

Angels Baby Sanctuary Profile



Office:
34 Tafelberg Drive
Oakdene
Johannesburg
2190

Babies Home:
136A High Street
Rosettenville
Johannesburg
2190

*"It's not how much we give but how much love we put into giving."
Mother Teresa*

Mission Statement

With passion, a positive attitude and determination we will work together to ensure that the babies placed in our care will be loved and well cared for.

Our Vision

Angels is an organisation dedicated to the welfare of abandoned, orphaned, sickly or abused babies placed in our home.

We will:

- Make it our priority to nurture these babies with love and care;
- Take care of all their medical and educational needs that may arise;
- Encourage a holistic approach to ensure a safe, loving, homely environment;
- Take care of all the babies needs until they are adopted or adulthood, should adoption not be a successful route.

Our Aim

- Together with the housemother, care givers and volunteers we will nurture, stimulate and give the babies all the love and bonding that is required in those early months
- To ensure all caregivers are sent on regular training.
- To work closely with the adoption agency to ensure that the babies are placed in a loving home.
- To create a sustainable home for the babies.

Donors / Spomsors

Our vision will not be made possible without the help of donors / sponsors. All donations and sponsorships received will be used for the babies and the home. The organisation will be run with an open door policy and our financials will be available at any time. Anyone is welcome is visit the home at any time, no appointments necessary.

The following companies and individuals have generously donated to the home:

Kalleo People Group
Saiker Investment
Instelec Services
Advanced Media
Agilitude
Cquential
Rampage Modelling Agency
Joshua Doore
Denton Office Solutions
Jazzy Vibes
Creative Inclinations
Queen Bee Events
Rob Waters
Thapelo Ramotsee
Brown and Le Roux Transport
QJ Butterfly Events
DJ Eudean



Expenses

EXPENSES	MONTHLY	6 MONTHS	YEAR 2014
SAL - HSE MOTHER	3000	18000	36300
SAL CARE GIVERS x 4	8000	48000	96800
CASUAL STAFF	1000	6000	12100
SECURITY	1000	6000	12100
WATER/ELEC	2000	12000	24200
TELEPHONE	200	1200	2420
MISC	3500	21000	42350
TOTAL	18700	112200	226270

Bank Details

Account Type: Nedbank Current Account
Account Name: Angels Baby Sanctuary
Account Number: 1051788765
Branch Code: 13853700
Swift Code: NEDSZAJ

Word of Thanks

A big thank you to all those who have helped start this project as well as all our future donors. We look forward to lasting relationships.

For an update on our progress visit our website:

www.angelsbaby.org,
 Follow us on Facebook and LinkedIn,
 Call 011 434 4227 / 081 049 6228

Yours in love and light,



Anne Ebrahim
 Angels Baby Sanctuary Chairman

*“We think sometimes that poverty is only being hungry, naked and homeless.
 The poverty of being unwanted, unloved and uncared for is the greatest poverty.
 We must start in our own homes to remedy this kind of poverty”*

Mother Teresa



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

Angels

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **21 May 2013**
(date)

Registration number **121-449 NPO**

Director's signature



Department of Social



Development



CERTIFIED AS A TRUE COPY
2013-06-12
Snkosi
CHIEF DIRECTORATE OF ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

Constitution angels baby sanctuary

A VOLUNTARY ASSOCIATION

Anne Ebrahim
6/16/2012



Angels Baby Sanctuary

1. The organisation hereby constituted will be called Angels
2. Their shortened name will be Angels hereinafter referred to as the organisation.)

Body Corporate

1.3 The organisation shall:

- Exist in its 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.

2 The organisation's main objectives are to:

2.1 Main Objective:

- To Provide a safe house for abandoned babies/children.
- To Operate a children's home providing educational, spiritual and physical care to orphans, abandoned, sickly, or abused children until adulthood, or until the children's placement in foster care or adoption.

2.2 Ancillary Objective:

- To Provide a service to the community
- To co-operate with other organizations to ensure the efficient distribution of welfare, education and other resources.

Income and property

- 3.1 The organisation will keep a record of everything it owns.
- 3.2 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 that has been done.
- 3.3 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.
- 3.4 Members or office bearers of the organisation do not have any rights over things that belong to the organisation.



