



CONSTITUTION

This constitution is divided into two categories. **Category A** defines Achievers Movie Club and its details. **Category B** entails the principles or set of rules aimed at guiding the operations of the club.

CATEGORY A

INTRODUCTION

Achievers Movie Club is a youth club that was born at Kabwabwa Day secondary school. It began as an idea and was officially established on 05th November 2021.

AMC was founded by **Patience S.C Mpama** and was later joined by some more students who had a common goal. Because the group is largely of students, madam Kamono was chosen to help with management. This teacher was approached and accepted the role.

MISSION STATEMENT

To be the country's mouthpiece on various socio-economic and psycho issues happening across the country through acting movies of national interest.

VISION

To be the most leading movie club both nationwide and across the borders

GOALS/OBJECTIVES

1. To achieve our individual goals academically
2. To speak to the youth against the use of drug and substance abuse
3. To speak to the public against the abuse and abduction of persons with albinism
4. To speak to the public against rape and defilement
5. To speak to the public against segregation and discrimination towards people living with HIV/AIDS
6. To speak to the people against the abuse of orphans
7. To speak to the public against corruption

8. To speak to the public against the various forms of Gender Based Violence
9. To remind men and women of their responsibilities as family heads
10. To speak on behalf of the youth in reminding political leaders of their promises during campaigns
11. To advocate for mindset change
12. To help in uniting the country as one in the political arena
13. To help encouraging people on the love of God and help in defeating the devil

All the set goals will surely help to make Malawi a better place to live for everyone.

PILLARS

AMC is built on the following pillars:

- Love
- Unity
- Hard work
- Integrity

LANGUAGE

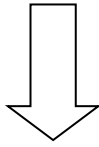
English and Chichewa

LOCATION AND PHYSICAL ADDRESS

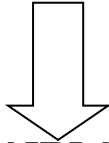
Currently, Achievers Movie Club is found and running its operations at Kabwabwa Secondary School in area 25B, Post Office Box 40638, Kanengo, Lilongwe. Inquires on the same can be made through the Head teacher on 0998 165 000. **AMC** is also committed to notify all stakeholders of any changes made on the same.

ORGANISATIONAL CHART

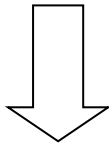
MANAGER



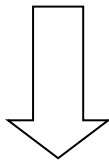
CHAIRPERSON



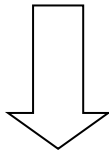
CHAIRLADY



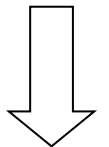
GENERAL SECRETARY



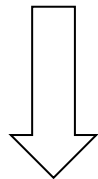
TREASURER GENERAL



ARTIST AND COSTUME DESIGNERS



FOOD ORGANISER



MEMBERS

DUTIES OF THE EXECUTIVE MEMBERS

1. CHAIRPERSON/CHAIRLADY

1. Provide innovative leadership geared towards the furtherance of the mission and objectives of AMC
2. Ensure efficient, effective, economic utilization of resources
3. Enforce compliance to the set rules and regulations and taking punitive actions over the offenders
4. Chair all executive and local meetings
5. Represent **AMC** in all stakeholder meeting
6. Provide regular reports and updates to the manager on pertinent matters affecting the club
7. Establish a conducive environment for excellent acting
8. Explore and facilitate alternative ways of doing things
9. Ensuring that members are working hard in school and performing well
10. Develop and maintain partnership with government, the public sector, civil societies and other development partners
11. Responsible for organizing and directing all movie projects
12. Involved in settling disputes within the club

2. TREASURER GENERAL

1. Responsible for the welfare of members
2. Making sure that the club's account is not dry
3. Ensuring a complete financial accountability
4. Presenting financial monthly reports
5. Responsible for budgeting for all projects
6. Determining individual contributions towards all budgeted programs
7. Taking part in all meetings
8. Coordinating with the chairperson on how the club can generate income
9. Record all financial transactions within the club
10. Taking to book all members who do not honour their individual contributions
11. Working hand in hand with the manager on the possible ways of improving the welfare of members

12. Deciding on which members to receive benefits based on the
“sow and reap” theorem

13. Any other duty assigned from time to time

3. GENERAL SECRETARY

1. Be the club’s spokesperson
2. Responsible for making, updating and keeping manual and computerized records of the club
3. Ensuring that all information is treated with confidentiality and to have absolute discretion at all times
4. Updating and distributing communications to members and managers
5. Attending, participating and taking down minutes during all meetings as required
6. Responsible for interviewing and registering members after they have been confirmed by the chairperson.
7. Work hand in hand with the treasurer to ensure that all members are contributing towards all budgeted programs
8. Present and hand over all registration money to the treasurer
9. Responsible for notifying all members about arranged meetings
10. Responsible for monitoring and evaluation
11. Any other duty assigned from time to time

