

CONSTITUTION OF THE LAST HOPE ORGANISATION

1 .Name of Organisation – The Last Hope

The shortened Name is – TLH

Address: 17 Seventh Street Bezuidenhout Valley

Johannesburg

2094

2. OUR VISION.

2.1. To take care of the Abused and Abandoned children in our society.

2.2. To take care of orphans affected and infected with HIV/AIDS and also those who lost their parents to HIV/Aids.

3.3. To take care of children in homes by raising funds for their upkeep.

3. OUR MISSION.

3.1. To give children the opportunity to take part in educational excursions which will expose the children on outings, which have Educational, Historical and Geographical values. This opportunity is also taken to educate children on the matters such as HIV/ AIDS, drugs, Alcohol and others issues relating their future survival.

3.2. To rehabilitate, welcoming of children from the street orphans, neglected, abused and abandoned and those affected and infected with HIV/AIDS

4. MAIN OBJECTIVES.

4.1. To take care of children in homes by raising funds for their upkeep

4.2. To take care of the abused and abandoned children.

- 4.3. To take care of children affected and infected with HIV/AIDS also orphans who lost their parents to HIV/AIDS.
- 4.4. Taking the responsibility to take children out from the street and make sure that they have moral values.

5. SECONDARY OBJECTIVES.

- 5.1. To provide food, clothes for children living in homes.
- 5.2. To assist in the renovating of buildings those are in bad conditions in the homes.
- 5.3. Making sure children's in homes gets school uniform at every beginning of each year.
- 5.4. To help provide to children who are not academically endowed with practical skills, and include these children in independent training programmes.
- 5.5. Making sure children are warm during winter by providing winter clothing for them.
- 5.6. To help involve children in the community through sport.

6. INCOME AND PROPERTY.

- 6.1. The organization will keep a record of everything on its own.

- 6.2. The organization may not give money to anyone except when it pays for work that a member or office bearer has done for the organization. The payment must be a reasonable amount.
- 6.3. A member can only get money from the organization for expenses that she or he paid for on behalf of the organization.
- 6.4. Members do not have right over things that belong to the organisation, funds may only be with registered financial institution in a cheque account.

7. MEMBERSHIP.

- 7.1. Only person who resides in Gauteng can apply for membership of the organization
- 7.2. If a person wants to become a member of the organization she or he will have to ask the organization's management committee, the management committee has the right to say no.
- 7.3. People who are passionate and dedicated to children's rights and protection
- 7.4. People who are committed to work with different kinds of children.
- 7.5. People who are over eighteen (18) years of age who want to help the organization achieve its objectives can join. If they have to pay membership fees, they should be allowed to pay once a year to keep their membership up.

7.6. The organization can decide whether to allow other organizations or institutions that are interested in helping achieve its objectives to become members

Every members has one vote

7.7. Each member organization must appoint someone to represent it. That person will vote on its behalf at meetings of the organization.

7.8. Each member organization must tell organization's secretary who its representative or and alternate will be. If the representative or alternative resigns from or leaves the member organization, he or she cannot carry on as the member of organization's representative.

8. ENDINDING MEMBERSHIP.

8.1. If the management committee has a good reason to do so, and if all the management committee members agree, it can end any individual or member organization's membership. But the individual, or the appointed representative of the member of organization, has the right to be heard by the committee. When the hearing takes place the person or member organization representative can bring outside person also if she or he wants to. The hearing must take place before the organization makes a final decision.

8.2. A member may tell the management committee if she or he wants to resign. But she or he can only do this if there will be at least three member of the management committee left behind once the member has left.

8.3. A member may resign if she or he can no longer carry on serving properly because of having a mental disorder, illness or if, by being active in the organization, she or he can no longer run her or his own at home or work.

9. MANAGEMENT.

- 9.1. Management committee will manage the organization. The management committee will be made up not to less than seven (7) members. They are office bearers of the organization.
- 9.2. Office bearers will serve for one year, but they can stand for re-election for another term in office after that depend of what kind of services they give to the organization, they can stand for re – election into the office again and again. This is so long as their services are needed and they are ready to give their services.
- 9.3. If a member of management committee does not attend three(3) consecutive management committee meeting (i.e in a row) the management committee will find a new office bearer to take that person’s place.
- 9.4. Management committee will meet at least twice every 14 days.
- 9.5. Minutes will be taken at every meeting will be given to the management to committee members 7 days before the next meeting.

10. THE ORGANISATION SHALL.

- 10.1. Exists in its own rights, separately from its members.
- 10.2. Continue to exists even when its membership changes and there different office bearers.

