

CONSTITUTION OF ACTIVE LEARNING & LEISURE LIBRARIES – SOUTH AFRICA

1. NAME

The organisation will be called **ACTIVE LEARNING & LEISURE LIBRARIES – SOUTH AFRICA**. Its shortened name will be **ALL-SA**. In this Constitution, it is also referred to as **the Association**.

2. MISSION STATEMENT

To positively promote the development of Active Learning Toy and Leisure Libraries that will provide an environment of equal opportunity in support of the right of each individual (**ALL**) to reach his or her potential.

3. STRUCTURE

ALL-SA is a non-profit making national organisation comprised of toy libraries, active learning libraries, leisure libraries and private individuals/organisations that support the aims of ALL-SA.

- ◆ Active learning toy libraries & leisure libraries are services that provide members with the opportunity to
 - (a) **borrow** educational and recreational materials e.g. toys, games and puzzles that promote stimulating play opportunities or to
 - (b) **play** with these materials **on the premises**These libraries can be operated by individuals, groups formed for the purpose of running a toy library, charitable organisations and local or regional government departments.
Toy library members can be parents, grandparents or caregivers borrowing toys for children with or without special needs from birth to 7 years, primary school children, teenagers, adults, childcare providers, educators, hospital patients, or any other person interested in the educational or recreational value of play.
Active Learning Toy & Leisure Libraries cater for **ALL**.
- ◆ Toy libraries are a community resource offering information, guidance and support to members in addition to the loaning out of toys.
- ◆ Toy libraries serve people without regard to race, sex, handicap, religion, language or national origin.

4. AREA OF OPERATION

ALL-SA represents active learning libraries, toy libraries and leisure libraries throughout South Africa. The main office of the Association is situated in Johannesburg.

5. OBJECTIVES

(a) **ALL-SA's** main objectives are to:

1. Promote the establishment of good quality Active Learning Libraries, Toy Libraries and Leisure Libraries for **ALL**.
 - (a) To inform government, funders and the private sector about the valuable service provided by Active Learning Toy and Leisure Libraries to encourage their moral and financial support of these libraries.
 - (b) To educate communities about the valuable service provided by Active Learning Toy and Leisure libraries.
2. Develop and provide ongoing accredited training courses that will enhance the career path of Active Learning and Leisure (**ALL**) Librarians.
3. Develop a network of service providers that offer training in toy library administration, the effective use of play materials and any other topics relevant to ALL librarians and to develop strategies for quality assurance of training.
4. Provide information for **ALL** librarians, for those wanting to start these libraries and for those interested in the use of stimulating learning and leisure library materials.
5. Encourage service providers to educate communities about
 - (a) **how to use** active learning materials i.e. toys, puzzles and games
 - (b) the valuable role of active learning materials in early childhood development.
6. Encourage the development of Leisure Libraries to serve the needs of teenagers, adults with disabilities, disadvantaged adults and all other adults especially the elderly and those in prison.
7. Promote the concept of the vital role of play in life for children and adults

(b) **ALL-SA's** secondary objectives are to:

1. Encourage the manufacturing and importing of a comprehensive range of good quality and safe active learning and leisure (**ALL**) play materials
2. Encourage the manufacture of **ALL** play materials that reflect the wide diversity of cultural groups in South Africa and of South African life in general.
3. Encourage service providers to provide training in the making of an adequate variety of long-lasting improvised **ALL** play materials that will be supplemented by the toys borrowed from **ALL** libraries.

6. MEMBERSHIP

1. Membership is available to anyone who supports the aims of **ALL-SA** and who
 - ◆ fills in the application form
 - ◆ pays the annual membership fee
2. Applications for membership will be submitted to the National Office.
3. The allocation of membership fees to the regions will be determined from time to time in consultation with the regions.
4. The National Executive Committee will approve the applications.
5. As conditions of membership, members must
 - ◆ Agree to abide by the Constitution of the Association
 - ◆ Pay the annual fee as set by the National Executive Committee. A member's failure to pay the fee will constitute resignation of membership
 - ◆ Permit their names and addresses to be published in listings authorised by the Association
6. If the actions of any member are thought to be prejudicial to the interests of **ALL-SA**, the relevant Regional or the National Committee may vote to terminate that person's membership. The member in question will be notified of the situation and will be given an opportunity to address the relevant Committee before voting takes place. Membership can only be ended by a vote of not less than two-thirds of the Committee.
7. Membership is from 1st January – 31st December and must be renewed annually.
8. Life membership can be conferred by the National Executive Committee on any person nominated by two members of the Association who fulfils the following criteria:
 - (a) A minimum of 10 years membership of the Association
 - (b) The person must have shown consistent dedication in furthering the aims of the AssociationA life member is exempt from the payment of the annual membership fee while being entitled to all the benefits of membership including voting rights.