4. COSTUME DESIGNERS

1. Present the costume plan to the chairperson as regards to the movie being practiced
2. Coordinating with the treasurer on the purchase of costumes
3. Responsible for meeting with various public and private institutions on the need to borrow costume and shoot the movie in such places
4. Responsible for the dressing and any sort of make up for actors and actresses in the movies
5. Facilitate the purchase and printing of T-shirts for the club
6. Attending and participating in all meetings
7. Ensuring that Malawian dressing culture is preserved
8. Any other duty assigned from time to time

5. FOOD ORGANISER

1. Ensuring that members are served with food or refreshments during meetings
2. Ensuring that members are served with food during the time of shooting
3. Coordinating with the chairperson and the treasurer on the purchase of food
4. Facilitating all sorts of budgets on food
5. Making sure that the food that is served to members is well and hygienically cooked
6. Any other duty assigned from time to time

CURRENT MEMBERS

1. Kenneth Banda
2. Grace Jeremiah
3. Chikondi Bvalani
4. Tamala Chilombo
5. Dorothy Mwadzama
6. Cindie Kansungwi
7. Tadala Liyaya
8. Christabell Liyaya
9. James Maweja
10. Mwai Chataika
11. Chikondi Tambalanawe
12. Hannah Mailosi
13. Patience S.C Mpama

CATEGORY B

THE CONSTITUTION

This category is divided into 20 sections each having varying subsections.

SECTION 1

“RHR THEOREM”

VALUE FOR HUMAN RIGHTS

AMC respects and values human rights and acknowledges that every member shall have their human rights respected. In the same way, a member shall not in any way be forced to play a part he/she is not comfortable with.

1.2

A member found to have assaulted a fellow in any way, or found forcing a member to take a part they do not want, **will be suspended for two months with all benefits cut off and will be required to apologize to the victim in the presence of all other members.**

1.3

The chairperson is hereby empowered to take the stated action to the offenders by officially writing them.

SECTION 2

“Confidentiality theorem”

TREATMENT OF THE CLUB’S INFORMATION

It is the duty of the GS to be the club’s spokesperson and share any necessary information to all stakeholders and the public. He shall also be responsible for notifying members who were absent for meetings on what was discussed in the meetings. The G.S is hereby empowered to speak for the club but can delegate where necessary.

2.1

In times where the G.S is not available and the information is urgently required according to the “access to information act”, the chairperson, chairlady or the treasurer strictly in that order can speak for the club

2.2

Communications from the chairperson and the treasurer to the club must be channeled through the G.S who will carefully pass it on to the members. This means all punitive actions from the chairperson will have

to be made in writing through the G.S. All the club's discussions are seriously vital and must not be shared to anyone. Absent members must consult the G.S for minutes.

It is hereby forbidden for any member other than the G.S to share any information to anyone, internal or externally.

The GS shall make sure that all necessary information be dispatched for publication by the press. He shall not be allowed to comment on issues he is not sure of or matters which are being fought in court. He shall be required to comment on matters which have officially communicated to the club.

2.3

Any member found guilty of violating this section will immediately be expelled from the club with all the benefits cut off. The expulsion will be made in writing and strictly after gathering evidence.

The judgement shall come within 7 days after investigations have been finished and that the accused has been found guilty.

2.4

Within 30 days of the judgement, the expelled member may wish to appeal to the executive on the need to be re-registered. Appeal shall strictly be in writing addressed to the chairperson. It will then be in the hands of the executive to decide on the appeal.

2.5

Authority is hereby given to the chairperson and the chairlady to make sure that the reputation of the club is preserved in the course of expelling members. It is therefore their duty to make sure that there is compliance of the laws.

SECTION 3

INTERGRATED FINANCE MANAGEMENT SYSTEM(IFMS)

It is hereby stated that any issues to do with money be handled by the treasurer and not any other member. The treasurer is hereby given powers to collect, keep and record all finances and transactions within the club.

AMC shall open its account with one commercial bank in the country. There shall be two signatures for withdrawals, any two from the chairperson, GS and the treasurer.

3.1

“sow and reap theorem”

All members shall be required to contribute towards all budgeted programs, channeling their contributions to the treasurer. Members who fail to meet their contributions will not be considered in times of sharing benefits.

3.2

The treasurer shall not be allowed to keep the club’s finances at home for more than 48hours. All finances should be deposited to the bank under the escort of the chairperson and the G.S

3.3

Any member who has collected/received someone’s money must channel that money to the treasurer within 24 hours, failing which he/she shall be taken as a thief. He/she will be required to pay a fine of K1000.

It is also stated that parents must be notified of the roles being undertaken by their wards in the club.

