



SOUTH AFRICAN AIR FORCE ASSOCIATION
MANUAL OF ADMINISTRATION

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CHAPTER 1

INTRODUCTION

Preamble

This Manual has been compiled with the express purpose of providing National Executive and Branch Executive members with a brief outline of the background of the Association, and to assist as a quick and easy reference for the effective management of the Association's affairs.

The SAAFA Manual of Administration provides the objects and guidelines upon which the organisation is based and in accordance with which it is to be managed by all office bearers.

National Executive and Branch Executive member should be conversant with the contents of this Manual of Administration.

All amendments to this Manual will be approved and authorized by the National Executive Committee. Any proposed amendment should be forwarded to the person responsible for updating the MOA, who in turn would draft the proposed amendment to the appropriate section of the MOA. The proposal would then be circulated to all NEC members for cognisance before being presented to NEC and if approved, would be incorporated into the MOA and distributed according to standard practice.

Origin of the Association

In 1945 Colonel Rod Douglas, the Director of Air Personnel, was responsible for the formation of the Association with the full agreement of the Minister of Defence and Major General C.J. Venter, the Director General of the South African Air Force.

Description of the SAAF Association

The formal objects of the Association are covered in the Constitution of the SAAF Association.

The Association is an all-rank body of Air Force related members, founded in 1945. It seeks to not only recreate in a light-hearted atmosphere the togetherness of its aviation-minded members, but also enjoins them to share responsibility for the needs of less fortunate ex-Air Force types and their spouses. Furthermore, the SAAF Association actively promotes the image of the South African Air Force and its members.

Indeed, the two-fold activity of having fun while raising funds continues to produce excellent results and millions of Rands have been collected and distributed via the Association's Benevolence programme over the years.

All persons who serve in, or once served in the SAAF (PF or CF), or in any other Air Force as approved in General Meeting, are eligible to join this unique fraternity. SAAF Association branches are active all over Southern Africa.

Membership brings participation in many activities such as regular luncheons at which distinguished persons from industry and commerce address the gathering and chat afterwards. Members are entitled to wear the distinctive SAAFA ties, blazer badges and other insignia, and to participate in all SAAFA activities at Branch level. They are also encouraged to participate in the on-going worthwhile projects of the Association.

Less fortunate SAAFA members and their dependants, who have fallen on hard times, have been assisted by the Association. An ever-increasing percentage of funds raised are being channelled towards the Benevolence programme. The SAAFA supports Trusts that maintain blocks of apartments in Johannesburg and Pretoria.

Communication is promoted by a National Newsletter that is distributed regularly, while several branches send out their own newsletters.

SAAFA Mission Statement

The South African Air Force Association will, through the participation of its members,

- Maintain and foster **FRIENDSHIP** and **CAMERADERIE** among all persons eligible for membership.
- Provide support and general **WELL BEING** for aged members requiring assistance.
- Perpetuate the memory of and **COMMEMORATE** those who have given their lives in the service of their country.
- Promote the **INTERESTS, IMAGE** and **HERITAGE** of the South African Air Force Association, the South African Air Force, and their members.

CHAPTER 2

SAAF ASSOCIATION NATIONAL EXECUTIVE

ADMINISTRATION

The administration of the National Executive Committee (NEC) of the South African Air Force Association is in accordance with the SAAF Association Constitution. This document sets out the regulations that give effect to the policy contained in the SAAF Association Constitution. Reference will thus be made to the SAAF Association Constitution instead of duplicating its contents in this section of the manual.

MANAGEMENT

The NEC and Branch Executive Committees (BEC) conduct the management of the Association. The composition of NEC and its powers are set out in the SAAF Association Constitution (Clauses 21 and 22). The practical business of the Association is conducted by the NEC office bearers, sub-committees, portfolio-committees and project teams, each with specifically delegated tasks and the responsibility to report to the NEC monthly meetings on a regular basis.

MEETINGS

The policy of meetings is covered in Clause 25 of the SAAF Association Constitution. In order to facilitate input from the Branches of the Association, the NEC meets monthly on the 2nd Tuesday of each month, unless otherwise convened due to public holidays, etc.

Annually at the first NEC meeting after the National Annual General Meeting, the National President, who is the Chairperson of the NEC, appoints members of the NEC to take charge of or serve on the various NEC sub-committees, portfolios and projects.

The Agenda for the NEC meetings is standardised, to facilitate feedback by the various sub-committees and to facilitate input from the branches. Agenda items, that cover the spectrum of sub-committees, portfolio-committees and project teams, are discussed in brief below:

Finance.