7. VOTING RIGHTS OF MEMBERS

1. Bona Fide (genuine and operational) Active Learning Libraries, Toy Libraries and Leisure Libraries have two (2) votes each.
2. Organisations, companies and individuals have one (1) vote each.

8. NATIONAL GENERAL MEETING

1. The National General Meeting of members will be held once every two (2) years to
 - (a) listen to and accept as correct the Minutes from the previous National General Meeting
 - (b) hear the report of the National Executive Committee (**NEC**) and the financial statements of the Association
 - (c) listen to and vote on any matters placed before it including any proposed changes to this Constitution

- (d) vote for the new National Executive Committee. Nominations for the candidates must be called for at least two (2) months prior to the National General Meeting of members. Two (2) members of the Association must propose each candidate. Nominations must be forwarded to the Secretary who must confirm the willingness of the proposed candidate to stand. A list of all the nominees submitted, whether willing to stand or not, must be made available at the National General Meeting

If there are fewer nominations than vacancies to be filled, additional nominations can be called for and accepted at the National General Meeting at which the election is to take place. The willingness of the candidate to stand must be established.

- (e) accept the nominations for the **NEC** from the other groups involved as specified in Clause 9.1(e) of this Constitution
 - (f) vote for the Accounting Officer
2. Members must receive an Agenda that specifies the business of the National General Meeting at least 21 days before the meeting. A postal ballot form or proxy form must be included with this notification.
 3. The quorum for the National General Meeting will be one quarter of the paid up members of **ALL-SA** or 20 paid up members whichever is the least. Proxies and postal votes on specific matters will be accepted as part of the quorum. If a quorum is not available at the National General Meeting then a postal ballot must be held within one month after the date of the National General Meeting.
 4. The normal majority vote applies except in important matters of policy when a two-thirds majority is required. In the case of an equal number of votes or if the two-thirds majority is not obtained members must vote again. In the case of a postal ballot, the counting of the votes will be done two (2) weeks after the final date by which the votes have to be returned. Regardless of the matter being voted on, a normal majority vote will apply. In the case of an equal number of votes the National Executive Committee will vote to obtain the casting vote.
 5. Voting can be by secret ballot or a show of hands. This can be decided on at the meeting.
 6. In the case of an equal number of votes when voting for candidates
 - (a) If one of the candidates is the retiring candidate, he or she wins
 - (b) If both candidates are new, nominees the members must vote again
 7. Minutes must be taken at the meeting. These minutes must be circulated to members at least 21 days before the following National General Meeting.

9. MANAGEMENT OF ALL-SA

ALL-SA will be managed by a National Executive Committee (**NEC**) that is based in Johannesburg.

1. The **NEC** will consist of not less than 7 and not more than 23 members.

The **NEC** will be made up as follows:

- (a) 7 members that are elected at the National General Meeting of members held every two (2) years. These **NEC** members must be members of **ALL-SA**. The portfolios to be voted on as described in Clause 11 of this Constitution are
 - (i) National Chairperson
 - (ii) Treasurer & Funding Officer
 - (iii) Secretary – if this becomes a paid position, the member will be ex officio
 - (iv) Resource Officer
 - (v) Publications Officer
 - (vi) Accreditation & Training Officer
 - (vii) Conference Convenor
 - (b) The immediate Past Chairperson of **ALL-SA**, ex officio
 - (c) The National Co-ordinator, ex officio
 - (d) one nominated representative from each regional branch (a maximum of 9)
 - (e) one nominated representative from not more than 5 national organisations or government departments that are invited to serve on the **NEC**
 - (f) One of the **NEC** members will be elected by the **NEC** to act as Deputy Chairperson.
2. All elected and nominated members will hold their positions on the **NEC** for a period of two years until the following National General Meeting of members.

