



WHISPERING HOPE MUSIC ACADEMY CONSTITUTION

1.0 Name

- 1.1 The organisation hereby constituted will be called Whispering Hope Music Academy.
- 1.2 Its shortened name will be Whispering Hope or the acronym 'WHMA'.

2.0 Body corporate

- Exist in its own right, separately from its members
- Continue to exist even when its membership changes and there are different office bearers
- Be able to own property and other possessions
- Be able to sue and be sued in its own name

3.0 Objectives

The objectives of the organisations are to:

- 3.1 To provide accredited music education programs for individuals of all ages and backgrounds within underprivileged communities by offering lessons, workshops and classes on various musical instruments, theory, composition, and performance skills.
- 3.2 To offer music therapy programs and wellness initiatives that use music as a tool for healing, relaxation, stress relief, and emotional expression for individuals facing physical, emotional, health and cognitive challenges.
- 3.3 To providing opportunities for youth to engage in music-related activities, develop their musical talents, and receive mentorship and guidance from experienced musicians and educators and create opportunities for a career in music.
- 3.4 To raise funds to assist students, directly or indirectly to promote orchestral playing and to assist existing or potential orchestral players by fostering the playing of classical music among the previously disadvantaged communities in Sub-Saharan Africa.
- 3.5 To work with government and other critical stakeholders to advocate for the importance of music education and the arts within communities as well as raising awareness on issues related to substance abuse, gender based violence, juvenile delinquency and HIV/AIDS.
- 3.6 To engage community members in musical activities and projects that empower them to express themselves creatively, collaborate with others, and develop confidence and skills through music-making.
- 3.7 To provide networking opportunities, and support services for young local musicians and to help them develop their careers, showcase their talents, and connect with audiences.
- 3.8 To use music as a means to bringing people together, bridge divides, and foster social connections and cohesion within the poor and fractured communities. This will involve organizing community choirs, bands, or other collaborative musical projects with schools and community based groups.
- 3.9 To enrich the cultural landscape of communities by organizing concerts, festivals, and events featuring local and regional musicians, as well as promoting appreciation for live music performances by young people.
- 3.10 To serve as a resource hub for music teachers, schools, community organizations, and parents by providing educational materials, curriculum support, and professional development opportunities in the field of music education.

4.0 Income and property

- 4.1 The organisation will keep a record of everything it owns
- 4.2 The organisation may not give any of its money or property to its members or office



bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work done

- 4.3 A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation
- 4.4 Members or office bearers of the organisation do not have rights over things that belong to the organisation

5.0 Membership and General meetings

- 5.1 If a person wants to become a member of the organisation, he or she will have to make a request to the management committee in writing. The management Committee has the right to say no
- 5.2 Members of the organisation must attend its annual general meetings. At the
- 5.3 annual general meeting, members exercise their right to determine the policies of the organisation

6.0 Management

- 6.1 A Management committee will manage the organisation. The management committee will be made up of not less than 3 members. They are the office bearers of the organisation
- 6.2 The management committee reserves the right to invite other members of the organisation to join the management committee as it sees fit
- 6.3 Management committee members will serve for one year but can stand for re- election for another term. Depending on what kind of service they give to the organisation, they can stand for re-election into office again and again. This is as long as their services are needed and they are ready to give their services
- 6.4 The management committee should meet at least 6 times every year
- 6.5 More than half of the management committee should be at the meetings to make decisions that are allowed to be carried forward
- 6.6 Minutes will be taken at every management meeting to record all management decisions. Minutes should be provided to all management committee members at least two weeks before the next meeting
- 6.7 The minutes must be confirmed as a true record of proceedings by the next management meeting and shall thereafter be signed by the chairperson
- 6.8 The management committee 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
- 6.9 All the members of the organisation have to abide by the decisions that are taken by the management committee

7.0 Powers of the organisation

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution. Its activities must abide by the law.

- 7.1 The management committee has the power, responsibility and authority to raise funds or to invite and receive contributions
- 7.2 The management committee has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 7.3 The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.



7.4 The management committee will decide on the powers and functions of office bearers.

8.0 Meetings and Procedures of the Management Committee

- 8.1 The management committee must hold at least two ordinary meetings each year
- 8.2 The chairperson, or two members of the committee can call a special meeting if there is a need to do so. They should however communicate the proposed meeting dates at least 21 days before the meeting. An agenda for the meeting should be drawn and circulated to all management committee members at least 14 days before a meeting is held. 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 no less than 30 days' notice.
- 8.3 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend the meeting then members of the management committee who are present can choose one of them to chair the meeting. This must be done before the meeting starts.
- 8.4 There shall be a quorum whenever such a meeting is held
- 8.5 When necessary the management committee will vote on issues. If the votes are equal on an issue, the chairperson has either a second or deciding vote.
- 8.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 8.7 If the management committee thinks it is necessary, it can decide to set up subcommittees on specific projects of the organisations. Subcommittees are to be given clear Terms of Reference (TOR) for the tasks that they have been assigned. There must be at least 3 members in a sub-committee. The subcommittee should report back to the management committee regularly.

9.0 Annual General Meetings (AGM)

The annual general meeting must be held once every year towards the end of the organisation's financial year. The organisation should deal with the following business amongst others at the AGM:

- Agree on the agenda to be discussed in the meeting
- Record who is present and those who have sent apologies
- Read and confirm the previous minutes and discuss matters arising
- The chairperson must deliver a report
- The Head of Finance must deliver a report
- Report of proposal for changes of the constitution and other organisational policies and procedures that members should be informed about
- Elect new office bearers if need be
- General issues
- Close of meeting

10.0 Finance

- 10.1 An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.
- 10.2 The Finance Manager's job is to control the day to day finances of the organisation. The Finance Manager shall arrange for all funds to be put into bank accounts in the name of the organisation. The Finance Manager must also keep proper records of all the finances.
- 10.3 Whenever funds are taken out of the organisation's bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.

29 Jul 2024

10.4 The financial year of the organisation ends on 31 March of each year. The organisation's accounting records and reports must be ready and handed to the Director of Non-profit Organisations within six months after the financial year end.

10.5 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment Funds) Act, 1984 or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

11.0 Change of constitution

11.1 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 meeting. Members must vote at this meeting to change the constitution

11.2 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 a notion if the details of the changes are set out in the notice referred to in 8.2

11.3 A written notice must go out no 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

11.4 No amendments may be made which have the effect of making the organisation to cease to exist.

12.0 Dissolution/Winding-up

12.1 The organisation 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.

12.2 When the organisation closes down it has to pay 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 non-profit organisation that has similar objectives. The organisations general meeting can decide what organisation this should be.

This constitution was approved and accepted by members of

WHISPERING HOPE MUSIC ACADEMY

At a special general meeting held in

20/03/2024

Date/Month/Year



Vusi F. Shongwe
Chairperson



Darlington Mushongera
Secretary