Formal feedback is given at all NEC meetings, on the status of the NEC budget and on the day to day financial affairs (income and expenditure) of the NEC.

Correspondence.

As the NEC interacts with external agencies on behalf of the Association, detailing of correspondences is in the interests of good communication with all parties.

Sub-committees.

Finance. The Finance sub-committee responsible for the undermentioned critical functions gives periodic feedback to the NEC on all financial matters requiring NEC consideration and approval.

- ❖ Evaluate and approve the annual budget.
- ❖ Ensure the NEC remains within budget.
- ❖ Evaluate all extraordinary expenditures over and above those budgeted for and obtain the correct approval.
- ❖ Thoroughly monitor all NEC investments and funds.
- ❖ Approve all movement of shares, moneys, etc.

Benevolence. The Benevolence sub-committee is responsible for, and gives feedback to the NEC on all matters pertaining to the Assistance to the Aged programme and the Special Assistance cases. It should make recommendations to NEC on how the benevolence matters can be improved and how assistance should be provided to Branches in support of their benevolence programmes and projects.

Awards. The NEC is empowered by Clause 22.1.18 of the SAAF Association Constitution to give appropriate recognition for services rendered by members of the Association. The Awards sub-committee attends to this, by evaluating all nominations initiated by the NEC or submitted by branches, after which NEC approval is obtained.

Nominations are traditionally submitted to the Awards sub-committee in January of each year for consideration and awarding at the next National Annual General Meeting, however, in extremely special cases this does not always apply. The responsibilities of the Awards sub-committee are to:

- ❖ Ensure that the motivation is adequate and includes all the relevant personal particulars of the nominee.
- ❖ Ensure that the award that the nominee qualifies for is clearly and accurately stated on the citation form.
- ❖ Evaluate and assess each nomination on its own merit and without prejudice.
- ❖ Make recommendation to the NEC for approval and execution.
- ❖ Have the National office advise the nominator of any rejections and reasons therefore.

Membership. The Membership sub-committee deals with the SAAFA Membership records that form a valuable planning guide for membership development within the Association and is required to:

- ❖ Monitor branch nominal rolls and identify trends in membership movement, both positive and negative.
- ❖ Investigate avenues of membership development.
- ❖ Formulate new membership drives for approval by the NEC before implementation.
- ❖ Keep abreast of all matters concerning membership recruitment and development, and advise the NEC accordingly.

Portfolios.

Portfolios are assigned to Portfolio co-ordinators who in turn may find it necessary to form small committees by calling upon SAAFA members, other than those serving on the NEC, for their expertise and assistance. The Portfolio co-ordinator gives regular progress reports to the NEC.

SAAFA Constitution, Records and Manual of Administration. The Portfolio co-ordinator is responsible to the NEC for all amendments to the SAAFA Constitution, SAAFA Records and the SAAFA Manual of Administration, this entails:

- ❖ Ensuring that all amendments are correctly documented and procedures followed.
- ❖ Making presentation regarding the SAAFA Constitution to the NEC for consideration and approval before presentation to the Association for final ratification at the next National Annual General Meeting.
- ❖ Making presentation regarding the SAAFA Manual of Administration to the NEC for consideration and approval before presentation to the Association.
- ❖ Ensuring that the Records are kept up to date.

- ❖ Ensure that members have access to the latest version of these documents.

Congress. The Association is bound by the Constitution to hold a National Annual General Meeting (Clause 29). While the responsibility for the hosting of the National Annual General Meeting which forms part of Congress, is usually delegated to a Branch, monitoring of preparations remains a NEC responsibility. Similarly, there are duties in respect of the National AGM that have to be executed by the NEC, such as the Agenda and various Annual Reports. The Congress co-ordinator acts as a go-between SAAFA branches hosting Congresses and the NEC, and has the responsibility of keeping the NEC updated on all matters regarding preparations, such as:

- ❖ Dates of Congress.
- ❖ Accommodation arrangements.
- ❖ Conference arrangements and facilities.
- ❖ Programme of Events and Functions.
- ❖ Availability of a local chaplain to conduct the Act of Homage.
- ❖ Costs.
- ❖ Transportation.
- ❖ Availability of Medical facilities.
- ❖ Financial arrangements.

Newsletter. The Editor would provide feedback on progress relating to the publishing of the national newsletter (Flying Spirit) and any other relevant matters.

Public Relations. Public Relations (PR) officer has the arduous task of improving the Association's relationship with its publics. The public being the South African Air Force, the Aerospace and Aviation fraternity at large and lovers of Aviation in general. The objectives of Public Relations are:

- ❖ To improve the relationships and maintain the existing good relationships of all its publics.
- ❖ To "sell" those services and concepts that are captured in the SAAFA Mission Statement.

