

RULES
OLD LÜCKHOFF GOVERNING BOARD (OLGB)

1. MANDATE

- 1.1 Communities in Stellenbosch were forcibly removed in terms of the Group Areas Act of 1966, one of the pillars of the apartheid system. One of the most important institutions of these communities was the Lückhoff School. The community was forcibly robbed of its heritage and deprived of a space that they could morally claim as their own to shape into a place of memorialisation and of hope and as a pedagogical instrument that would continue to proclaim the messages of hope, justice, and restitution.
- 1.2 In the democratic era, after the demise of the apartheid system, the dispersed communities, together with Stellenbosch University (SU), the current owner of the building, are desirous to give effect to the intent of the national priorities of reconciliation, restitution, and social justice to address past injustices created by the apartheid regime. This includes giving back the use of the Old Lückhoff School premises to those who primarily made use of the building for their school education, and who were deprived, forcefully removed and displaced due to the previous apartheid regime.
- 1.3 The scope of beneficiaries for the primary re-use of the Old Lückhoff School premises is as follows:
Primary beneficiaries - those families who were forcefully removed to Cloeteville, Idas Valley and Kayamandi; alumni, teachers and their descendants, wherever they are in the world; and
Secondary beneficiaries - all other communities in and around the Greater Stellenbosch area.

2. MISSION

- 2.1 The goal of the Old Lückhoff Governing Board (OLGB) is to repurpose the Old Lückhoff add School asset so that it is utilised to stimulate, inspire, facilitate, drive and coordinate:
- 2.1.1 Community engagement, development and restoration of community, people development, and unifying initiatives and strategies;
- 2.1.2 programmes that intend to bring about social justice, equality, restore human dignity, promote social cohesion, continuous learning and growth, as well as socio-economic prosperity, especially for those people and their descendants who were negatively affected by the injustices caused by the Group Areas Act enforced by the apartheid regime.
- 2.2 By doing the above, the OLGB will help to create viable, unified, and thriving communities, families and unleashing the unlimited human potential in all our people in a holistic and regenerative way.
- 2.3 The OLGB will provide governance and oversight over the programmes running in and from the Old Lückhoff School that address the focus areas of the OLGB, receive reports and formulate policy.
- 2.4 The day-to-day management and execution of programmes that address the focus areas of the OLGB will be carried out by an executive team and operational team drawn from the staff of the various programmes/hubs operating in the Old Lückhoff School. These programmes/hubs will consist of staff members of the Division for Social Impact, SU academic staff and PASS members, and community members.

3. VISION

- 3.1 The Old Lückhoff School premises will be a vibrant hub from where hope is generated, inspired, and facilitated through innovative, creative, collaborative and unique locally driven solutions benchmarked for multiplication and/or duplication elsewhere.
- 3.2 It will be a place for contrition, community, and healing through rebuilding our fractured local history into a shared future, enshrining justice, hope and equality.
- 3.3 Stellenbosch will be the trendsetting town and a model for international best practice with regards to repentance, reconciliation, restitution, reparation, social justice and for restoring human dignity.

4. VALUES

The OLGB commits to uphold, behave, and perform its duties by applying and following the commonly agreed ethical and moral values as mentioned below:

- 4.1 Diversity and Inclusivity
- 4.2 Compassion and Responsiveness
- 4.3 Accountability and Responsibility
- 4.4 Transparency and Honesty
- 4.5 Mutual Respect and Trust
- 4.6 Excellence and Agency
- 4.7 Ownership and Accessibility
- 4.8 Equity and Equality

5. FOCUS AREAS

The most important areas that the OLGB will focus on to ensure successful achievement of its mission and vision are the following:

- 5.1 Learning and growth (both academic and vocational learning) to unleash human potential and building capacity that ensure generational impact – creating an enabling environment
- 5.2 Building mutually beneficial partnerships and collaboration
- 5.3 Promoting and encouraging reconciliation and social cohesion
- 5.4 Promoting and ensuring social justice and restitution
- 5.5 Leadership and good ethical governance/management
- 5.6 Fundraising and financial management
- 5.7 Effective and efficient operational systems - to create an enabling environment
- 5.8 Restoring and maintaining the asset (e.g., building infrastructure)

6. PARTNERSHIPS

The OLGB will promote, encourage, and form collaborative partnerships with the following entities, organisations and/or sectors who can complement the important work to be performed to impact generations to come:

- 6.1 Public Sector - International, Continental, National, Provincial, District and Local: Government Departments, State Enterprises, Chapter 9 Institutions, Tiers of Government (especially Local Government who enforces the law), Legislative Institutions (both National and Provincial), Judiciary Institutions, International Government Agencies:
- 6.2 Private Sector: Businesses (especially those who benefitted from the forced removals),

- 6.3 Civil Society: Local Communities (especially those who were forcefully removed – direct beneficiaries), non-governmental organisations (NGO’s), Faith-based Entities, Movements & Networks (Advocacy, networking, etc.), Community-based Organisations (CBO’s), Funding Agencies, Media Agencies
- 6.4 Sport, Arts, Culture & Recreational Sector: Federations, Associations, Social Clubs, Sports Clubs, Professional Entities, Sports Councils/ - Boards
- 6.5 Tourism Sector: Tourism Boards, Tourism Organisations (both for-profit and not-for-profit)
- 6.6 Educational Sector: Higher Learning Academic Institutions (i.e. Universities, FET Colleges, etc.), Schools (High Schools, Primary and Early Childhood Development Centres), SETA’s, International Learning Institutions
- 6.7 Agricultural Sector: Commercial Farming Entities, Rural Development Entities