10.3. Be able to own property and other possessions.

10.4. Be able to sue and be sued in its own name

10.5. Be able to sign contracts and enter into relationships

11. ANNUAL GENERAL MEETINGS.

11.1. Annual general meetings must be held once every year, towards end of the organizations financial year.

11.2. Organization should deal with the following business, amongst others at its annual general meetings.

11.3. Agree to the items to be discussed on the agenda.

11.4. Write down who is there and who is sent apologies because she or he attended.

11.5. Read and confirm the previous meetings with matters arising.

11.6. Chairperson's report.

11.7. Treasures report.

11.8. Changes of the constitution that members may want to make.

11.9. Elect new office bearers.

11.10. General.

11.11. Closing meetings.

12. OFFICE –BEARERS

The office- bearers of the organization shall and

12.1. CHAIRPERSON.

12.2. VICE-CHAIRPERSON.

12.3. TREASURE.

12.4. SECRETORY.

12.5. ASSSISTANT SECRETARY.

12.6. All office bearers shall be elected at annual general meeting of the organization. They shall hold office until the next annual general meeting. At it they can stand for re- election.

13. DITIES OF THE OFFICE- BEARER

13.1. CHAIRPERSON.

The chairperson as the leader of the organisation, Chairs all the organisations meetings that she or he attends. She or he must.

13.2. See that members stick to the rules and guide lines that are in their constitution.

13.3. Chairs meetings in such a way as to keep good order.

13.4. Sign minutes of the meeting after members have agreed that the minutes are accurate.

13.5. Check that accounts show correct spending of the organisations money and agree to the accounts being paid

- 13.6. Sign cheques of the organisation banking accounts or accounts.
- 13.7. Sign all funding agreements.
- 13.8. Generally supervise and keep a check on the organisations affairs.
- 13.9. Do other duties the organisation expects of its chairperson.
- 13.10. Make sure that all officials and committees complete what tasks they have agreed to and within the time that was agreed to.
- 13.11. Make sure that meetings take place regularly as set down in the constitution.
- 13.12. Use his or her power to ask other officials and members of the organisation and its committees to do certain duties and tasks if needs be
- 13.13. Work in a team spirit with other members of the organisation.
- 13.14. Serve as ex-office on all sub committees being an ex-officio means she or he can attend the entire organisation meeting and take part in the discussion. But when it comes to voting of issues in the sum committees, she or he may not vote.
- 13.15. Run the annual general meeting.
- 13.16. See that annual reports are written.

14. VICE CHAIRPERSON.

- 14.1. The vice chairperson takes over the chairperson tasks and duties when he or she is not there. The vice chairperson should keep in close contact with the chairperson.
- 14.2. Take duties and functions that have been passed on to him or her.
- 14.3. Serve as ex-officio on all sub committees if both the chairperson and vice chairperson do not attend a meeting, then the organisation members must elect the chairperson amongst themselves for the meetings.

15. TREASURER.

- 15.1. The treasurer keeps the record of all the money that comes into the organisation. This includes for example, members fees, donations and money raised from fund raising. The treasurer also keeps a record of all the money that is spent by the organisation.
- 15.2. The treasurer must keep proper record of what the organisation receives, and of what is spent.
- 15.3. The treasurer must keep a proper list of names of the members and donors.

16. FINANCES.

- 16.1. Arrangements with the annual general meetings.
- 16.2. An accounting officer shall be appointed at the annual meeting. He or her deputy is to check on the finances of the organisation.
- 16.3. The treasurer's job is to control the day to day finances of the organisation

- 16.4. Non-profit organisations, which as a community based on periodicities to the development strategies, Our finances shall be managed as to ensure appropriate use of funds and accountability to members and donors to this end.
- 16.5. We will comply with the general accepted business accounting and auditing practices, Including voucher financial systems and ensure that we engage qualified person to administer and manage the system.

17. DISSOLUTION / WINDING-UP

- 17.1. When the organisation closes down, it has to pay its debt.
- 17.2. After doing this if there is a property or money left over, it should not be paid or give to members of the organisation.
- 17.3. The property or money left over should be given to another non-profit organisation that has similar objectives.
- 17.4. The organisations general meeting can decide which organisation it should be.

ADOPTION OF CONSTITUTION

This constitution was approved and accepted by members of

..... at a
special meeting held on this Day Month
Year

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Pauline Molobela (Director)
Chairperson

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Patricia Valo (Director)
Vice-Chairperson