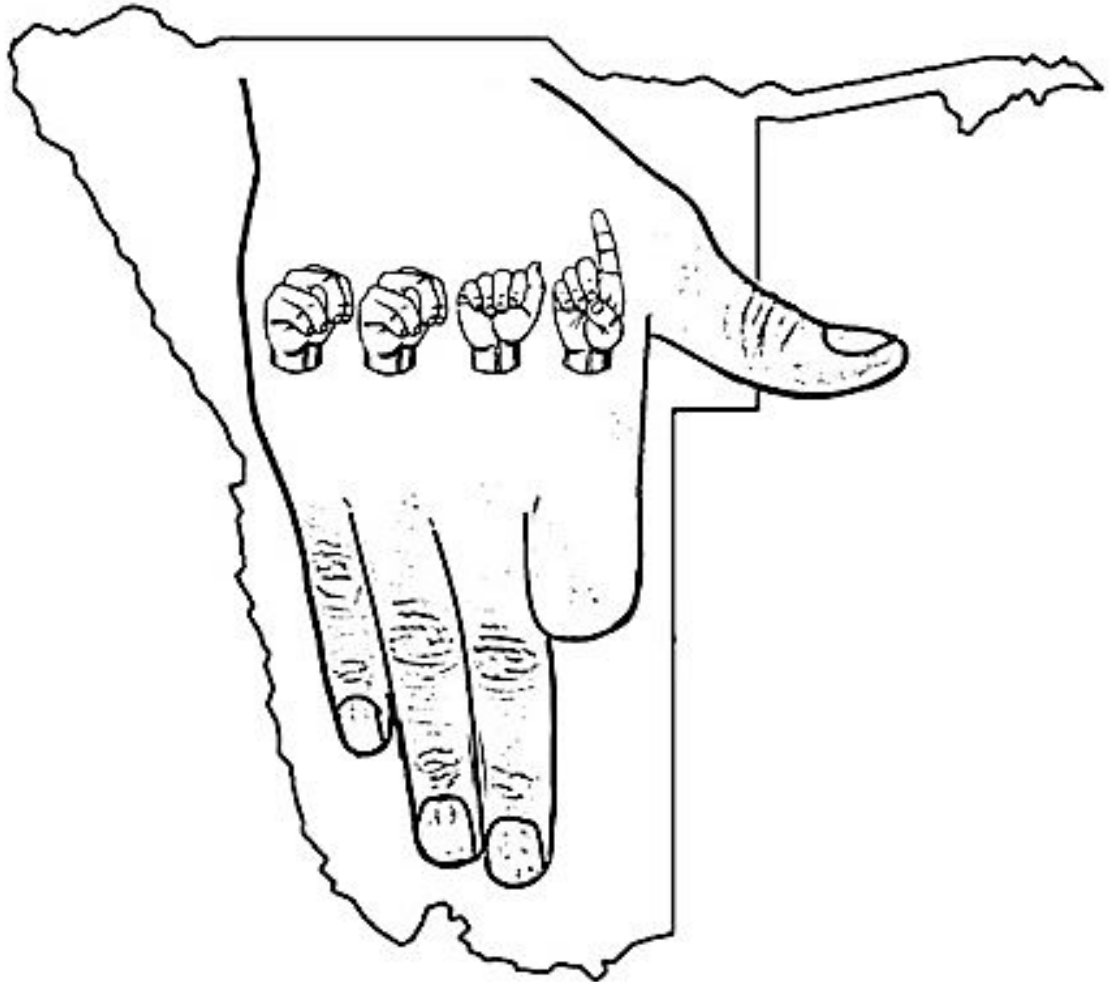


**THE CONSTITUTION OF THE NAMIBIAN NATIONAL ASSOCIATION OF THE
DEAF (NNAD)**

(with proposed amendments - 2015)



Nothing about us without us

THE CONSTITUTION OF THE NAMIBIAN NATIONAL ASSOCIATION OF THE DEAF (NNAD) (with proposed amendments - 2015)

1. NAME, STATUS, OFFICIAL EMBLEM, OFFICIAL MOTTO

1.1 The Name of the Association is the **NAMIBIAN NATIONAL ASSOCIATION OF THE DEAF**- abbreviated to **NNAD**.

1.2 The association was established in 1991.

1.3 The Association is a non-governmental, non-political, non-cultural and non-political organisation.

1.4 The Association is registered as a Welfare Organisation with the Ministry of Health and Social Services, Registration Number WO 84.

1.5 The Association's headquarters shall be located in Windhoek. The Headquarters may be transferred to any place as so decided by its members.

1.6 The Association's postal address shall be **P.O. BOX 21040**, Windhoek Namibia, until such a time it is deemed necessary for change.

1.7 The Association's logo shall depict a Namibian map, inside there is a hand in the shape of Namibia with the letters NNAD in Sign Language. The name of the Association (Namibian National Association of the Deaf) and its welfare registration number shall appear above and outside the Namibian map.

1.8 The Association's motto, "**NOTHING ABOUT US WITHOUT US**" shall appear just under the logo.

1.9 The Association's official languages shall be the Namibia Sign Language and English. English will be utilised for written communication.

