treasurer) \_\_\_\_\_

4. (Communications Officer) \_\_\_\_\_

**ANNEXURE A**

**MHDS EXCO STRUCTURE**



## ANNEXURE B

### Responsibilities of the Chairperson

#### **A.**

- Ensure that Satsang is conducted on a weekly basis, on Tuesday evenings from 19h00 to 20h00 promptly, at an suitable venue in Midrand.
- Ensure that all major Hindu prayers/ festivals are observed appropriately.
- Ensure that the standard Satsang format is adhered to, as agreed upon, and amended from time to time, if such amendment is required.
- Ensure that the congregation benefit by means of discourses, recital of the various aarti's, chaalisa's and recitals, amongst others.
- Obtain updated material pertaining to religion and culture (handouts, booklets, brochures, etc) from various sources and make available to the congregation.
- Educate the congregation in terms of the Hindu religion, prayers, festivals, fasts, etc.,
- Ratify and approve the planning and hosting of proposed activities, festivals, prayers, etc.
- The decision of the Chairperson (or the Vice Chairperson in the absence of the Chairperson) will be deemed to be final, after discussions/ negotiation or voting has taken place.
- Provide leadership on all matters pertaining to the running of the organisation
- Mediate any conflict among members that may arise, with a view of promoting harmony and unity

#### **B.**

- Produce strategic and tactical plans to launch the MHDS forward, ensuring that it's aims and objectives are honoured.
- Make endeavours to "spread the wings" of the MHDS into the community at large, ensuring that it's aims and objectives are honoured.
- Ensure that all Committee Members work hand-in hand, that tasks are properly delegated, and that the interests of the MHDS are taken into consideration at all times.
- Handle issues pertaining to negative publicity, complaints, dissatisfaction, etc.
- Attend the meetings and workshops hosted by the SA Hindu Maha Sabha whenever possible and provide feedback to our congregation, as required by the SAHMS.

#### **C.**

- Participate actively and contribute to meetings in terms of comments, advice and assistance with co-ordination of functions and events amongst others.
- Attending (and participating, if necessary) functions/ festivals hosted by other religious/ cultural organisations, which the MHDS may be invited to.
- Attend (and participate, if necessary) the weekly Satsang and all activities hosted by the MHDS. This includes the process of setting up, breaking down and cleaning up before/ after the event.

### **Responsibilities of the Vice Chairperson**

#### **A.**

- Work closely with the Chairperson to ensure that Satsang is conducted on a weekly basis, on Tuesday evenings from 19h00 to 20h00 promptly, at a suitable venue in Midrand
- Ensure that all major Hindu prayers/ festivals are observed appropriately
- Ensure that the standard Satsang format is adhered to, as agreed upon, and amended from time to time, if such amendment is required.
- Ensure that the congregation benefit by means of discourses, recital of the various aarti's, chaalisa's and recitals, amongst others.
- Obtain updated material pertaining to religion and culture (handouts, booklets, brochures, etc) from various sources and make available to the congregation.
- Educate the congregation in terms of the Hindu religion, prayers, festivals, fasts, etc.,
- Ratify and approve the planning and hosting of proposed activities, festivals, prayers, etc.
- The decision of the Chairperson (or the Vice Chairperson in the absence of the Chairperson) will be deemed to be final, after discussions/ negotiation or voting has taken place.

#### **B.**

- Produce strategic and tactical plans to launch the MHDS forward, ensuring that it's Aims and Objectives are honoured.
- Make endeavours to "spread the wings" of the MHDS into the community at large, ensuring that it's Aims and Objectives are honoured.
- Ensure that all Committee Members work hand-in hand, that tasks are properly delegated, and that the interests of the MHDS are taken into consideration at all times.
- Handle issues pertaining to negative publicity, complaints, dissatisfaction, etc.
- Attend the meetings and workshops hosted by the SA Hindu Maha Sabha whenever possible and provide feedback to our congregation, as required by the SAHMS.

#### **C.**

- Participate actively and contribute to meetings in terms of comments, advice and assistance with co-ordination of functions and events amongst others.
- Attending (and participating, if necessary) functions/ festivals hosted by other religious/ cultural organisations, which the MHDS may be invited to.
- Attend (and participate, if necessary) the weekly Satsang and all activities hosted by the MHDS. This includes the process of setting up, breaking down and cleaning up before/ after the event.

