



# **CONGRESS GUIDELINES**

## 1. INTRODUCTION

**1.1** The guidelines are intended to provide more details on organizational requirements to be adhered to for congress preparations, and ensure consistency in our processes in line with the unitary character of the African National Congress Youth League. They must always be read together with the ANCYL Constitution as adopted by the 25<sup>th</sup> National Congress held at Gallagher Estate, Midrand in Gauteng Province. These guidelines are standing guidelines not developed for purposes of a specific congress but for all congresses from Regional to National Level.

**1.2** For a big organization such as the ANCYL it is possible for different structures to have different interpretations of certain provisions of the Constitution unless there are national guidelines to regulate the process and ensure consistency.

**1.3** All ANCYL structures are required to convene congresses at the end of their term of office as per the provisions of the ANCYL Constitution. To prepare for congresses is an important political and organizational process, which requires the involvement of all ANCYL members. This process begins at the branch level, which is the basic unit of the organization.

## 2. DEFINATIONS AND ABBREVIATIONS

**2.1** The word National Executive Committee (herein under abbreviated as NEC) refers to the elected national executive committee, elected National Congress as determined by constitution of ANCYL where it does not exist it refers to the National Task Team or NTT

**2.2** The word Provincial Executive Committee (herein under abbreviated as PEC) refers to the elected provincial executive committee in a province as determined by constitution of the ANCYL where it does not exist it refers to the Provincial Task Team as appointed by NEC or NTT.

**2.3** The word Regional Executive Committee (herein under abbreviated as REC) refers to the elected regional executive committee in a region as determined by constitution of the ANCYL where it does not exist it refers to the Regional Task Team as appointed by PEC/PTT.

**2.4** The word branch executive committee refers to the elected branch executive committee in a region as determined by constitution of ANCYL where it does not exist it refers to the branch task team as appointed by REC/RTT.

**2.5** The word Secretary General or Secretary General's Office herein referred as SGO refers to the Secretary General as elected by National Congress. Where the NEC does not exist, it refers to National Coordinator of NTT.

**2.6** BAGM means Branch Annual General Meeting (Branch Congress).

### 3. CONGRESS PROCESS/STRUCTURES

**3.1** For over many decades of its existence the ANCYL has always placed high premium on preparations for its congresses. Congresses are regarded as important organizational platforms requiring maximum logistical, organizational and political preparations.

**3.2** Each PTT/ PEC, REC/ RTT NEC will appoint a Congress Preparatory Committee at the level at which the congress is taking place to be chaired by the Regional Secretary, Provincial Secretary and Secretary General based on the level where the congress is taking place this task team will be expected to achieve the followings:

- Ensure that the constitution and congress guidelines of the ANCYL is adhered to during the preparation for congresses;
- Attend to all logistical and organizational preparations towards the ANCYL congresses;
- Co-ordinate the congress preparations and provide frequent reports and account to the NEC, PEC or REC as the case may be;

### 4. MEMBERSHIP

**4.1** A Branch is a basic unit of the organization and every member should belong to a branch. Article G,1. Membership of the ANCYL shall be open to all South African youth between the ages of fourteen (14) and thirty-five (35) who accepts its policy guidelines, aims and objectives of the ANCYL.

**4.2** Article G, 2. "The applications for membership shall be received and considered by the ANCYL Branch Executive Committee, where such exist, or by the Regional Executive Committee if no Branch Executive Committee exists. The Branch Executive Committee and Regional Executive Committee have the power to accept or reject an application

**4.3** In the event of a rejection the applicant must be informed in writing and shall be made aware of his/her right to appeal to the Provincial Executive Committee within twenty-one (21) working days. The appeal should be in writing. The provincial Executive Committee must finalize the appeal within sixty 60 working days." PEC will be expected to process the appeal in 15 working days.

**4.4** In line with the above constitutional provision and REC or RTT should establish a branch task team (BTT), which should facilitate recruitment in wards where a branch does not exist. The BTT will also play a role of the BEC in terms of processing and the acceptance of membership.

**4.5** Upon receipt of the membership form by the BEC, a BEC member or branch secretary receiving the form will cut off the joining receipt both the member and the BEC member/secretary will sign and a copy will be given to a member.

**4.6** All ANCYL members are obliged to join the organization from the branch as the basic unit of the organization. Nobody shall be regarded as a member in good standing without his or her paid up membership form is submitted to branch.

**4.7** Copies of the ANCYL membership forms shall be kept by the branch in a file of the BEC and original forms are submitted to the Regional Office or REC for preparation of branch congresses and audit. All original forms shall be kept by the ANC Youth League Regional Office.

**4.8** As per article F Clause No. 4 of the Constitution any member who is above the age of 18 and not a member of the ANC shall cease to be a member of the ANCYL.

## **5. A BRANCH OF THE ANCYL**

5.1 A Branch of the ANCYL will be constituted by not less than 100 members in good standing, who have paid their annual subscription.