3. Office bearers cannot be held personally liable for any loss suffered by any person as the result of an act or omission which occurs in good faith while the office bearer is performing functions for or on behalf of the Association
4. All elected and nominated members of the **NEC** are eligible for re-election or re-appointment at the next National General Meeting of members.
5. All members of the **NEC** have equal voting rights, except for ex-officio members.
6. If a member of the **NEC** does not attend three (3) consecutive meetings without a good reason the **NEC** can find someone else to take that person's place. The new member will have the same voting rights as the other members and will remain on the **NEC** until the following National General Meeting of members.
7. If, in the opinion of the **NEC**, the actions of any **NEC** Member is prejudicial to the interests of **ALL-SA** that person's membership of the **NEC** can be terminated by a vote of not less than two-thirds of the **NEC**. The Committee Member in question will be notified of the situation and will be given an opportunity to address the **NEC** before voting takes place
8. The **NEC** is entitled to exercise all of the powers as described in Clause 10 of this Constitution.
9. The **NEC** must meet at least 5 times a year between January and November. The period between meetings should not be more than eight (8) weeks. The quorum at meetings should not be less than half (50%) of the total membership of the **NEC**.
10. The procedure at meetings of the **NEC** will be that commonly followed by Committees and the Chairperson's ruling on any point of order will be final.
11. The normal majority vote applies except in important matters of policy when a two-thirds majority is required. The Chairperson will have both a deliberate vote and a casting vote.
12. Minutes must be taken at every meeting to record the Executive Committee's decisions. The minutes will be circulated to **NEC** members within two weeks of the meeting. The Minutes of previous meetings must be accepted by the **NEC** at the following meeting and signed by the Chairperson.

10. POWERS OF THE NATIONAL EXECUTIVE COMMITTEE

The **NEC** can exercise the following powers on behalf of **ALL-SA** being always guided by the objectives of the Association as stated in Clause 5 of this Constitution and by any directions given at the National General Meeting of members:

1. To draft the policies of **ALL-SA**
2. To carry out the policy, business and affairs of **ALL-SA** on the National level
3. To work closely with the National Co-ordinator
4. To act on behalf of **ALL-SA** in any National and International issue that will impact on the Association
5. To raise revenue by way of:
 - (a) membership fees, fees from workshops, conferences and seminars
 - (b) the marketing of any publications developed by the Association e.g. books, manuals, posters, pamphlets, master copies of games to make etc.
 - (c) donations, grants, funded projects, bequests and gifts of property of any description
6. To review and, if necessary, change the annual membership fee and the fee for the subscription to the Newsletter
7. To conduct appeals for play materials and waste materials and to accept donations of any such items
8. To open a bank account and to invest funds obtained and to manage any assets, at its discretion to the Association's interest
9. To incur expenditure for the normal operation of **ALL-SA**, including the payment of rent and the appointment of staff and to organise the payment of these expenses
10. To incur expenditure on the development, printing and publication of any book, paper, periodical, magazine, newsletter, report, pamphlet, master copy for toys and games to make or anything similar
11. To incur expenditure on the promotion of **ALL-SA** through advertising, exhibitions, conferences etc.

12. To incur expenditure on any project for which funds have been raised that will further the objectives of the Association
13. To apply for and enter into any lawful arrangements that will help **ALL-SA** reach its objectives
14. To recognise new Regional Committees of the Association
15. To receive minutes of Regional Committee meetings and reports from the Regional Committees at Meetings of the **NEC**, to give direction to the regions and to veto any decisions made or actions taken by the regions that are deemed to be detrimental to the Association by a two-thirds majority vote of the **NEC**
16. To appoint sub-committees to consider special projects and to grant these sub-committees certain powers and to authorise them to carry out specific duties. Each sub-committee must carry out its work in accordance with the directions of the **NEC** and must provide a report on its work at each **NEC** meeting.
The **NEC** may itself act in any matter after consulting with the sub-committee formed for that purpose.
16. To co-opt to the **NEC** any member/s of the Association to assist with the business of the **NEC** whenever necessary. These co-opted members will not have voting rights.
17. To pass, alter or cancel any by-laws that will assist in the proper management of **ALL-SA**.
Members should be notified of any new or changed by-laws and these by-laws must be presented at the following National General Meeting of members for confirmation. The National General Meeting may confirm, disallow or vary any by-law placed before it. However, any act done by the **NEC** in accordance with the by-laws before this National General Meeting will be valid and binding.
18. Generally to do any lawful things that are useful to the fulfilment of the objectives of **ALL-SA**.

These powers may be amended or added to by a two-thirds majority vote at the National General Meeting, provided that Members have been notified in writing including the full text of the proposed amendments or additions at least 21 days prior to the meeting. Any amendment or addition must be proposed by 2 members of the Association.