1.10 The Association's calendar year shall commence on the first of January and shall end on the thirty-first day of December.

2. VISION, MISSION STATEMENT and OBJECTIVES

2.1 Vision

The vision of NNAD is to create a society which recognises and embraces the culture, language and legacy of the Deaf Community with focus on equality, freedom and self-determination.

2.2 Mission

The Mission is to preserve, advocate, protect and promote the civil, human and linguistic rights of the Deaf.

2.3 Objectives

- 2.3.1 To ensure representation and defend, guard and preserve the individual and collective rights of the Deaf at all levels.
- 2.3.2 To ensure access to all basic, human, administrative and technological services.
- 2.3.3 To ensure maximum safety and protection of the Deaf without fear of intimidation, discrimination and any form of sub-jurisdiction, including their personal and collective properties.
- 2.3.4 To teach and advocate for the teaching of a standardised Namibian Sign Language as the official language of the Deaf.
- 2.3.5 To ensure and enforce the right of participation of the Deaf at Association and all other levels.
- 2.3.6 To assist the establishment of structures, systems and processes at all levels taking into account the needs of the Deaf Community.
- 2.3.7 To engaged and cooperate with the Namibian government and all other stakeholders toward the end of meeting the needs of the Deaf Community.
- 2.3.8 To advocate for the drafting, implementation of laws and policies which ensures equal rights and opportunities for all Deaf persons.

3. AREA OF OPERATION OF THE ORGANISATION

3.1. The area of operation of NNAD will be the whole of Namibia, with regional branches in each of the 14 political regions.

3.2. Fundraising may be organised at international, national and regional levels.

4. MEMBERSHIP

4.1.1 The membership of the Association shall be comprised of:

4.1.1.1 Branches - comprised of the regional branches of the NNAD in all 24 political regions.

4.1.2 Individual members - comprised of Deaf and Hearing individuals indicating their willingness to subscribe to the objectives of the Namibian National Association of the Deaf.

4.1.3 Associate Members - stakeholders, donors or other interested parties indicating their willingness to subscribe to the objectives of the Namibian National Association of the Deaf.

4.1.4 New members may apply for membership on an application form, available at the administrative office of the organization. Application may be accepted or rejected by the Board of management of the Association. Management should inform members about the outcome of their applications

4.3. Membership register shall be kept by the secretariat.

4.4. Membership fees will be determined by the Congress and reviewed periodically.

4.5. The system for payment of membership will be determined and executed by the secretariat.

4.6. Resignation of a member should be submitted to the secretariat in writing.

4.7. Termination of membership:

4.7.1 When a member submitted his/her resignation in writing;

4.7.2 When the behavior/conduct of a member is detrimental to the interests of the organization;

4.7.3 Upon the death of a member;

4.7.4 When a member became of unsound mind; and

4.7.5 When a member failed to attend two Annual General Meetings without written excuse and valid reason for failing to attend the meetings.

4.7.6. When a member fails to pay membership fees for a ?? years.

4.8 RIGHTS AND BENEFITS OF MEMBERS

A member shall have the following rights:

4.8.1 Members have rights to attend Association meetings. Only designated delegate have voting rights.

4.8.2 Members will have access to all Association activities or information that will be available and shared at the Congress.

5. MANAGEMENT OF THE ORGANIZATION

5.1 The Association will be managed by a Board of Management consisting of seven members with consideration given to regional representation and gender balance.

5.2 The Board members will be elected at the Congress.

5.3 The term of office of the Board of management members will be 4 years.

5.4 The Board of management will consist of seven members:

5.4.1 Chairperson

5.4.2 Vice-Chairperson

5.4.3 Treasurer

5.4.4 Secretary

5.4.5 Three additional members

5.5 The Board will establish sub-committees as needed. The subcommittees will engage individuals with technical skills specific to subject matter of the committee. These will be non-voting participants. All subcommittees shall report to the Board of Management and shall be subject to its control.

5.6 The term of office of the Board of Management member will cease:

5.6.1 Upon written resignation

5.6.2 When his/her actions are beyond the realm of his/her duty and

5.6.3 Injurious to the interests, objectives and principles of the Association

5.6.4 Upon the death of the member;

5.6.5 When he/she becomes of unsound mind;

6. POWERS OF THE BOARD OF MANAGEMENT

6.1 To open and operate banking accounts with any recognized financial institution in the name of the Association.

6.2 To buy sell or exchange goods of any kind (movable and immovable) on such terms and conditions as the Board may decide.

6.3 To sell, let, improve, alter and maintain any fixed property forming part of the Association.

6.4 To appoint / employ the Executive Director/ Chief Executive Officer at such wages and subject to such conditions of service as the Board of Management shall determine.

6.5 To accept donations or bequests on behalf of the organization from an individual or organisation.

7 MEETINGS

7.1 THE CONGRESS

7.1.1 The Association shall hold a Congress every four years. The date to be decided by the Board of Management provided that the period should not exceed the closing date of the financial year of the organization with more than 6 months.

