



Heal the Hood Project

0217060481/9678 info@healthehood.org.za PO Box 31184, Grassy Park, 7888, Cape Town

CONSTITUTION OF HEAL THE HOOD PROJECT

1. 1. Name

The Organisation shall be called **Heal the Hood Project** hereafter referred to as “HTHP”

1. 2. Mission Statement

To create a sustainable network of youth nationally and internationally that develops new skills and creates jobs, while art related products and information will be exchanged

1. 3. Aims & Objectives

- 3.1 To create a sustainable network of youth nationally and internationally
- 3.2 To create jobs for artistic youth.
- 3.3 To teach and develop skills as alternatives to the negatives in society.
- 3.4 To empower artists mentally, financially and creatively.
- 3.5 To establish a National Network through which resources & information can be shared & through which artists can eventually distribute their work.
- 3.6 To assist other artists with information about the music industry and their rights as recording artists (royalties, contracting, publishing, marketing etc).
- 3.7 To address the injustices of apartheid and supply people with alternative information via our projects that will help to remove the legacy of apartheid.
- 3.8 To organise exchanges between youth from South African and youth globally.
- 3.9 To combat racism and Xenophobia globally

4. Legal Status

- 4.1 The organisation is a body corporate with its own legal identity, which is separate from its individual members and will continue to exist even if the members change.
- 4.2 The organisation may own property, enter into contracts, and sue or be sued in its own name.
- 4.2 The organisation will continue to exist even when its membership changes and there are different office bearers.

5. Rules & Regulations

- 5.1 The Executive Committee will be elected at the AGM in conjunction with International affiliates.
- 5.2 Members are expected to supply the secretary with written apologies or doctors certificates if they are unable to attend the AGM.
- 5.3 “HTHP” Members shall be discouraged from participating in negative activities or face disciplinary actions.
- 5.4 “HTHP” Members shall be punctual for meetings, rehearsals and performances
- 5.5 Members should keep any internal information about the “HTHP” confidential.
- 5.6 “HTHP” members should be aware of the intention of HTHP before joining the organisation in order not to pursue personal agendas when “HTHP” has the entire community’s best interest at heart.
- 5.7 The secretary will be in charge of convening and taking minutes of each meeting.
- 5.8 In the event of injuries or loss suffered, no member would be held liable as a result of an act or omission while performing function on behalf of the organisation.



6. Membership

- 6.1 The Executive Committee is voted in by the existing members
- 6.2 New members are voted in by existing members
- 6.3 All members should be fully aware of the Aims, Objective, Rules & Regulations
- 6.4 Full membership is decided (by vote) by existing members
- 6.5 All decisions are voted on and decided by a majority vote.
- 6.6 If any member resigns from HTHP the Organisation will continue to run by existing members.
- 6.7 Termination of membership is accepted by resignation or voted out by existing members.
- 6.8 Appeals to the termination of a member should be sent to the Executive Committee in writing.
- 6.9 Members or office bearers do not have rights over things that belong to the organisation.

7. Decision Making

- 7.1 Decisions are made on a one man/ woman, one vote bases
- 7.2 All members have equal voting power
- 7.3 Votes are decided by show of hands or by ballot.
- 7.4 Duties are handed to members in their capacity or by nomination.
- 7.5 The management committee may take on the power and authority that it needs to be able to achieve the objectives of the organisation.

8. Management

- 8.1 A management committee will manage the organisation. The management committee will be made up of not less than **8** members. They are the office bearers of the organisation.
- 8.2 Office bearers will serve for one year, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.
- 8.3 If a member of the management committee does not attend three management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.
- 8.4 The management committee will meet at least once a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 8.5 Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.
- 8.6 The organisation has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them.
- 8.7 All members of the organisation have to abide by decisions that are taken by the management committee.

9. Relationships with other groups

- 9.1 "HTHP" will work with any and all organisations local and internationally who have similar objectives as they have.
- 9.2 HTHP" will not work with organisations based on negative and destructive intentions.

10. Amendments to the Constitution

- 10.1 The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.
- 10.2 Two thirds of the members shall be present at a meeting ("the quorum") before a decision to change the constitution is taken. Any annual general meeting may vote upon such a notion, if the details of the changes are set out in the notice referred to in 7.3
- 10.3 A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.
- 10.4 No amendments may be made which would have the effect of making the organisation cease to exist.

11. Finances

- 11.1 All finances will be dealt with by appointed members i.e. The Chairman, & Treasurer
- 11.2 Funds will be used in conjunction with the aims and objectives of the Organisation.
- 11.3 A monthly financial statement is read at every monthly meeting.
- 11.4 In the event of the HTHP" dissolving, the finance and fixed assets will be donated to an organisation working in the same field as Heal the Hood Project. This decision will be made by the HTHP" Executive Board after consultation with its members.
- 11.5 This does not include finance from sponsors for specific projects. Such funds will be returned to the specific funding body.
- 11.6 The Treasurer will provide a bank statement at each meeting.
- 11.7 Financial year-end will be 28th February Yearly

12. Assets

- 12.1 All assets purchased in the name of Heal the Hood Project, will be the property of "HTHP".
- 12.2 Any assets of HTHP" must be re-evaluated annually to assess its value and current working state.
- 12.3 No member shall be held liable for the assets solely by membership

13. Meetings and procedures of the committee

- 13.1 The management committee must hold at least two ordinary meetings each year.
- 13.2 The chairperson, or two members of the committee, can call a special meeting if they find necessary but they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days notice.
- 13.3 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.
- 13.4 There shall be a quorum whenever such a meeting is held.
- 13.5 When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
- 13.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 13.7 If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee.
The sub-committee must report back to the management committee on its activities.
It should do this regularly.

14. Annual General Meetings

- 14.1 The annual general meeting must be held once every year, towards the end of the HTHP" financial year.
- 14.2 HTHP" should deal with the following business, amongst others, at its annual general meeting:
- Agree to the items to be discussed on the agenda.
 - Write down who is there and who has sent apologies because they cannot attend.
 - Read and confirm the previous meeting's minutes with matters arising.
 - Chairperson's report.
 - Treasurer's report.
 - Changes to the constitution that members may want to make.
 - Elect new office bearers.
 - General.
 - Close the meeting.

15. Dissolution

- 15.1 In the event of "HTHP" dissolving, finances obtained from grants and donors will be returned to the institutions from which they are received.
- 15.2 If in the process of hosting the event, anything is purchased with money from grants or donors, the item will be the property of the said donor and they can decide what we should do with it.
- 15.3 "HTHP" will give a full account of all expenditure and will take responsibility of returning funds or assets to the donor institution.
- 15.4 "HTHP" members do however promise to complete any projects for which the funding is obtained irrespective of "HTHP" dissolving. Only fatality will prevent projects from being completed, at which the above (12.1, 12.2, 12.3) may then- apply.
- 15.5 Property and money of HTHP" shall not be distributed to it members or office-bearers, except as reasonable compensation for work that has been done.
- 15.6 "HTHP" may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down
- 15.7 In the event of "HTHP" closing down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another nonprofit organisation that has similar objectives. The organisation's general meeting can decide what organisation

This constitution was approved and accepted by members of **Heal the Hood Project**.

At a special meeting held on **Friday 12th October 2007**



Tanswell Jansen
Managing Director



Amelia Paulse
Secretary