11. DUTIES OF THE OFFICE BEARERS OF THE NATIONAL EXECUTIVE COMMITTEE

Any office bearer may ask for assistance from any member of the **NEC** that is not an office bearer or, with the permission of the **NEC**, may co-opt members of the Association or volunteers to assist him/her. Each office bearer takes full responsibility for the co-ordination of his/her portfolio.

1. The Chairperson

The duties of the chairperson are to:

- (a) Chair meetings of the **NEC** in such a way as to keep good order and to run the National General Meeting.
The Deputy Chairperson will take the chair in the absence or unwillingness of the Chairperson to act. If neither the Chairperson nor Deputy Chairperson are available, the members must elect a chairperson from amongst themselves for that meeting.
- (b) Make sure that members follow the rules and guidelines in their Constitution
- (c) Provide an Agenda for all meetings in good time for it to be sent out with the notice of the meeting
- (d) Sign minutes of meetings after members have agreed that the minutes are accurate
- (e) Follow up on all matters arising from previous meetings
- (f) Check the accounts as presented at meetings by the treasurer
- (g) Co-ordinate the setting of goals and deadlines for the Association each year
- (h) Monitor the progress of the **NEC** and of the regional committees in achieving the goals set
- (i) Have regular consultations with the National Co-ordinator
- (j) Have personal contact with the Chairpersons of the regional committees
- (k) Work in a team spirit with other members of **ALL-SA**
- (l) Prepare an updated **NEC** report for each Newsletter, prepare an annual report to be sent to members and to prepare a report for the biennial National General Meeting
- (m) Do any other thing relating to the management of **ALL-SA** as directed by the **NEC**.

2. The Secretary

The duties of the Secretary are to:

- (a) Produce and distribute the correspondence of **ALL-SA** including the notices of meetings. She will keep all documents belonging to the Association.
- (b) Deal with all the inquiries concerning the Association
- (c) Keep full and correct minutes of all the meetings of the Association.
- (d) Keep a Register of Members comprising the names and addresses of all current members of the Association.
- (e) Do any other thing relating to general secretarial duties as directed by the **NEC**.

3. The Treasurer and Funding Officer

The duties of the Treasurer/Funding Officer are to:

- (a) Receive all moneys for the Association and to account for the same. The Treasurer's receipt will be final proof of any payment made to the Association.
- (b) Make all payments as directed by the **NEC**
- (c) Keep an account of all moneys received and payments made in a book. These accounts will be open to inspection at all **NEC** meetings.
- (d) Keep a petty cash book that includes receipts for all payments made. This book will be open to inspection at all **NEC** meetings.
- (e) Prepare a statement showing the progress and financial position of the Association for discussion at each **NEC** meeting.
- (f) Network with the treasurers of the regional committees in promoting membership of the Association by all toy libraries and collecting membership fees
- (g) Update the database of funders both for the Association and for toy libraries
- (h) Prepare any proposals requesting financial assistance for the Association and give them to the Secretary for typing and distribution
- (i) Prepare the annual Balance Sheet to the 28th February in each year and prepare a financial report for presentation at the National General Meeting.
- (j) Forward copies of the audited Balance Sheet and the financial report to the relevant funding bodies.
- (k) Co-ordinate efforts to obtain discounts for toys for toy libraries that are members of **ALL-SA**
- (l) Do any other thing relating to the financial management of the Association as directed by the **NEC**.

4. **Resource Officer**

The duties of the Resource Officer are to:

- (a) Collect information that will be of value to members of the Association. The categories of information will be decided on in consultation with the **NEC** and the Regional Resource Officers.
- (b) Make sure that each region has appointed a regional resource officer who will provide regional information.
- (c) Co-ordinate the placing of all information onto a user-friendly database
- (d) Notify the regions about all new information
- (e) Liaise with other organisations with a view to forming database partnerships
- (f) Updating the database annually
- (g) Prepare an annual report to be sent to members and to prepare a report for the biennial National General Meeting
- (f) Do any other thing relating to information resources for the Association as directed by the **NEC**.