3.4

It is hereby stated that all money transactions and money proposals from other departments must be approved by the chairperson. There shall be no fast or immediate money demand and assistance. All finance plans should be made in writing and addressed to the treasurer who shall present it to the chairperson for approval depending on funds availability. Response shall be given within three working days. Note that response can be positive or negative depending on funds availability and the viability of the purpose

3.5

Members will have access to loans within the club. Loans range from short-term, middle term and long-term, with an interest rate of **10%**. The treasurer will however decide on which members to be given loans depending on their hard-work.

3.6

AMC shall be obliged and indebted to pay all the necessary tax to the tax collecting body MRA. There shall be no exemptions on payment of tax. The treasurer shall always ensure that AMC is a tax-honouring club. In the same way, MAC will be obliged to pay any necessary charged to individuals, companies, churches, councils, public and private offices for their services to the club with all cash receipts recorded by the treasurer.

SECTION 4

TRAINING SCHEDULE

It is the mandate of every member to be available for trainings. The chairperson shall decide and schedule for movie trainings.

4.1

All movie trainings will be conducted by the appointed person depending on the movie.

4.2

It is forbidden to make noise, unnecessary movements, and unnecessary comments or play on the phone during trainings. The movie director shall expel anyone violating this and will not be allowed to come for trainings in the next two days. All comments will be tolerated after that part is trained and strictly under the wish of the movie director.

4.3

Members will be subjected to a training allowance of **K3500** per day depending on the “**sow and reap theorem**”. Training allowances will not be given to absent members

SECTION 5

PARTICIPATION

It is the duty of each and every member to participate in the club's proceedings, i.e. during trainings, meetings and online.

5.1

Members who do not participate will be called for a hearing by the chairlady to the maximum of three times.

The G.S is mandated to issue warning letters to such members. Expulsion will follow if no changes are made.

SECTION 6

“doing it right theorem”

DISCIPLINE

It is the mandatory requirement for any member to maintain total discipline in the club. Discipline is hereby defined as the act of doing the right thing at the right time, to the right person, at the right place and in the right manner.

6.1

Respect to the executive members is a mandatory requirement. There shall be no one to demean or refuse anything said by someone in authority.

A member found to have disrespected the executive in any way shall be subjected to a disciplinary hearing by the chairlady only for two times with warning letters being issued by the G.S.

6.2

Any executive member who feels was disrespected by a member in the course of discharging duties must lodge a written complaint to the chairlady who will call for disciplinary hearing with the concerned parties.

6.3

In the same way, all executive members shall be required to respect the other members. A member who feels was disrespected by any executive member must do likewise, lodging a written complaint to the chairlady/chairperson.

SECTION 7

USE OF ABUSIVE LANGUAGE

It is prohibited to use abusive or obscene language towards a fellow member. Such an offence attracts a suspension of two months with all benefits cut off.

It is also forbidden to comment using abusing or demeaning words to a member during trainings. The director of the trainings is hereby empowered to expel anyone violating this and can decide on his/her suspension.

SECTION 8

LATE COMING AND ABSENTEEISM

An early bird catches the worm. All members must be punctual for any proceedings of the club.

8.1

Any unnecessary late coming shall attract a fine of **k3000** payable within 48 hours directly to the treasurer. Frequent late coming will call for a written warning and if no changes are seen, it shall attract expulsion. The late coming fine shall be deducted from the training allowance of that day where necessary.

8.2

The chairperson is hereby empowered to check on the way members come and take the necessary action for frequent late comers. There shall be a time book in which every member will be required to fill the time in as well as the time out.

8.3

A member who will be absent for any event for three consecutive occasions without proper reasons prior to the event shall receive an automatic expulsion with all benefits cut off. All absenteeism excuses must be channeled to the chairpersons, the G.S or the treasurer.

8.4

Any member who is expelled from the club on any offence shall be required to return all club materials within 24 hours of the receipt of the expulsion letter.

SECTION 9

APPOINTMENT OF DELEGATES

It is the prerogative of the chairperson to appoint any member on any necessary duty in order to help in the operations of the club

The appointee shall be required to accept or deny the appointment within 48 hours and official communication on the appointments shall be made in writing through the General Secretary

9.1

There shall be no one to influence or force the chairperson in the appointments. The appointees shall report their duties to the necessary authority.

SECTION 10

BENEFITS TO MEMBERS

It is the duty of the executive to decide on what benefits to offer to members. Benefits range from training allowances, monthly salaries, phones, airtime, school fees, loans, transport allowances and any other time to time bonuses.

10.1

Authority is given to the treasurer to decide which members to receive the benefits based on several factors. Not all members will be entitled to benefits depending on the reasons checked by the treasurer. All benefits transactions must be recorded.

