



## 1 GOVERNING DOCUMENT OF LIFE CHRISTIAN FOUNDATION

Non Profit Company: 2001/001283/08  
NPO Registration: 068396  
PBO Registration: 1811134719  
Sars Income Tax Registration: 9045290146

**DATED:** 1 SEPTEMBER 2014

## 2 NAME: LIFE CHRISTIAN FOUNDATION

Also known **LCF** in its abbreviated format.  
Hereafter referred to as LCF.

## 3 REGISTERED ADDRESS

Contact Details	Tel: +27 (0)16 9311239
E-Mail Address	info@lifecf.org
Postal Address	P.O. Box 721 Parksouth 1910
Physical Address	LCF Buildings Rossini Blvd 141 Vanderbijlpark 1911
Website	www.lifecf.org

These premises shall be purely for administration. The Directors shall be located at the addresses of their respective workplace and abode.

## 4 OBJECTIVES OF LCF

- **The provision of Poverty relief**
- **Community development for poor and needy persons and anti-poverty initiatives**
- **The rescue or care of persons in distress**
- **Rehabilitation, care and counseling**
- **The promotion and protection of family stability**

- **The protection and care of children**
- **Providing Education and training for people of different age-groups**
  
- **To support other Public Benefit Organizations and Public schools that have similar Public Benefit Activities**
- **To create a network of people and organizations that does projects to uplift communities and human beings.**
- **To create platforms for people and organizations to do creative projects and live out their talents and skills in these projects.**

## **5 LCF GOVERNANCE**

### **5.1 GOVERNING DOCUMENT**

The Governing document forms the basis with which LCF corresponds on a legal and financial basis with the government, the relevant tax authorities, the relevant legal authorities, the relevant administration authorities, the auditing authorities, and other. The Governing document is a legal document. The Governing Document gives an overview of the LCF leadership policy, but for a full version please refer to the LCF Leadership Policy Document.

### **5.2 LCF ADDITIONAL DOCUMENTS**

The Value Statement and Leadership Policy are separate in-house documents created by the Board of Directors of LCF South Africa. These documents guides the Chairman, Directors and different Core Teams in the way LCF operates regarding values and leadership and are authoritative in the way LCF is managed as an organisation on a day to day basis. All LCF volunteers and partners must adhere to these guidelines. *(A Copy of each is available at the LCF Office).*

### **5.3 LCF DIRECTORS**

#### **5.3.1 LCF IS STEERED BY THE BOARD OF DIRECTORS**

The main aim of this group of people is to set the wider boundaries for the direction and involvement of LCF, to harmonize the different projects within LCF, and to act as the directors of the company. The boundaries are determined by prayer, the current strength of the infrastructure, and the core ability of the partners involved.

The minimum amount of directors should be the same as is legally required by the Republic of South Africa. The maximum amount of Directors is nine, which include the Chairman.

- The Board of Directors may appoint other people to assist the directors in fulfilling their tasks.
- The Directors have no rights over things that belong to the organisation.
- The Directors may take on the authority and power that it believes it needs to be able to achieve the objectives of the organisation.

- The Board of Directors accept the LCF Leadership Policy as the standard method of operation related to any leadership aspects.

### 5.3.2 THE FUNCTIONS OF THE DIRECTORS

- **Managing the finances and other administrative as well as legal issues within the organisation.**
- **Day to day managing of LCF.**
- **Allocating beneficiary's donations to the right project, as intended by donors.**
- **Determining the Value's, principle's, boundaries and strategies of LCF and reflecting these in the LCF Value Statement.**
- **Updating the LCF Value statement when and where necessary.**  
*(Only applicable to LCF Directors – South Africa).*
- **Provide direction and vision for projects and initiatives.**
- **Continually reviewing the progress of projects with project partners.**
- **Removing of barriers for partners.**
- **Providing a platform for partners to grow and live out their purpose.**
- **Being responsible for the coaching and guidance of partners.**
- **Creating new opportunities through networking with people and organisations.**
- **The Board of Directors must see to it that a conflict of interest situation do not arise, and if / when such a situation arises must take the necessary steps to deal effectively with it.**
- **Child care and working with vulnerable adults.** The board of Directors must see to it that the partners who will be working with Children and vulnerable adults are carefully chosen in order to protect them from any harm.
  - ❖ The criteria for choosing these people must be in line with the laws of the different country in which work is being carried out.
  - ❖ Furthermore these partners must be known to the Board of Directors or the specific Core Team that will be guiding them and must have a history of effective and non-harmful work with children and vulnerable adults.
  - ❖ In any instance where a child or vulnerable adult is abused by a partner in any way, the specific partner will be removed from working with children or vulnerable adults within LCF in totality, and the board of Directors will decide how to take the matter further according to the LCF value statement and the laws governing in then specific country.

### 5.3.3 QUALIFICATIONS OF A DIRECTOR

All Directors must comply to, and adhere to the characteristics and qualifications as set out in the Leadership Policy. Not adhering to these characteristics and qualifications, will lead to dismissal of a Director.

### **5.3.4 APPOINTMENT OF DIRECTORS**

New Directors can be appointed on a decision of the existing Board of Directors where there is a 75% majority vote to include such a person as a Director.

The minimum amount of directors should be the same as is legally required by the law of South Africa. The maximum amount of Directors is nine, which include the Chairman. They are the office bearers of the organisation.

