



**Hout Bay Seal Rescue Centre
Ice Plant (Lot 25&57)
Hout Bay Harbour
Cell: 072 988 5193**

Hout Bay Seal Rescue Centre
(NPC Registration Number 2020/474847/08)
Organisational Constitution

Background

In 1999 Francois Hugo founded the Seal Centre in the Hout Bay harbour, in South Africa.

This operation was and still is solely concerned with the rescue and rehabilitation of the Cape Fur Seal, which lives off the west coast of South Africa, and the release back into the wild.

Sadly, Francois Hugo passed away in 2018. He was instrumental in pioneering a way to protect these beloved animals and his love of seals was beyond reproach. He will be remembered, and his legacy will be honoured and continued through the dedication of all parties concerned.

Kim Krynauw took over the Centre in 2019 and with her dedicated staff, the Centre is operational 24 hours a day, 7 days a week.

1. Proposed Name

Hout Bay Seal Rescue Centre (HBSRC)

2. Aims and Objectives

The aims and objectives of the organisation will be:

- To rescue and rehabilitate Cape Fur Seals
- To raise funds to sustain the rescue and rehabilitation of the Cape Fur Seals
- To raise funds to provide resources for, and maintain, the Hout Bay Seal Centre
- To run educational and awareness programmes at schools and in the general community

3. Membership

The Centre is currently being run and maintained by Kim Krynauw, with a group of volunteers.

4. Directors / trustees of the Organization

- Kim Krynauw – Operational Director
 - Jacques Nel – Media and Communications Director
 - Melissa Zaayman - Marketing Director
 - Jared Peace – Maintenance Director
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- **Fundraising**
Carol van Rensburg

- **Administration**
Marcelle Viljoen
- **Accountant**
Mr Anton Botes
- **Non - Executive Directors**
Abel Banda - Seal Carer
Amos Lipenga - Centre Manager
Samuel Manda - Assistant Seal Carer

Roles and Responsibilities

Kim Krynauw

- Running of the Centre
- Submitting NPC reports and financials yearly to the department
- Obtaining medication from our vets and assisting with any feeding issues
- Purchasing everything to run the Centre
- Fundraising
- Assisting with seal rescues
- Obtaining information on stranded seals and coordinating rescue efforts by using the volunteers group
- Sourcing and training of volunteers on stress free rescues

Jacques Nel

- Media Liaison and Communications
- Assists with fundraising
- Assisting with seal rescues

Melissa Zaayman

- Sorting out all merchandise for the Centre
- Marketing material

Jared Peace

- Managing all administration functions for the Centre
- Doing stocktaking
- Working closely with the Centre Manager
- Assisting disentanglements
- Any changes in the Directors will be agreed to by all Directors, and a vote will be taken.

5. Finance

All organisational money will be banked in an account held by the organisation and will have its own separate bank account. Kim Krynauw will manage the bank account; do all payments to staff and purchase fish (once funds have been secured). Second signatory on account will be Jacques Nel. No salaries will be drawn by the Directors.

The accountant will do yearly financials, which need to be signed off by all Directors.

6. Discipline and Appeals

All complaints regarding the behaviour or code of conduct of officers should be presented and submitted in writing to the organisations Legal Advisor.

7. Dissolution

A resolution to dissolve the Organisation can only be passed by the Directors and passed by a majority vote of the Directors.

8. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote of all Directors.

9. Declaration

Hout Bay Seal Rescue Centre hereby adopts and accepts this constitution as a current operating guide regulating the actions of officers.

Name: Kim Krynauw

Position: Administration Director

Signed:



Date: 1 April 2022

Name: Melissa Zaayman

Position: Marketing Director

Signed:

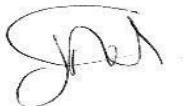


Date: 1 April 2022

Name: Jacques Nel

Position: Media and
Communications Director

Signed:



Date: 1 April 2022

Name: Jared Peace

Position: Maintenance Director

Signed:

Date: 1 April 2022



Non-Profit Company (NPC): 2020/474847/08

Public Benefit Organisation (PBO): 930073944

Department of Forestry, Fisheries, and the Environment (DFFE): Operating Permit: S03171