5.2 In a case of special branch, the BEC or BTT will write to the REC/PEC, which should submit the application to the SGO for a special branch status. The application will be subjected to investigation by NEC deployees and NWC will either grant or not grant a special status.

5.3 The NWC in considerations a special branch will amongst other things based its decisions on the following consideration:

- The vastness of the ward, which makes it impossible to build branch.
- A completely new branch where an ANC, ANCYL, ANCWL branch never existed in the past.

5.4 Each branch must keep data and copies of their membership forms. This is important in ensuring that what is kept by the regional office is the same as which is kept in the file of the branch.

5.5 Branch Congress is commonly referred to Annual General Meeting will convene once a year and it will be composed of the BEC or BTT and members in good standing. Branch Secretary or Coordinator will inform the REC through its deployees or the regional secretary of the date of the branch congress.

5.6 The BEC or BTT should inform all members of the date, venue and time of the branch congress at least five days before the branch congress.

5.7 The branch congress should be attended by not less than 50% plus 1 of the branch membership for it to be a legitimate meeting.

5.8 A branch congress will be facilitated by an REC, PEC member or any ANC member designated by the NWC.

5.9 The branch congress will elect the branch leadership subject to the provisions of the ANCYL constitution.

- 5.10 Records of the branch congress will be with the REC and the BEC should be given copies of such records within 24 hours after the branch congress.

## **6. BRANCH GENERAL MEETING FOR REGIONAL AND PROVINCIAL CONGRESSES**

- 6.1 Only branches in good standing may hold BGM's presided over by the REC, PEC members and any ANC member designated by the NWC.
- 6.2 The REC or PEC members Presiding over the BGM's must have branch congress package that contains the following:
- Membership data,
  - Attendance register,
  - Delegates nomination form
  - BGM report
  - Nomination forms for Officials and Additional members
- 6.3 A BGM elect a minimum of 4 delegates in order of preference inconsistency with the 50% Gender Parity rule. A maximum, of 2 delegates for a branch with a membership of 100 for the regional or provincial congress, and an extra one delegate for additional 500 members in good standing. The additional elected delegate number 3 and 4 are to be used as substitutes should something serious happen to the delegate one and two.
- 6.4 For purposes of the national congress each branch shall qualify for two delegates one male one female and an additional delegate for extra 800 members in good standing. This is in accordance with the ANCYL constitutional provisions regarding representation based on proportionality.
- 6.5 Nomination of delegates shall be a transparent and democratic process. This means that if more than the required number of delegates has been nominated, the BGM shall vote to rank their delegates in order of preference or priority and this shall take into account gender parity.

## **7. DISPUTE RESOLUTION PROCESS**

- 7.1 Each Region and Province must establish a Dispute Resolution Committees to consider and adjudicate on all disputes arising and affecting the preparations for congresses. Each Dispute Resolution Committee shall be made up of five (5) comrades appointed by the REC or PEC as the case maybe and therefore report and account to the structures, which appointed it.
- 7.2 The SGO through the NWC shall also facilitate the appointment of the National Dispute Resolution Committee made up of five comrades. A quorum of the Dispute Resolution Committee shall be 50% + 1 of its membership. All disputes must be handled properly and informed by the followings:

- 7.3 A written submission from the structure or an individual member of the ANCYL
- 7.4 The Dispute Committee must, within two days of receiving the dispute letter, invite the author of the dispute and those whom the complain is against for a hearing
- 7.5 The Dispute Committee must objectively listen to all sides and where possible persuade the affected parties to agree on a remedial action,
- 7.6 The Dispute Committee must ensure that the dispute is resolved within a period of five days from the day at which the letter was received and advise those who disputed in writing on their outcomes.
- 7.7 The communiqué must also advise those who raised the dispute to appeal to the higher structure if nothappy with the decision,
- 7.8 A National Dispute Committee makes final decisions on all matters placed before it.
- 7.9 A dispute is only valid if filed within 5 days.

**NB: Disputes processes must not be strictly attended to like a judiciary process. The exercise must be both evidenced based and also political and organizational driven to achieve unity among members of the ANCYL. This means that all members who maybe unhappy should be made to feel comfortable that their concerns were objectively considered and a decision made based solely on the interests of the ANCYL.**

## 8. MEMBERSHIP AUDIT PROCESS

- 8.1 The National Audit Team reporting to the SGO will visit each province and conduct an audit and the cut-off date for membership and BGM's will be determined by the NWC with respect to preparations for a national congress. However, the PEC can determine the cut off date for membership for purposes of regional congresses which are not directly linked to the road map of the national congress, subject to the approval of the National Executive Committee.
- 8.2 A mandatory pre-audit shall be the overall competency of the P.E.C/P.T.T done by the provincial audit team.
- The pre-audit process must adhere to membership requirements.
  - The pre-audit process must be done as part of preparing branches for the national audit process.
  - Results of the pre-audit can not be used against the branch; only national audit team makes final decisions in relation to membership audit.

