



Hope Charitable Foundation Constitution

Clause 1 – Name of Charity:

Hope Charitable Foundation

Clause 2 – Type of Charity:

Hope Charitable Foundation is an Unincorporated Entity established to be a not-for-profit charity.

Clause 3 – Not-for-profit

Hope Charitable Foundation operates on a not-for-profit basis. All profits will be directed back into achieving the purpose of the Charity, and the Charity will not operate for the profit, personal gain or other benefit of certain people, such as its members, directors or volunteers.

Clause 4 – Purpose(s):

Hope Charitable Foundation is simply focussed on supporting those in need, regardless of their race, gender, politics or religious beliefs. Hope Charitable Foundation is committed to responding to those in need both globally and locally with projects such as supporting the people effected by the Syrian crisis, securing sustainable fresh water in Zambia, supporting the homeless in Adelaide, and funding community empowerment projects locally, around Australia and the world.

Clause 5 – Powers

The Committee may exercise the power to:

- (i) Invite and receive contributions, raise funds where appropriate and to open a bank account to manage such funds.
- (ii) Publicise and promote the work of the Charity and organise fundraisers and events to raise money towards specific projects.
- (iii) Liaise with Charities of a similar nature and exchange information, advice and knowledge with them, as well as partnering with them to raise money for a mutual cause in line with Hope Charitable Foundations purpose(s).
- (iv) Invite volunteers (who shall not be members of the Committee) when needed to conduct activities and assist in fundraisers and events.
- (v) Take any form of action that is lawful, which is necessary to achieve the purpose of the Charity.

Clause 6 – Management Committee

(i) The Group shall be administered by a management committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's AGM.

Clause 7 - Members

- (i) Membership shall be open to anyone who has an interest in assisting the Charity to achieve its aim and is willing to adhere to the rules of the Charity.
- (ii) Where it is considered membership would be detrimental to the aims and activities of the Charity, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- (iii) Any member of the association may resign his/her membership by providing the Secretary with written notice.

Clause 8 – Officers

(i) The Charity shall have a Committee consisting of:

The Chairperson

The Treasurer

The Secretary

And any additional officers the Management Committee deems necessary at the meeting required to carry out the required activities.

Clause 9 – Meetings

- (i) The Committee shall meet at least three times a year. Meetings shall enable the Members to discuss actions and monitor progress to date, and to consider future developments.
- (ii) All Members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- (iii) Two-thirds of Committee Members must be present in order for a meeting to take place.
- (iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- (v) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.
- (vi) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

Clause 10 – Finance

- (i) Any money acquired by the Charity, including donations and contributions, shall be paid into an account operated by the Management Committee in the name of Hope Charitable Foundation. All funds must be applied to the objects of the Charity and for no other purpose.
- (ii) Bank accounts shall be opened in the name of Hope Charitable Foundation. Any deeds, cheques etc relating to the Charities bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Charity stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Charity. An annual financial report shall be presented at the AGM. The Charities accounting year shall run from 01 July to 31 June.

Clause 11 – Alteration of the Constitution

- (i) Any changes to this constitution must be agreed by a majority vote of the Management Committee at a special general meeting.
- (ii) Amendments to this constitution or dissolution of the Charity must be conveyed formally in writing to the Management Committee. The Secretary shall decide on the date of a special general meeting to discuss such proposals, giving members at least (14 days) notice.

Clause 12 – Dissolution

- (i) The Charity may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be distributed to a not-for-profit charity with purposes similar to, or inclusive of, the purposes of Hope Charitable Foundation and at the discretion of the Management Committee.