### **5.3.5 DISMISSAL OF A DIRECTOR**

A Director may be dismissed on the grounds of 5.3.3 or if any other situation deems it necessary when a majority vote of 75% of the board of directors is reached on the matter. Such a dismissal must be done in writing, and will be of immediate effect.

### **5.3.6 RESIGNATION OF A DIRECTOR**

In instances where a Director wants to resign, it must be done in writing and will be of immediate effect.

### **5.3.7 MAJORITY VOTE**

All decisions relating to the managing of LCF need a 75% majority vote of the Board of Directors, except where otherwise noted in this governing document or where the Board of Directors have given to the chairman (as noted at a meeting) the authority to make a decision on behalf of the Board of Directors.

### **5.3.8 RENUMERATION**

If it becomes necessary because of the amount of time, energy and other resources spent on LCF by the Chairman or directors they may receive reasonable financial remuneration for the work they render, but this remuneration must be decided upon by a 75% majority vote of all the directors and must be put in writing and kept on record.

The person who is intended to receive the remuneration may not attend the meeting where the decision is made regarding his / her remuneration package.

The organisation may not give any other money or property to the Directors.

### **5.3.9 THE CHAIRMAN**

- The Chairman oversees the maintenance of existing projects and the growth and development of others on behalf of the Board of Directors and the LCF volunteers.
- The Chairman has the function of developing the LCF vision, building the LCF network, maintaining the LCF values, leading the LCF volunteers and governing all LCF administration.
- The Chairman may create a Core Team of people to assist Him / Her in carrying out all His / Her duties. These individuals can either come from the directors, or other project partners. This Core team must be approved by the Board of Directors.
- The Chairman holds the office on a permanent basis.
- The Chairman may be dismissed when a majority of 75% of the directors is reached.

- The Chairman may resign in writing, and the resignation will be of immediate effect.
- The Chairman has only one vote, but has one extra deciding vote in all matters that are within 10 % of a designated majority.

## **6 LEGAL STATUS**

- LCF is a Non Profit Company (nr 2001/001283/08) registered in South Africa.
- LCF exists in its own right, independently and separately from it's members.
- LCF will be entitled to purchase, hold, sell or let property in it's own name.
- LCF will be able institute or defend legal proceedings in its own name.
- LCF will continue to exist even when it's membership changes and there are different office bearers.
- LCF as a public benefit organisation has been approved for purposes of section 18(A)(1)(a) of the Act and donations to the organisation will be tax deductible in the hands of the donors in terms of and subject to the limitations prescribed in section 18A of the Act from 7 November 2013.
- Donations made to or by the PBO are exempt from Donations Tax in terms of section 56(1)(h) of the Income Tax Act.
- LCF as a PBO will enjoy exemption from the payment of Estate Duty in terms of section 4(h) of the Estate Duty Act No. 45 of 1955.
- LCF will be exempt from payment of the Skills Development Levy (SDL) in terms of section 4(c) of the Skills Development Levies Act No. 9 of 1999.

## **7 ASSETS**

### **7.1 SOURCE**

By donations from corporate entities, businesses, private individuals and other income from initiatives and fund raising mechanisms.

### **7.2 CONTROL**

The Chairman and other designated Directors and / or other Project partners shall be empowered by the board of directors to sign LCF accounts and their legal documents, to raise funds, to administer funds and to invest these funds.

The Board of Directors shall appoint a certified auditor who shall do annual audits.

### **7.3 REPORTING**

The financial year-end shall be the end of February annually.

### **7.4 PROPERTY**

The Board of Directors is responsible for decisions relating to the purchase, sale or letting of movable and immovable property in the name of LCF.

## **8 USE OF FINANCES**

The funds of the company will be utilised for investment, salaries, honorariums, and donations, movable and immovable property and mostly for the objects for which it was established.

Funds available for investment may only be invested with registered financial institutions as defined in section 1 of the Financial Institutions (Investment of Funds) Act, 1984, and in securities listed on a licensed stock exchange as defined in the Stock Exchanges Control Act, 1985 (Act No. 1 of 1985) of South Africa.

## **9 AMENDMENTS TO THE GOVERNING DOCUMENT**

Amendments shall only be passed by a majority of 75% of the Directors at a general meeting.

Any Director may initiate amendments. All amendments shall be presented to all the Directors for review and action.

## **10 DISSOLUTION**

LCF may dissolve by a resolution passed by at least a 75% majority vote of the Board of Directors, provided that at least one hundred and twenty (120) days notice of the proposed resolution has been given to the all the Directors.

On dissolution of the company, the remaining assets will be given or transferred to another organisation with objects similar to those of the company. This decision must be reached by at least a 75% majority vote of the Directors.

## **11 COPIES OF GOVERNING DOCUMENT**

Copies of this Governing Document shall be available upon request from the registered office of Life Christian Foundation.

## **12 MEETINGS**

One General meeting of the Board of Directors must be held each financial year, chaired by the chairman. A minimum of 75% of the Directors must present to form a quorum. Minutes will be stored of these meetings.

Other meetings will be scheduled on an adhoc basis for general purposes. For info purposes, Minutes of these meetings will be circulated between the Directors via e-mail or conversation.

The general managing of LCF will be done via e-mail, and telephone and other ways of communication.