5. **Publications Officer**

The duties of the publication officer are to:

- (a) Plan an informative national publication that will be of interest to **ALL** members to be issued three times per year. She must also arrange for the printing of this publication.
- (b) Establish an editorial sub-committee to help in the planning of the publication, to call meetings of this editorial sub-committee and to fulfil the role of chairperson at these meetings
- (c) Make sure that each region has appointed a regional publication officer who will collect regional information and articles for the national publication.
- (d) Establish contact with other publications with a view to the inclusion of articles and information concerning toys and toy libraries in their publications
- (e) Prepare an annual report to be sent to members and to prepare a report for the biennial National General Meeting
- (f) Do any other thing relating to publications for the Association as directed by the **NEC**.

6. **Accreditation and Training Officer**

The duties of the accreditation and training officer are to:

- (a) Liaise with service providers and toy librarians in developing guidelines for a comprehensive training curriculum for **ALL** librarians
- (b) Keep up-to-date with the training programmes offered in other countries
- (c) Liaise with SAQA regarding the accreditation of training programmes
- (d) Make sure that each region has appointed a training officer who will liaise with service providers in her region. Regional training officers are expected to make sure that workshops are held either by their regional association or by regional service providers on
 - (i) **how to use** active learning materials i.e. toys, puzzles and games
 - (ii) the valuable role of active learning materials in early childhood development
 - (iii) toy library administration
- (e) Liaise with service providers to develop a system of accreditation of the toy libraries
- (f) Prepare an annual report to be sent to members and to prepare a report for the biennial National General Meeting

(g) Do any other thing relating to accreditation and training for the Association as directed by the **NEC**.

7. **Conference Convenor**

The duties of the conference convenor are to:

- (a) Plan for the biennial National General Meeting of members and for the biennial conference
- (b) Establish a conference sub-committee, to call meetings of this conference sub-committee and to fulfil the role of chairperson at these meetings
- (c) Make sure that each region has appointed a conference officer who will identify possible presenters from their region and who will distribute information about the conference in their region.
- (d) Prepare an annual report to be sent to members and to prepare a report for the biennial National General Meeting
- (e) Do any other thing relating to the conference as directed by the **NEC**.

8. **Past Chairperson**

The past chairperson is expected to serve in an advisory or supporting capacity for a period of at least one year after stepping down as Chairperson. He/she may be asked to assist with any matters as directed by the **NEC**.

9. **The National Co-ordinator**

This is a paid position that will be filled when funds are available. The national co-ordinator will be accountable to the **NEC**. His/her duties will include the following:

- (a) Implementing and revising the national strategy in consultation with the **NEC** and the regional committees
- (b) Attending **NEC** meetings and a minimum of one regional committee meeting per region per year
- (c) Identifying and consulting with possible national partners, including relevant government departments
- (d) Implementing a variety of strategies that create an awareness of the value of toy libraries within various communities, the business sector and government
- (e) Facilitating the establishment of regional committees
- (f) Performing secretarial duties for the **NEC** when necessary
- (g) Any other thing relating to networking or public relations as directed by the **NEC**

10. **Regional Representatives**

(A) The duties of the regional representatives are to:

- (a) Present feedback from their respective regions to the **NEC**.
 - (b) Assist with any matters as directed by the **NEC**.
 - (c) Report on the **NEC** meeting to their respective regions
- (B) The regions are expected to support and implement the policies of **ALL-SA** as drafted by the **NEC**.

11. **Other representatives**

The duties of any other representatives are to:

- (a) Provide input from their respective departments, organisations etc.
- (b) Assist with any matters as directed by the **NEC**.
- (c) Keep their respective departments/organisations informed about toy libraries, important issues discussed at **NEC** meetings, etc.

12. **FINANCES AND PROPERTY**

1. An independent accounting officer (see Clause 14.2 of this Constitution) will be elected at the National General Meeting of members
2. The financial year of the Association shall be from the 1st March to the 28th February of each year.
3. **ALL-SA** exists in its own right, separately from its members and will continue to exist even if its membership changes and there is a different **NEC**.
4. **ALL-SA** is able to sign contracts and enter into other relationships. It can sue and be sued in its own name and there is no personal liability on its members.
5. All moneys received must be deposited in the Association's bank account. The **NEC** will determine the bank used. Changes may be made from time to time at the discretion of the **NEC**.
6. Funds can only be invested with registered financial institutions.
7. The treasurer must keep an account of all moneys received and payment made in a book. These accounts will be open to inspection at **NEC** meetings. The treasurer will prepare a statement showing the progress of and financial position of the Association for discussion at each **NEC** meeting.
8. The **NEC** must elect three (3) signatories (the chairperson and two other members of the **NEC**). Any withdrawal must be accompanied by a requisition form signed by the chairperson and any one of the other signatories.