4. Membership and General Meetings

4.1 *Guidelines for recruiting new Board members:*

- Consider what skills are needed within the Board.
- Keep a list of optional candidates and the skills they can bring to the Board.
- Develop a Board application form to streamline the process.
- Meet the candidates on your list of potential members.
- Provide potential members with an overview of the organization and up to date literature e.g. newsletters.
- Identify potential conflict of interest.
- Invite potential members to Board meetings and AGM's.

- 4.2 Members of the organisation must attend its annual general meetings. At the annual general meeting members exercise their right to determine the policy of the organisation.

5. Management

- 5.1 A management committee will manage not less than 6 members. They are the office bearers of the organisation.
- 5.2 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 service 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.
- 5.3 If a member of the management committee does not attend three management Committee meetings in a row, without having applied for an obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place
- 5.4 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.
- 5.5 The organisation has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The

CERTIFIED AS A TRUE COPY

2013-06-12

S. N. Kosi

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

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.

5.6 All members of the organisation have to abide by decisions that are taken by the management committee.

5.7 Duties of Office Bearers within the Board:

5.8.1 Chairman:

- Provides leadership to the Board.
- Develop an agenda for Board meetings.
- Mediates with Directors or Manager on decisions by the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Evaluates annually the performance of the organization in achieving its mission.
- Negotiates on behalf of the organization if given a mandate.
- Performs other duties as assigned by the Board such as representing the organization at formal functions etc.
- Evaluate the performance of the Board on regular basis.

5.8.2 Vice chairman:

- Performs Chair responsibilities in the absence of the Chair.
- Reports to the Chair.
- Works closely with Chair, members and staff.
- Performs other responsibilities as assigned by the Board.

5.8.3 Secretary

- Maintain records of the Board and ensures effective logistics at Board meetings
- Manages minutes of Board meetings.
- Ensures that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during meetings.

5.8.4 Treasurer:

- Manages the finances of the organization.
- Administrates the fiscal matters of the organization.
- Provides the annual budget to the Board for members' approval.
- Ensures development and review of financial policies and procedures by the board.

5.8.5 Board Members:

- Regularly attend Board meetings and important related meetings.
- Accepts assignments and completes them thoroughly and on time.
- Stays informed on common matters, prepares for meetings, reviews and comments on minutes and reports.
- Builds collegial relationships with other Board members to contribute to consensus.
- Active participation in annual evaluation and planning exercises.
- Participates in fundraising events.



6. 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.

- 6.1 The management committee has the power and authority to raise funds or to invite and receive contributions.
- 6.2 The management committee does, however, have the power to buy hire or exchange for any property that it needs to achieve its objectives.
- 6.3 The management committee has the right to make by-laws for proper management,
including procedure for application, approval and termination of membership.
- 6.4 Organisations will decide on the powers and functions of office bearers.

7. Meetings and procedures of the committee.

- 7.1 The management committee must hold at least two ordinary meeting each year.
- 7.2 The chairperson, or two members of the committee, can call a special meeting if they want to. 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 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.
- 7.3 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.
- 7.4 There shall be a quorum whenever such a meeting is held.
- 7.5 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.
- 7.6 Minutes of all meeting must kept safely and always be on hand for members to consult.
- 7.7 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 inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report to the management committee on its activities. It should do this regularly.

8. Annual General Meetings



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 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

- 9.1 Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.
- 9.2 The treasurer's job is to control the day to day finances of the organisations the treasure shall arrange all funds to be put into a bank account in the name of the organisation. The treasure must keep proper record of all finances.
- 9.3 The financial year of the organisation ends on 31 March every year.
- 9.4 The organisation's accounting records reports must be ready and handed to the Director of Non-profit organisations within six month after the financial year end.
- 9.5 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.
- 9.6 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 of 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.



10. Changes 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
- 10.3A 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. Dissolution/Winding-up

- 11.1 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.
- 11.2 When the organisation closes down it has to pay of 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, but to an organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

Adoption of the Constitution

This constitution was approved and accepted *by members of Angels.*

At a special (general) meeting held on 21 October 2012.

[Signature]

Chairperson



[Signature]

Secretary