



NTHUSE FOUNDATION

Your Disability Inclusion Partners.

Non - Profit Organisation No: 123 - 728

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26 March 2025

**THE CONSTITUTION
OF
NTHUSE FOUNDATION NPO
(REG NO: 123-728 NPO)**



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1. NAME

- 1.1. Nthuse hereby constituted will be called NTHUSE FOUNDATION ("**Nthuse**").
- 1.2. Nthuse shall:
 - 1.2.1. Exist in its own right, separately from its Directors;
 - 1.2.2. Continue to exist even upon the change of Directors;
 - 1.2.3. The appointment of new Directors will be done through Nthuse's leadership transition plan and in accordance with the South African legislative framework;
 - 1.2.4. Be able to own property and other possessions;
 - 1.2.5. Be able to obtain credit/overdrafts for the business;
 - 1.2.6. Be able to sue and be sued in its own name;

2. OBJECTIVES

- 2.1. Nthuse's main objectives are to:
 - 2.1.1. Raise funds towards skills development for youth with disabilities and from previously disadvantaged communities in South Africa;
 - 2.1.2. Advance skills development and Capacity Building for the youth with accredited training providers who provide a high standard of education (Certificate to Diploma level);
 - 2.1.3. Manage these students effectively and to endeavor to create a successful outcome once studies have been completed;
- 2.2. Nthuse's secondary objectives will be for Funders and other Organizations to:
 - 2.2.1. Run disability and disclosure awareness programs for all members of staff, disability environmental audits and workshops around disability integration for HR and Senior Management.

3. INCOME AND PROPERTY

- 3.1. Nthuse will keep a record of all its assets.
- 3.2. Nthuse may not give any monies or property to:
 - 3.2.1. The Staff of Nthuse;
 - 3.2.2. The Directors of Nthuse; and
 - 3.2.3. All individuals who are affiliated with Nthuse;
(Hereinafter referred to as the “**member(s)**”)
- 3.3. The only time in which Nthuse can do this is when it remunerates for work that a member has done for Nthuse. The payment must be a reasonable amount for the work that has been done.
- 3.4. A member of Nthuse can only get money back from Nthuse for expenses that she or he has paid for on behalf of Nthuse.

4. MEMBERSHIP AND GENERAL MEETINGS

- 4.1. If a person wants to become a member of Nthuse, she or he will have to ask Nthuse's Directors. The Directors have the right to decline.
- 4.2. Directors, Management and staff of Nthuse must attend monthly general meetings.

5. DIRECTORS

- 5.1. The Directors will manage the daily affairs of Nthuse. The Directors will be made up of a minimum of **Three (3) Directors**.
- 5.2. The Directors will meet once a month.
- 5.3. Minutes will be taken at every meeting to record all the decisions made. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee.
- 5.4. All members of Management and the staff of Nthuse have to abide by decisions that are taken by the Directors.

6. POWERS OF NTHUSE

- 6.1. The Directors may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in 2 above. All activities of Management and staff must abide by the law and at all times must be approved in writing by the Board of Directors.
- 6.2. The Directors have the power and authority to raise funds or to invite and receive contributions
- 6.3. The Directors may buy, hire or exchange for any property on behalf of Nthuse in order to achieve its objectives.
- 6.4. The Directors have the right to make policies for proper management, including procedure for application, approval, and termination of membership.
- 6.5. The Directors have the right to dismiss management and staff with immediate effect, should they not be working effectively towards the running of the NPO, or should they be found doing unethical business practices which could harm the NPO and its beneficiaries.

7. MEETINGS AND PROCEDURES OF THE COMMITTEE

- 7.1. The Directors must hold monthly meetings.
- 7.2. Minutes of all meetings must be kept safely and always be on hand for consult.
- 7.3. The minutes of meetings must be sent to the Department of Social Development along with the financials and the Narrative Report yearly

8. FINANCE

- 8.1. Mr. Anton Botes is Nthuse Foundation Accounting Officer. His duty is to compile management accounts together, audit and handle all finances of Nthuse.
- 8.2. The Treasurer (Mrs Tiena Escott Watson) is to control the day-to-day finances of Nthuse. The Treasurer shall arrange for all funds to be put into a bank account in the name of Nthuse. The Treasurer must also keep proper records of all the finances.
- 8.3. The Financial year of Nthuse runs from 1st March to 28th February of each year.
- 8.4. Nthuse's accounting records and reports must be ready and handed to the Director of Non-Profit Organizations (Department of Social Services) within six months after the financial year end.