7.1.2 Notice of the Congress: Fourteen days notice of the meeting in writing shall be given to all members of the Association. The notice shall state the venue, date, time of the meeting as well as the agenda items to be discussed.

7.1.3 Each Region will identify two delegates to attend the Congress. These delegates will hold voting power related to all Resolutions

7.1.4 Quorum: The quorum of a Congress shall be half plus one of the members registered as members. If there is no quorum at the Congress, it shall be rescheduled at alter date.

7.1.7 Business at the Congress

7.1.7.1 Election of the Board of Management shall be held by secret ballot. Each region will have two delegates but will have only one vote in the election of the Board.

7.1.7.2 Approval of 4-year Strategic Plans and Annual Action Plans

7.1.7.3 Minutes shall be kept of all AGM and members who attend the AGM shall sign an attendance register

7.2. THE GENERAL ANNUAL MEETING

7.2.1 The Association shall hold an Annual General Meeting every year if resources allow. The date to be decided on by the Board of Management provided that the period should not exceed the closing date of the financial year of the organization with more than 6 months.

7.2.2 Notice of the AGM: Fourteen days notice of the meeting in writing shall be given to all members of the Association. The notice shall state the venue, date, time of the meeting as well as the agenda items to be discussed.

7.2.3 Voting at an AGM: All registered members of the Association will have voting power. A resolution put to the vote at the AGM, shall be decided upon by means of secret ballot or show of hands. Each member shall be entitled to one vote only on a particular matter in question. In a case of a tie, the chairperson shall have a casting vote.

7.2.4 The Chairperson of the Board of Management shall preside as Chairperson at every AGM.

7.2.5 In absence of the Chairperson, the Vice Chairperson or other Board member will preside.

7.2.5 Business at the AGM

7.2.5.1 To discuss and adopt the annual report of the chairperson of the management;

7.2.5.2 To discuss and adopt the financial reports including audited reports.

7.2.5.3 Other business as may be decided upon; Any member who wish to bring forward any particular business for discussion or proposal for consideration of the meeting, shall give notice of his/her intention to do so in writing to the secretary at least seven days before the meeting, as it should be included in the agenda of the meeting.

7.2.5.4 Decision taken at AGM CANNOT revoke or reverse decision of the Congress.

7.2.5.5 Minutes shall be kept of all AGM and members who attend the AGM shall sign an attendance register.

8. BOARD OF MANAGEMENT MEETINGS

8.1. The of Board of Management should hold meetings quarterly or as the Chairperson deems it necessary.

8.2 Seven days written notice of meetings shall be given to members of the Board of Management. In case of a special meeting, 4 days verbal notice will suffice.

8.3 The quorum for the Board of Management meetings shall be four.

- 8.4 Voting shall be done by a show of hands. In the case of an equality of votes, the Chairperson shall have deciding vote.
- 8.5 Members of the Board of Management will be deemed to have resigned if they fail to attend three consecutive meetings without having submitted in writing an acceptable reason for failing to attend the meetings.
- 8.6 When a Board of Management member resigns or leaves before the expiration of his/her term of office, the Board of Management shall appoint another member of the Association to hold office until the next election.
- 8.6.2 The Board of Management shall have the power to appoint a person to the Board of Management, who is an expert on a specific subject or field. Such a person will have no voting power.
- 8.6.3 Minutes of all meetings shall be kept by the secretary and signed by the Chairperson and Secretary after approval and adoption.

9.FINANCIAL ISSUES

- 9.1 The financial year will run through 1 January to 31 December.
- 9.2 The Association shall derive its funds by any lawful mean.
- 9.3 The Board of Management shall cause accurate and complete financial records to be maintained.
- 9.4 All records, financial and others shall be kept in a safe place at the office of the Association and shall always be open for inspection by members of the Association.
- 9.5 All donations and other income of the Association shall be paid into the bank Account of the Association at a registered bank within 48 hours of receipts.
- 9.6 The Board of Management shall appoint two signatories from its members ideally the Chairperson and the Treasurer.
- 9.7. The Director and the Financial Officer will be signatories representing the secretariat.
- 9.8 Two signatures will be required to withdraw funds from the Bank account of the Association, one signature from the secretariat and one signature from the Board of Management.
- 9.9 The accounts of the Association shall be audited annually and submitted to donors and all applicable bodies/organizations.

9.10 An auditor shall be appointed annually at the AGM. When an auditor dies/resigns, the Board of Management may appoint another auditor, who will hold office until the next AGM.

10. AMENDMENT OF CONSTITUTION

10.1 The constitution of the Association may be amended by a two-thirds votes majority of the Congress. Proposed changes/amendments must be given in writing to members one month in advance.

11. DISSOLUTION OF THE ASSOCIATION

11.1 The Association may be dissolved by resolution of the Congress.

11.2 The resolution must be passed by a two-third of the vote.

11.2 If, after the dissolution of the Association, any assets remaining once all debts and obligations have been settled, such assets shall not be paid over or divided amongst the members, but shall be donated to such other registered welfare organization, preferably one with similar objectives, as the members may decide upon.

This Constitution has been adopted in.....on this.....day of20... by the following founder(s) of the organization:

Name(s):	Signature(s):
1.
2.