7. COMPOSITION OF BOARD

The Board of the OLGB shall include the following as representatives of their respective entities and/or organised groupings:

- 7.1 Lückhoff Alumni Forum
- 7.2 Principal of the current Luckhoff High School
- 7.3 Principal of Cloetesville High School
- 7.4 Principal of Kayamandi High School
- 7.5 Principal of Stellenbosch High School
- 7.6 Principal of Stellenzicht High School
- 7.7 Die Stellenbosch Vlakte Forum
- 7.8 Religious Forums
- 7.9 Co-Management Forum
- 7.10 Stellenbosch University: Deputy Vice - Chancellor responsible for Social Impact, Transformation and Personnel; Senior Director: Social Impact and Transformation; and Director: Social Impact
- 7.11 Stellenbosch Municipality
- 7.12 Any other directly affected people/groups
- 7.13 The OLGB may co-opt persons with the requisite skills or other attributes from time to time. Such persons must be formally nominated by members of the Board.

8. ORDINARY BOARD MEETINGS

The ordinary meetings of the Board will be held at least once a quarter.

9. SPECIAL BOARD MEETINGS

- 9.1 A Special Board Meeting is held outside of the normal or regular meetings.
- 9.2 The Board or not less than two-thirds of the members may call a Special Board Meeting of the organisation.
- 9.3 Special Board meetings may be called when the Board needs the mandate or guidance of members to take up issues that require urgent attention and cannot wait until the next ordinary meeting.

10. NOTICES OF MEETINGS

- 10.1 The Chairperson of the Board shall convene meetings.
- 10.2 The Secretary must let all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place. However, when convening an AGM, all members of the organisation must be informed of the meeting no less than fourteen (14) days before such a meeting.
- 10.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.
- 10.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

11. QUORUMS FOR MEETINGS

- 11.1 Quorums for all meetings of the organisation shall be a simple majority (50% + 1) of relevant members who are expected to attend.
- 11.2 However, for the purpose of considering changes to this constitution, two thirds ($\frac{2}{3}$) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.
- 11.3 All meetings of the organisation must reach a quorum before they can start. If, however, a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter. If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

12. PROCEDURES AT MEETINGS

The Board may regulate its meetings and proceedings as it deems fit, subject to the following:

- 12.1 That the Chairperson shall chair all meetings of the organisation, including that of the Board.
- 12.2 That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting.
- 12.3 In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

13. MAKING DECISIONS IN MEETINGS

- 13.1 Where possible, the decisions of the organisations shall be taken by consensus.
- 13.2 However, when there is no consensus, then members will discuss options for a while and then call for a vote. All votes shall be counted and the majority votes on an issue shall be regarded as the decision of the meeting.
- 13.3 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.
- 13.4 All members must abide by the majority decision.

14. RECORDS OF MEETINGS

- 14.1 Proper minutes and attendance records must be kept for all meetings of the organisation.

- 14.2 The minutes shall be confirmed as a true record of proceedings by the next meeting of the Board, or of general members as the case may be, and shall thereafter be signed by the chairperson.
- 14.3 Minutes shall thereafter be kept safely and always be on hand for members to consult.

15. ANNUAL GENERAL MEETING

- 15.1 The OLGB shall exercise its public accountability by way of an Annual General Meeting (AGM).
- 15.2 All stakeholders of the organisation must attend its annual general meetings.
- 15.3 The purpose of an Annual General Meeting (AGM) is to:
 - 15.3.1 Report back to stakeholders from the office bearers on the achievements and work of over the year.
 - 15.3.1 Make any changes to the constitution.
 - 15.3.3 Enable members to decide on the policies of the organisation.
- 15.4 The annual general meeting must be held once every year, towards the end of the organisation's financial year.
- 15.5 The organisation should deal with the following business, amongst others, at its annual general meeting:
 - 15.5.1 Agree to the items to be discussed on the agenda
 - 15.5.2 Write down who is there and who has sent apologies because they cannot attend
 - 15.5.3 Read and confirm the previous meeting's minutes with matters arising
 - 15.5.4 Chairperson's report
 - 15.5.5 Treasurer's report
 - 15.5.6 Changes to the constitution that members may want to make
 - 15.5.7 Elect new office bearers. The OLGB will elect a Chairperson, Vice-Chairperson, Secretary and Treasurer from its own ranks. The office bearers will serve for a period of 3 years.

16. AMENDMENTS TO THE CONSTITUTION

- 16.1 The constitution can only be changed by a resolution.
- 16.2 The resolution must be agreed upon and passed by not less than two thirds ($\frac{2}{3}$) of the members who are at the annual general meeting.
- 16.3 Members must vote at this meeting to change the constitution.
- 16.4 For the purpose of considering changes to this constitution, two thirds ($\frac{2}{3}$) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.
- 16.5 Written notices 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.