SAAF/SAAFA Liaison. The liaison co-ordinator has the responsibility of promoting interaction between the SAAF and SAAFA. This responsibility also includes ensuring that the correct SAAFA office bearers attend SAAF events and likewise that the appropriate SAAF members receive invitations to SAAFA events.

Air Force Memorial. The Memorial co-ordinator has the responsibility to liaise with the SAAF to ensure that the memorial is maintained in a good condition. The co-ordinator as the additional responsibility of providing inputs to the financial sub-committee relating to SAAFA's financial support required for this maintenance and ensure that the expenditure of such funds are conducted correctly.

SAAFA Website. The Website co-ordinator is responsible for the effective management of the website and provide NEC with regular feedback on the matters relating to the website.

Medical. The Medical co-ordinator is responsible for ensuring effective liaison between the Regular Force Medical Continuation Fund and the branches. This includes the dissemination of policy and procedural changes and the upward communication of change proposals. More detail is captured in Part 3 Chap 20.

Kindred Organisations. Feedback from NEC representatives to other Veteran's Organisations such as the Council of Military Veterans Organisations.

Remembrance and Heritage. The Association is the co-owner and co-presenter, with the SAAF, of the Air Force Memorial and the annual Air Force Memorial Service. At NEC meetings notice is also given of forthcoming Memorial/Commemorative Services and Parades by other organisations that may be of interest to Association members.

Projects.

The NEC undertakes various projects on behalf of the Association. Projects, such as "The SAAFA History", "SAAFA Heraldry", etc are assigned to Project co-ordinators who may form small committees by calling upon SAAFA members for assistance. The Project co-ordinator gives regular progress reports to the NEC.

Branch Reports.

NEC branch representatives or their alternatives submit branch reports on behalf of the branches they represent. This is an important part of the communication process within the Association. It is incumbent upon each and every SAAFA branch to provide their timely input to their representatives for presentation at NEC Meeting.

MINUTES OF MEETINGS

While there is the usual legal requirement for the NEC to keep minutes of its meetings, there is the additional requirement for their use in communicating the activities of the Association with the various branches around the country. The National Secretary is to compile and distribute the minutes of the NEC meetings to all NEC members and the Association's branches.

ELECTORAL COLLEGE

The Electoral College is constituted in accordance with the SAAFA Constitution Clause 23 and its purpose is to administer the succession planning of the senior national office bearers and to deal with disciplinary matters in terms of Clause 24 of the constitution. As Chairman of the Electoral College, the Immediate Past President shall convene the Electoral College as required to ensure that the succession planning is conducted as specified. The National President shall request the Immediate Past President to convene the Electoral College when disciplinary matters need to be referred for its adjudication.

Considering the very sensitive nature of the responsibilities of the Electoral College, the Chatham House Rule will be used when minutes of their deliberations are captured. The aim of invoking the rule is to encourage open and honest discussion during the deliberations. The rule cannot be used during disciplinary action. The rule reads as follows:

When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

Succession Planning

In January each year the Chairman of the Electoral College shall call for nominations from all SAAFA Branches for the positions of National President and National Vice President, with a closing date for nominations of 15 February. The Electoral College shall then meet and adjudicate those nominations received. The Chairman is to inform the National President of the names of the proposed nominees for these posts before presenting the nominations to the National Executive Committee for their information. The Branch Chairpersons shall then be informed of the nominations in preparation for the Annual General Meeting. At the Annual General Meeting of the Association the Chairman of the Electoral College will present the nominations to all those assembled for ratification. The induction of the successful nominees shall be carried out during the course of that Annual General Meeting. Should there be no agreement by the Branches during the ratification process, all nominees submitted

by the Branches before the 15 February deadline may be considered for a vote. Should there be still no agreement after this process, the matter shall be held over to a Special General Meeting.

When the Electoral College is processing the National President and National Vice President nominations, they will also consider the nomination of the Country Vice Presidents. The only differences in this process being that Branch nominations will not be called for and there would be consultation with the National Executive Committee on the number of Country Vice Presidents to be appointed.

Notes on Discipline:

1. Disciplinary matters are normally dealt with at branch level and the constitution specifies how the matter should be dealt with should there be an appeal. Should the disciplinary matter involve national office bearers, then the matter should be referred to the National President who would then decide whether the matter should be dealt with by NEC or whether it should be referred directly to the Electoral College.