- 8.5. If Nthuse 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. Alternatively, Nthuse can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985.
- 8.6. Nthuse Directors may approach different banks to seek advice on the best way to look after its funds.

9. MANAGEMENT

- 9.1. Brandon Subramoney is the Skills Development and Recruitment Project Manager and his duties include:
 - 9.1.1. Planning and defining project scope;
 - 9.1.2. Recruitment and selection of beneficiaries;
 - 9.1.3. Team leadership and motivation;
 - 9.1.4. Risk identification and mitigation; and
 - 9.1.5. Quality control and assurance.
- 9.2. Abulele Ndamase is the Public Relations Manager
 - 9.2.1. Managing the company's public image and reputation;
 - 9.2.2. Writing press releases, speeches, and other communication materials;
 - 9.2.3. Building and maintaining relationships with media outlets and journalists;
 - 9.2.4. Organizing press conferences, interviews, and events; and
 - 9.2.5. Handling crisis communication and reputation management.
- 9.3. Siphosethu Mahalakang is the Human Resource and Administrative Assistant and her duties include:
 - 9.3.1. Maintaining and updating employee records;
 - 9.3.2. Assisting with onboarding and training of new employees; and
 - 9.3.3. Organizing and managing office supplies and equipment.

9.4. Aldrich Matthee is the Fundraising / Admin Secretary and his duties include:

- 9.4.1. Screening and recruiting students for available learnerships;
- 9.4.2. Ensuring all student compliance documents are correct and up to date;
- 9.4.3. Taking minutes in donor meetings and putting weekly reports into monthly minutes;
- 9.4.4. Creating and editing company documents, proposals, policies, and invoices etc;
- 9.4.5. Designing logos, proposals, and social media posts on Canva;
- 9.4.6. Updating and managing the client databases and to fix incorrect contact details;
- 9.4.7. Completing online applications for funding and running the company social media pages;
- 9.4.8. Providing telephonic consulting and client outreach services; and
- 9.4.9. Issuing Section 18A tax certificates for historical donations.

10. CHANGES TO THE CONSTITUTION

- 10.1. The Constitution can be changed by a Board Resolution. The Resolution has to be agreed upon and passed by not less than two thirds of the Directors who are at the Annual General Meeting or Special General Meeting. The Directors must vote at this meeting to change the Constitution.
- 10.2. Two thirds of the Directors shall be present at a meeting (“the quorum”) before a decision to change the Constitution is taken. Any General Meeting may vote upon such a motion.
- 10.3. No amendments may be made which would have the effect of making Nthuse cease to exist.

11. DISSOLUTION/WINDING-UP

- 11.1. Nthuse may close if at least two-thirds of the Directors present and voting at a meeting convened for the purpose of considering such matter, are in favor of closing down.
- 11.2. When Nthuse closes it has to pay off all its debts. After doing this, if there is property or money left over it should be paid or given to the Directors of Nthuse to distribute to staff members and beneficiaries

12. ADOPTION OF THE CONSTITUTION

12.1. This Constitution was approved and accepted by members of NTHUSE FOUNDATION.

NTHUSE FOUNDATION DIRECTOR PROFILES

1.	Name: Surname: Position:	Kim Krynauw Director – Fundraising / Administration Director
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Experience

- Disability specialization in recruitment, training and Learnerships for over 12 years.
- Recruitment and Selection for over 12 years
- Owner and Founder of Nthuse Diversity Management Solutions CC in 2003
- Runs various disability awareness programs for HR, EE, Line Managers and Staff for various organizations.
- Involved in Environmental and Workstation audits for the Presidency and various organizations nationally.
- Co-ordinated and facilitated ACSA Disability Expo in Gauteng from 2005 to 2007 and the Independent Healthy Living and Disability Expo at NASREC in 2008.
- In 2010 started a successful Skills Development Program for previously disadvantaged and students with disabilities.
- Is the founder of the Nthuse Foundation.