10.2

Members will automatically be put on medical scheme. AMC shall contribute 5% of each member's monthly salary towards their gratuity and can be claimed annually or to those who are quitting the club in good faith. All members who have been dismissed will not be entitled to any gratuity.

SECTION 11

EXTERNAL BEHAVIOR OF MEMBERS

All members are required to show a good behavior when outside the club in an effort to help other people admire and wish to join and also help to preserve the dignity of the club.

11.1

Any member who is found to have been in a fracas or any practice that will disgrace the club shall be expelled immediately with all the benefits cut off.

SECTION 12

INTERNAL RELATIONSHIP/LOVE AFFAIRS

It is hereby not allowed for members to indulge in love affairs.

Members who have fallen in love and feel like they cannot hold on must and must choose to quit or let one in the two quit and continue with their love affair outside peacefully in order not to interfere with acting.

The chairperson is hereby empowered to expel any members found doing love affairs.

The chairperson shall, on one-to-one basis, call the concerned parties before undertaking the stated action.

Secret dating and after the club has discovered will lead to expulsion

SECTION 13

MOVIE SHOOTING

The law allows AMC to shoot not more two movies in a year. All movies should be in line with the set goals and the Malawi 2063 agenda. The director of the movie will decide on how many people to go for shooting of a particular scene depending on the expenses.

13.1

The chairperson shall ensure that all movies shot and released are fully secured to avoid market loss as this may affect the club's operations. Video and photographer directors shall be identified according to quality and costs. All video shooters shall be required to receive half of their pay

before the start of the shooting. AMC shall pay the remaining amount upon completion of the work, after the movie is fully balanced and released.

13.2

The food organizer shall make sure he/she discusses with the chairperson and the treasurer on the prospects of food for actors and actresses.

SECTION 14

EXPIRY OF POSITION AND ELECTIONS

The law hereby stipulates that all positions shall run for a period of three years from the day of assuming office.

Democratic leadership will allow members to vote. There shall be a free, fair and credible election. Where necessary, there shall be a separate electoral commission within or outside the club to run the election.

SECTION 15

GRIEVANCES AND CHANNEL

All grievances pertaining to welfare and operations of the club must be written to the chairlady or the treasurer who shall call for executive meeting to help solve the grievances. All concerned parties shall be called for round table talks democratically and response to be given within 7 days from the day of the meeting.

15.1

Concerned parties may wish to withdrawal their services for a maximum of three days while round table talks continue in an effort to reach a consensus. Striking parties shall not be paid if they choose to continue withdrawing their services after the three days.

15.2

Management shall take serious action on members who instigate others into destructive protests.

SECTION 16

KEEPING OF COSTUMES

The law stipulates that the costume designers are responsible for keeping of costumes on condition that they take complete care of them.

Costume designers are not allowed to do business with the costumes of the club, lest in the knowledge of the chairperson.

The chairperson and the treasurer are responsible in hiring out the costume to other people.

The chairperson will be responsible in checking the costumes to make sure that they are in good condition all times. This may involve visiting the costume designers in their respective homes.

Any recklessness shall not be tolerated and the chairperson may change the keeper of the costumes.

SECTION 17

PLAYWRITING

Every member is allowed to write a story for acting and present it to the GS who shall determine which one to shoot at that time. All stories must be written in line with the set goals.

SECTION 18

QUITTING THE CLUB

Membership is on voluntary basis; hence a member is free to quit the club on his/her reasons.

He /she shall be required to write the authority one month before the quitting. If necessary, he/she shall be required to bid a farewell to the other members while returning all club materials. Members who quit in good faith shall be subjected to certain benefits.

SECTION 19

CONDOLENCES

AMC shall give 7 compassionate days to a member who has lost a close relative. All training proceedings shall be taken to a halt in times where a member has lost a close relative. A close relative can be mother, father, brother, sister, daughter, son, wife, husband and grannies.

19.1

The treasurer shall process the necessary condolence money for the said member. A member shall be condoled with an amount of **K20 000** subject to revision, and AMC will open its loan door for such a member.

19.2

If a member dies, AMC shall buy a casket where allowed by the family and contribute **K50, 000** to the bereaved family. The treasurer shall process the death gratuity and submit the money to the bereaved family within 30 days after burial. Money can be in cash or in cheque.

19.3

A sick member who has produced a valid medical report or consultation shall be visited upon reporting to any of the executive members.

CONSTITUTIONAL AMMENDMENT

20.1

Members who wish to call for constitutional amendment will do that in official writing to the chairperson. They will be required to specify whether the amendment is a removal or additional and clearly explain the grounds for such amendments.

20.2

The chairperson shall first weigh the objectives and discuss them with the executive before hearing open views from all members through meeting. There shall be majority rule and that neither the chairperson nor any other executive member shall impose laws into the club without prior discussions on the matter. The legal advisor will be fully involved in the constitutional review.