2. During all disciplinary actions it is important to avoid becoming over technical, while ensuring that natural justice is applied, namely avoiding bias and catering for the right to a fair hearing. Avoiding bias could influence the composition of the Electoral College, although this may not always be possible when there limited numbers of potential members available. The right to a fair hearing requires that individuals should not be penalized by decisions affecting their rights or legitimate expectations unless they have been given prior notice of the case, a fair opportunity to answer it, and the opportunity to present their own case. As in many other cases in society, SAAFA has no obligation to allow a person being faced with disciplinary action to be represented by a legal professional.

CHAPTER 3

SAAF ASSOCIATION BRANCH MANAGEMENT

Appendix A: Examples of completed forms.

Appendix B: Blank forms.

Office

Where possible an office should be available in which the Secretary is housed (whether he/she be honorary or a paid official of the Branch) and regarded as the Branch Office.

- ❖ The Secretary should preferably have access to a telephone and e-mail.
- ❖ Facilities for housing files, minute books, stocks of insignia, etc. should be available.
- ❖ Facilities for typing and duplicating, if not available in the office should be reasonably accessible.

Compulsory Records

- ❖ Minutes of meetings. Printed computer copies (hard copies) of the minutes with all relevant documents (attendance register, financial statements, etc.) attached may be filed in order of meetings and stored in a safe place.
- ❖ Attendance Register. Record, faithfully, the names of all present at all meetings, also those who have tendered apologies, or who have leave of absence, those who are absent and also any persons present by request.
- ❖ Nominal Roll. Names, addresses, contact numbers, ID numbers and e-mail addresses of all branch members (Full, Honorary and Associate) must be recorded and kept up to date at all times. In addition to this a record of members transferred to or from other Branches must also be maintained.
- ❖ Books of Account. Branches are to observe a strict routine regarding financial transactions of the Branch, no matter how small. The following books therefore are essential; Cash Book, Journal, Ledger, Petty Cash Book, Deposit Book, Invoice Book, Stock Record Book (for Insignia, etc) and Receipt Books. However, if an accounting computer programme is utilised then all the above can be automated.

Files to be kept

A suitable filing system is to be maintained by the Branch Office or Secretary. Essential files include, inter alia:

- ❖ Correspondence with members and prospective members in alphabetical order.
- ❖ Correspondence with NEC arranged according to subject matters.
- ❖ Correspondence with other Branches similarly arranged.
- ❖ Correspondence with other registered Welfare Organisations such as RAF Association, SA Legion, MOTH, GG War Fund, etc.
- ❖ Correspondence regarding applications and renewals for Assistance to the Aged or Special Assistance cases, including copies of application forms and investigation certificates, respectively.

Stationery

- ❖ The printing of Branch letterheads is left to the discretion of the Branch, provided format rules are adhered to for the sake of uniformity.

- ❖ The following are obtainable in electronic or hard copy from the National office or can be copied from App B of this chapter:
 - ❖ Membership Application Form **Mem 001**.
 - ❖ Membership Transfer Form **Mem 002**.
 - ❖ Monthly Branch Membership Report Form **Mem 003**.
 - ❖ Awards Citation/Motivation Form **Award 001** (refer also to Chap 9).
 - ❖ Application/Renewal for Assistance to the Aged Form **AtA 001**.

Finance

- ❖ At the first Branch Committee Meeting after the formation of a Branch or after the Branch Annual General Meeting, the committee decides upon and minutes signatories for the banking Account. Usually any two of the following are nominated; Chairman, Vice-Chairman, Treasurer and Secretary (preferably the Secretary and any one of the other three).
- ❖ A Banking Account must be opened and arrangements should be made for a monthly Bank Statement to be sent automatically so that regular reconciliations may be carried out.
- ❖ File accounts, statements or other vouchers for audit purposes.
- ❖ A proper set of books must be kept, as stated above.
- ❖ Branch Treasurers must ensure that strict accounting procedures are adhered to in all the financial transactions of the Branch. For this reason it is preferable if possible to appoint as Treasurer a member with accounting or bookkeeping experience.
- ❖ Treasurers must give a monthly financial report supported by statements, at all Branch Committee meetings and this must be approved and minuted.
- ❖ Treasurers must insist on financial statements from sub-committees handling monies, e.g. Fund Raising and Entertainment, Assistance to the Aged, etc.
- ❖ The Financial year of the Association is from the 1st January to the 31st December and Annual Accounts and Balance Sheets must be drawn up accordingly.
- ❖ Annual Balance Sheets are to be drawn up in accordance with the financial statements and certified by either the Branch Chairman or Treasurer.
- ❖ It must be remembered that the Director of Fund Raising requires AUDITED accounts only when the Branch has been registered with this body.
- ❖ Certified statements of the paid-up membership of the Branch are required for establishing the 'voting strength' of Branches at the National Annual General Meeting.
- ❖ An annual fee per voting member as resolved by a National Annual General Meeting is to be paid by each branch to the National Executive Committee, preferably before the National Annual General Meeting of the Association (Congress), but not later than 30th June each year. This fee covers the member's contribution towards the Air Force Memorial Maintenance Fund.
- ❖ The Branch must reflect all payments made by the National Executive Committee regarding Assistance to the Aged submitted by the Branch, in the Annual Balance Sheet as NEC Grants received from the NEC and payments made to recipients.