- Irrespective of the outcomes of the pre-audit process, the file of the branch should be submitted to the national audit team.
- 8.3 In particular, the team will establish the following:
  - Establish the number of branches in good-standing.
  - Number of paid up and verified members per branch as at the cut off date.
  - Number and details of branches in good standing as at the cut off date.
  - Only constitutionally launched ANCYL branches in good standing will be able to send delegates to congress.

## **9. MEMBERSHIP REQUIREMENTS**

9.1 The following is required for each member:

- Completed membership application form signed by the member.
- Proof of payment of the member's membership fee (Only a bank deposit slip or deposit slip printed at the back of the application form)
- Paid correct membership subscription

9.2 The following does not constitute valid ANCYL membership for credentials purposes:

- Application forms for which there's no Proof of payment.
- Application forms not signed, or signed by someone other than the prospective member.
- Application forms without an identity number or incomplete identity number.
- Lists of people's names (even lists with contact details, ID numbers, signatures, or Proof of payment) without the individual's membership application forms.

9.3 However, the branch can mandate a recruiter or BEC member to deposit membership fees in the bank account on behalf of applicant or members in circumstances where it is difficult for individual members to do so. In such a case, the branch must use bulk deposit form to list names, surnames; amount paid, contact numbers and ID numbers of all members whose forms were deposited in bulk. Such list shall be stamped by the bank during the time the membership form is deposited. An affidavit from the BEC is required to serve as

Proof of that the group deposit was a result of the mandate of the branch.

## **10. BRANCH REQUIREMENTS**

10.1 For each branch the following must be provided:

- Original membership application forms valid as at the cut-off date.
- Original latest branch BAGM report and attendance register.
- Membership forms valid as at the time of the BAGM.
- In the case of a special branch, a written confirmation of approval by the PEC.
- In case the original membership forms are lost, the BEC should submit clear copies of membership forms. The should be companied with serious reasons for the lack of originals.

10.2 A branch will not be considered as an ANCYL branch in good standing

- Has not been launched as a ward based branch, except in instance of a special branch with written approval by the PEC.
- Has less than 100 paid up and verified members as at the cut-off date.
- Has not held a BAGM with quorum.
- Had less than 100 paid up and verified members at the time of the BAGM.
- Does not submit an original BAGM report with the attendance register of the launch.

## **11. CONFIRMATION OF THE AUDIT FINDINGS**

11.1 Following the completion of each region and or province audit, the National Audit Task Team will provide the relevant provincial secretary with a copy of a preliminary audit report. The Branches will then have five days within which to raise queries.

11.2 An ANCYL branch can appeal preliminary Audit outcomes through its BEC following proper Channels; starting at the Regional, Provincial, and National through the office of the Secretary General as final arbiter.

11.3 The National Audit Team should then respond to any queries and make any necessary corrections. They may review any branch records, but should not

consider documentation that was not submitted to the original Audit Team, unless if there was a deliberate exclusion.

- 11.4 Once the audit has been completed the audit team should make available the preliminary audit report to the Provincial Secretary. The Provincial Secretary and the REC should ensure that all branches receive the audit outcomes. The final audit report shall be made available to the Provinces once it has been signed off by the Secretary General.

## **12. REGIONAL AND PROVINCIAL CONGRESSES**

- 12.1 The Region and the Province must have established a minimum of 70% branches of Demarcated Municipality Wards in the Region and Province, audited and confirmed by the SGO, in order to qualify for a Regional or Provincial Congress.
- 12.2 Regional and Provincial congresses will be constituted by audited branches of the ANCYL in the Region or Province and in keeping with the constitution of the ANCYL, Branch delegates shall constitute at least ninety percent (90%) of all voting delegates to Congress.
- 12.3 A signed off audit report following the audit outcomes and the query process has to be signed off by Secretary General and shall be sent to the relevant Provincial Secretary within a reasonable time before congress.
- 12.4 Delegates to any congress shall remain valid if they were elected in a BGM, which took place only within three months to the relevant congress. Under exceptional circumstances, the National Executive Committee can waive this provision.

## **13. DELEGATE ALLOCATION**

- 13.1 Each branch will have an allocation of two delegates per branch to any congress either regional, provincial or national congress. a special request to reduce to one on the basis of financial implication can only be made to the National Working Committee and approved on the basis of information provided.
- 13.2 The total delegation to conference must 90% be composed of branch delegates.
- 13.3 The outgoing structure being R.E.C, P.E.C and N.E.C will have full delegation rights as those of branch delegates.
- 13.4 The final determination of the structure of voting and non voting delegates to congress will be made by the N.E.C for purposes of National Congress and Province in the case of Provincial Congress. in the region voting delegates will only be Branches and the outgoing REC or RTT.



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