2.	Name: Surname: Position:	Elizabeth Maphike-Kok Director – Community Development Director
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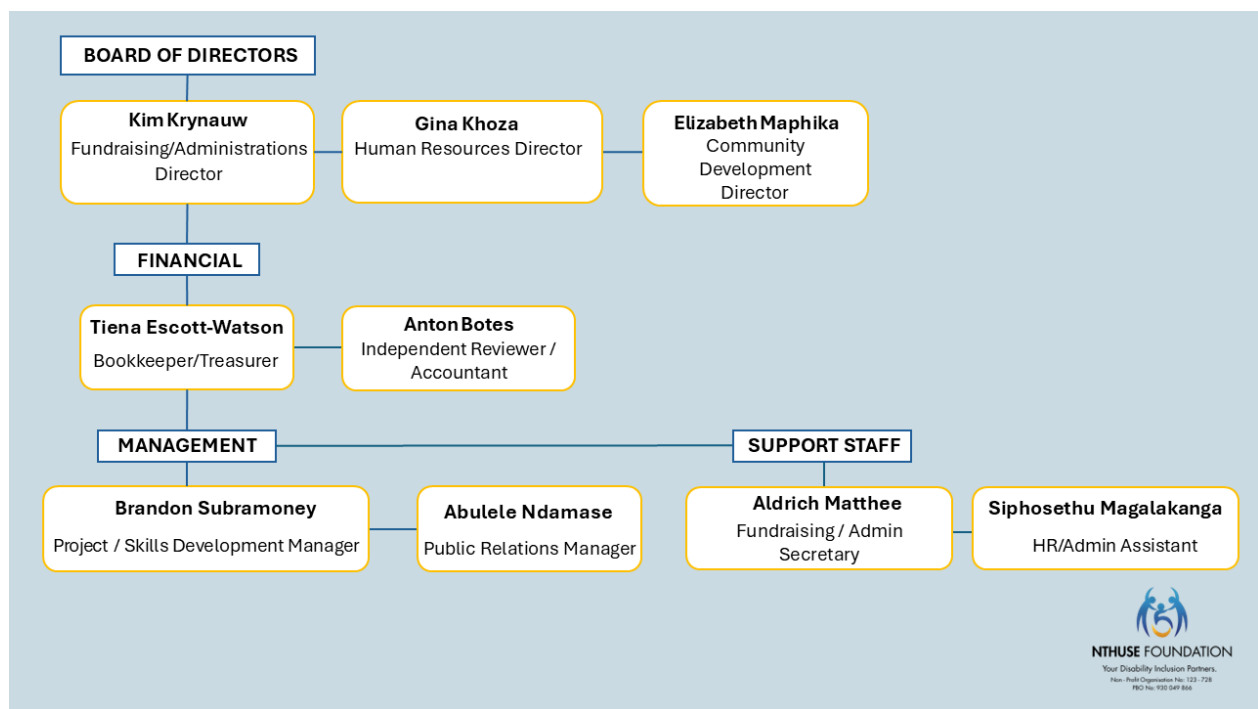
Experience

- Extensive Community and social development skills
- Educator in Life Skills for many years
- Experienced in mobilizing of youth, interviewing, and recruiting candidates for training and development.
- Various motivational talks on disability inclusion
- Does awareness training on all aspects of disability integration

3.

Name:	Gina
Surname:	Khoza
Position:	Director – Human Resource Director

- Gina is a disability consultant for various industries
- She started her career at Nthuse Diversity Management Solutions cc as a disability consultant.
- She was then employed by the Association for the Physically Disabled / Barrier Breakers as a Marketing and Sales Representative.
- She works with young people with disabilities as well as advocating for all aspects of disability integration
- She runs various community programs for youth with disabilities
- Gina is also involved in HR Functions and team building.



Nthuse Foundation

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