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**Responsibilities of the Secretary**

**A.**

- First point of contact with organization.
- Should have access to a computer, printer, email, fax machine and post office.
- Accepting, filing and responding promptly to incoming **mail (postal and email)**. Typing out and **posting/ emailing correspondence promptly pertaining to ad-hoc functions, festivals, events and/ or general queries** that may arise.
- Prepare announcements to be made by the Chairperson at weekly Satsang/ and /or any other event.
- Responsible for the notices of meetings, agenda, compilation of reports, minutes for all meetings of MHDS.
- **Minute-taking** at all official meetings. Typing out and circulating minutes to all members of Executive Committee.
- Maintaining a file with all minutes, correspondence and attendance registers.
- Co-ordinate speakers to present discourses at Satsang/ festivals/ events
- Develop programme for events, together with Chairperson and Vice-Chairperson.
- Liaise with the Priests/ Sponsor of meals.
- Ensure a constant supply of letterheads and other relevant stationery.
- Liaise with registered Priests constantly, to ensure that the correct processes and procedures are followed, in terms of all prayers and festivals which are observed.

**B.**

- Ensure that the MHDS **abides by the rules, regulations and Constitution** of the SA Hindu Maha Sabha, and other relevant official Hindu organisations in South Africa.  
**NB. The Secretary shall be the main liaison person between the MHDS and other relevant bodies/organizations.**
- Attend the meetings and workshops hosted by the SA Hindu Maha Sabha whenever possible and provide feedback to our congregation, as required by the SAHMS.

**C.**

- Participate actively and contribute to meetings in terms of comments, advice and assistance with co-ordination of functions and events amongst others.
  - Attending (and participating, if necessary) functions/ festivals hosted by other religious/ cultural organisations, which the MHDS may be invited to.
  - Attend (and participate, if necessary) the weekly Satsang and all activities hosted by the MHDS. This includes the process of setting up, breaking down and cleaning up before/ after the event.
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**Responsibilities of the Communications Officer**

**A.**

- Should have access to a computer, printer, email, fax machine and post office.
- Be able to work on webmaster, and regular updating of webmail.
- Communication to database of membership
- Marketing of MHDS activities to identified networks, media and websites
- Addressing queries raised by members of the public with regard to Satsang, festivals, etc.
- Liaise with relevant authorities to ensure that the Organisation is up-to date with happenings in terms of religion and culture (e.g. SA Hindu Maha Sabha; Ved Niketan; APS- SA etc)
- Responsible for photography of all MHDS events, including uploading of photos on website and printing of photos where applicable
- Responsible for media liaison and drafting of media statements
- Drafting of speeches for Chairperson
- Production of a quarterly newsletter
- In the absence of Secretary, carry out functions of the Secretary.

**B.**

- Ensure that the MHDS ***abides by the rules, regulations and Constitution*** of the SA Hindu Maha Sabha, and other relevant official Hindu organisations in South Africa.  
***NB. The Secretary shall be the main liaison person between the MHDS and other relevant bodies/organizations.***
- Attend the meetings and workshops hosted by the SA Hindu Maha Sabha whenever possible and provide feedback to our congregation, as required by the SAHMS.

**C.**

- Participate actively and contribute to meetings in terms of comments, advice and assistance with co-ordination of functions and events amongst others.
- Attending (and participating, if necessary) functions/ festivals hosted by other religious/ cultural organisations, which the MHDS may be invited to.
- Attend (and participate, if necessary) the weekly Satsang and all activities hosted by the MHDS. This includes the process of setting up, breaking down and cleaning up before/ after the event.

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### **Responsibilities of the Treasurer**

#### **A.**

- Should have access to a computer, printer, email, fax machine and post office
- Should be qualified and/or experienced in the field of Accounting/ Auditing/ Bookkeeping
- **Maintain the financial records** of the MHDS
- Provide a **summarised financial report** at each Executive Committee Meeting
- Monitor the **status of the bank account** and bank statements on a monthly basis
- Maintain a file of all financial reports and bank statements, amongst others
- Accept responsibility for the signing/ co-signing of cheques
- **Negotiating prices** of goods, venues, etc whenever necessary
- Ensuring that any **deposits and/ or payments** are made promptly
- Deposit arthri/ cash donations within 5 days.
- Issue receipts to sponsors/ donors
- Develop appropriate financial policies and internal controls
- Responsible for submission of Annual Financial Statements to Department of Social Development.
- Obtain/print monthly bank statements for the perusal of the Chairperson/ Vice-Chairperson.
- Budget preparation for each event and prudent monitoring of budget.
- Report any financial irregularity to the Chairperson and/or Exco
- Maintain an asset register
- Ensure proper internal controls are in place with regard to bhajan books, ticket sales etc

#### **B.**

- Participate actively and contribute to meetings in terms of comments, advice and assistance with co-ordination of functions and events amongst others.
  - Attending (and participating, if necessary) functions/ festivals hosted by other religious/ cultural organisations, which the MHDS may be invited to.
  - Attend (and participate, if necessary) the weekly Satsang and all activities hosted by the MHDS. This includes the process of setting up, breaking down and cleaning up before/ after the event.
  - Prepare and deliver a Financial Report at the end of each financial year.
  - Attend the meetings and workshops hosted by the SA Hindu Maha Sabha whenever possible and provide feedback to our congregation, as required by the SAHMS.
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