9. The **NEC** may authorise the treasurer to hold an amount for petty cash. The treasurer must record all payments in a petty cash book. All slips and vouchers must be kept for record purposes. The petty cash book must be available for inspection at **NEC** meetings.
10. Every member must pay an annual subscription fee . The fees may be revised by the **NEC** in consultation with the Regional Committees.
11. The allocation of the percentage of the membership fees that will be paid to the regions will be determined from time to time by the **NEC** in consultation with the Regional Committees.
12. A record must be kept of everything **ALL-SA** owns (its assets). Members or office bearers of **ALL-SA** do not have rights over anything that belongs to the Association.
13. **ALL-SA** may not give any of its money or property to its members or the **NEC** except in the following instances:
 - (a) payment for work actually undertaken on behalf of **ALL-SA** as agreed by the **NEC**
 - (b) re-imbusement of expenses incurred while working on behalf of the Association
 - (c) re-imbusement for money paid on behalf of the Association
14. **ALL-SA's** accounting records and reports must be ready and handed in to the Director of Nonprofit Organisations within 9 months after the end of the financial year.

13. REMUNERATION OF MEMBERS

1. Payment to members of the Association or to the **NEC** will only be made in the circumstances described in Clause 12.13 of this Constitution. The **NEC** must agree on the terms of this payment with a two-thirds majority vote. No member receiving payment will be disqualified from serving on the **NEC** or from continuing his or her membership of the Association.
2. Any member of the Association or of the **NEC** who is directly or indirectly interested in any contract or proposed contract with the Association must declare the nature of his or her interest to the **NEC**. This must be done as soon as the relevant facts have come to his or her knowledge.

14. THE ACCOUNTING OFFICER

1. An Accounting Officer will be elected at the National General Meeting.
2. This person must be either a member of a recognised accounting firm or a bank manager. He may not be an officer, member or employee of the Association.
3. The Accounting Officer has the power to ask to see all books, papers, accounts and documents relating to the affairs of the Association. He can ask for proper explanations of any financial matters by the officers and employees of the Association.
4. The Accounting Officer has to certify the accounts of the Association before they are presented to the National General Meeting.

15. AMENDMENTS TO THE CONSTITUTION

1. The Constitution may be changed by a resolution.
2. The amendment has to be agreed upon and passed by a two-thirds majority vote at the National General Meeting of members provided that
 - (a) any such amendment has been proposed by 2 members of the Association
 - (b) written notice including the text of the proposed amendment to this Constitution has been sent to each member of the Association at least 21 days before the proposed meeting.

16. CIRCUMSTANCES NOT PROVIDED FOR BY THE CONSTITUTION

1. The **NEC** is granted the power to determine what special action must be taken in the best interests of the Association if any circumstances arise that are not included in this Constitution.
2. The **NEC** must report on any special actions taken at the next National General Meeting of members.
3. The **NEC** must be guided by any resolutions passed at any meeting of members.
4. Any special action taken by the **NEC** to ensure its efficient administration must be considered to be valid and

effectual as if specifically authorised in this Constitution.

5. These decisions must be fully documented in the minutes of the **NEC** meeting. If called upon to do so, the **NEC** will have to provide details of any such decisions.
6. All such issues encountered by the Regions must be referred to the **NEC**.

17. DISSOLUTION OF THE ASSOCIATION

1. The Association may close down if at least two-thirds of the members present or voting by proxy or postal ballot at a meeting specially convened for the purpose of considering this matter are in favour of closing down.
2. Not less than 21 days' notice will be given of such a meeting and the notice convening the meeting must clearly state that the question of closing down the Association and disposing of its assets will be considered.

If the Association is to be closed down:

- (a) Any debts must be settled immediately
- (b) Any money or property left over will not be paid to or distributed amongst the members of the Association or the **NEC**. These assets will be given to another organisation that has the same or similar aims.
- (c) If a decision cannot be reached on a suitable organisation then the Department of Welfare's Directorate for Non-profit Organisations will be asked to choose a suitable beneficiary.

18. ACCEPTANCE OF THE CONSTITUTION

This Constitution was adopted by a quorum of the paid up members of **Active Learning and Leisure Libraries – South Africa (ALL-SA)** present at the 2nd Biennial General Meeting of the Association held on 2 October 2003 at the Paul Roos Gymnasium Conference Centre in Stellenbosch.