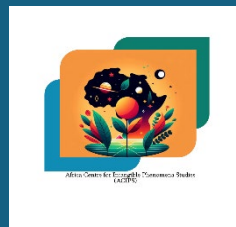




AFRIKA CENTRE FOR
INTANGIBLE PHENOMENA
STUDIES

BY-LAWS

ACIPS



BY-LAWS OF AFRIKA CENTRE FOR INTANGIBLE PHENOMENA STUDIES (ACIPS)

Organisational By-Laws and Structure

ARTICLE I: NAME AND LEGAL STATUS

1.1 The name of the organisation shall be Afrika Centre for Intangible Phenomena Studies (ACIPS).

1.2 ACIPS is a registered Non-Profit Organisation (Registration No: 2022/319175/08), governed under the laws of the Republic of South Africa.

ARTICLE II: PURPOSE AND OBJECTIVES

2.1 The purpose of ACIPS is to research, preserve, promote and disseminate knowledge of African spirituality, indigenous knowledge systems, and metaphysical phenomena.

2.2 Objectives include:

- Conducting scholarly and field research
- Publishing academic and community-based materials
- Hosting workshops, conferences, and educational programmes
- Creating partnerships with academic, cultural and community organisations
- Promoting African metaphysical heritage and Ubuntu values

ARTICLE III: MEMBERSHIP

3.1 Membership shall be open to individuals and organisations that subscribe to the mission and values of ACIPS.

3.2 Categories of membership may include:

- Ordinary Members
- Research Fellows
- Community Partners
- Honorary Members

3.3 Members shall abide by the Constitution, by-laws, and decisions of the organisation.

ARTICLE IV: GOVERNANCE STRUCTURE

4.1 The governance of ACIPS shall be vested in the following bodies:

- Board of Trustees
- Executive Committee
- Advisory Council

4.2 The Board of Trustees shall ensure legal and ethical compliance and oversee strategic direction.

4.3 The Executive Committee shall manage daily operations, staff, and programmes.

4.4 The Advisory Council shall offer expertise, guidance, and community engagement input.

ARTICLE V: EXECUTIVE COMMITTEE ROLES AND TERMS

5.1 The Executive Committee shall include:

- Director
- Manager
- 3 Research Coordinators
- Finance Officer
- Trustee (s) (Co-opted)

5.2 Roles and responsibilities shall be defined in the organisational policy manual.

5.3 Executive Committee meetings should be held every fourth night or more frequently as required.

5.4 A quorum for Executive Committee meetings shall be at least 50% plus one of its members.

5.5 Minutes of Executive Committee meetings must be recorded, approved, and securely archived for accountability and reference purposes.

ARTICLE VI: MEETINGS

6.1 The Annual General Meeting (AGM) shall be held once a year to review progress, approve financial statements, and elect office bearers.

6.2 Special meetings may be convened as needed with due notice.

6.3 A quorum for decision-making shall be 50% plus one of the members present.

6.4 All meeting minutes shall be recorded, verified, and stored for future reference and compliance.

ARTICLE VII: PARTNERSHIPS AND AFFILIATIONS

7.1 ACIPS may enter into partnerships and affiliations with local and international institutions, organisations, and networks that share its objectives.

7.2 Such relationships shall be guided by Memoranda of Understanding (MoUs) or Agreements that outline mutual responsibilities.

7.3 The Executive Committee shall approve and monitor all partnerships.

ARTICLE VIII: FINANCIAL MANAGEMENT

8.1 ACIPS shall maintain transparent and accountable financial records in accordance with generally accepted accounting standards.

8.2 Funds shall be used solely for activities consistent with the mission of ACIPS.

8.3 The Finance Committee shall be chaired by a Trustee and oversee audits, budgets, and financial reports.

8.4 The signatories on the bank account shall include the Director and one Trustee (member of the Finance Committee, and Finance Officer (or in absence, a designated personnel member approved by the Trustees Board).

ARTICLE IX: STAFF APPOINTMENTS AND RESIGNATIONS

9.1 All staff appointments shall be made by the Executive Committee in accordance with the approved HR policy: https://www.acipssa.org.za/staff_portal/internal_policies.html

9.2 Resignations must be submitted in writing with at least one month's notice.

9.3 Exit interviews shall be conducted for learning and policy improvement.

ARTICLE X: CONFLICT RESOLUTION

10.1 Internal Conflicts:

- Conflicts among staff or members shall be addressed first through mediation led by the Director or an appointed neutral party.
- Unresolved conflicts may be escalated to the Executive Committee for arbitration.

10.2 External Conflicts:

- Disputes with external entities shall be managed through negotiation, with final recourse to independent mediation or legal action if necessary.

10.3 Conflict resolution procedures must be fair, respectful, and documented.

ARTICLE XI: DISSOLUTION

11.1 The organisation may be dissolved by a two-thirds majority vote at a special meeting convened for that purpose.

11.2 Notice of the intention to dissolve must be given 30 days in advance.

11.3 Upon dissolution, any remaining assets shall be transferred to a non-profit with similar objectives, in accordance with South African law.

ARTICLE XII: GENERAL PROVISIONS

12.1 The working languages of ACIPS shall be English and any indigenous African language as appropriate.

12.2 The organisation shall operate with integrity, transparency, cultural respect, and in the spirit of Ubuntu.

12.3 The bylaws shall be reviewed every three years or as needed.

Adopted on: July 31, 2025

Signed:  _____

Executive Director