Archives

- ❖ When receiving valuable Archival material such as historical photographs, newspaper clippings, log books, medals and literature, etc.; Branch Secretaries must retain and maintain such articles in a safe place. A record of each item must be kept illustrating the date of receipt, the name of the Donor and any relevant comment made.

Meetings, Office Bearers and Committee Members

- ❖ Annual General Meeting. The Branch Annual General Meeting is to be held before the National Annual General Meeting of the Association (Congress), to ensure that delegates to Congress can be chosen from the new Branch Committee and that the Financial Statements and Balance Sheet for the preceding year can be approved and forwarded to the NEC in good time before Congress. This is essential because the NEC has to prepare consolidated accounts and confirm Branch balances. Resolutions for Congress must be prepared and discussed fully for submission to Congress in good time. A Committee shall be elected annually at the Branch Annual General Meeting, consisting of (where possible):
 - ❖ Chairman
 - ❖ Vice Chairman
 - ❖ Secretary/Honorary Secretary
 - ❖ Honorary Treasurer or
 - ❖ Secretary/Treasurer
 - ❖ Not less than three additional committee members. Additional members can be co-opted for specific tasks during the course of the term of office of the committee.
 - ❖ At the first meeting of the Committee the number of members that constitute a quorum is to be decided and recorded in the Minutes.
- ❖ Branch Contact Details. A complete list of office bearers and committee members is to be kept by the Branch office (addresses and telephone numbers). A copy of this list is to be sent to the NEC (include first names). It is advisable to include this list in all Branch Newsletters or circulars sent to members.

Obligations, Powers and Functions of Branch Committees

The success or failure of a Branch depends entirely upon the interest shown by the Chairman and Committee in the Association's affairs and their commitment to the Association in the fulfilment of its aims and objects.

- ❖ Powers of Branch Committees. These are clearly stated in the Constitution under Clause 46.
- ❖ Functions and Obligations of the Branch Chairman and Committee.
 - ❖ The Committee must know the approximate geographical limits of their Branch Areas.
 - ❖ The Committee is to ensure that it is fully informed regarding the activities and functions of the Association.
 - ❖ See that all Branch members are kept informed not only of the activities and functions of the Branch, but also of the Association.

- ❖ A programme of work and activities covering the forthcoming year should be agreed.
- ❖ The above programme requires close co-operation with the NEC, other Branches and outside bodies so that the diary of events can be co-ordinated.
- ❖ Sub-Committees (e.g. Fund Raising, Entertainment, Relief Assistance) are to be appointed and specific tasks allocated to each. Sub-Committees should pursue their objectives and are to report back at each full committee meeting.
- ❖ Regular attendance of committee members at committee meetings is to be insisted upon.
- ❖ For mutual benefit, friendly relationships and liaison should be established and maintained with other organisations having similar interests (e.g. Regimental Associations, Jewish Ex-Servicemen's League, RAF Association, MOTHS, SA Legion, RAF Officers Club, etc).
- ❖ All NEC projects of the Association must be given the fullest support by Branches.
- ❖ Committee Meetings.
 - ❖ It is advisable to fix the same day each month – follow up with notices.
 - ❖ It is essential to hold one meeting per month to ensure maintenance of interest and continuity.
 - ❖ Communicate the Agenda of meetings to members, amplifying the points to be discussed – this will shorten meetings.
 - ❖ Remember:
 - The Attendance Register is to be kept.
 - That a Quorum is essential.
 - The Monthly Balance Sheet is to be tabled at each meeting, and adoption thereof minuted.
 - Sub-Committees to report back their results or progress.
 - Report by representative on NEC or discussion of relevant items, after vetting by Chairman, of the minutes of the NEC meeting.
 - Discussion and decision on correspondence.
 - Discussion and decision on any other matters affecting the Branch.
- ❖ Minutes.
 - ❖ Record of all present, apologies and absentees.
 - ❖ Confirmation of minutes of previous meeting.
 - ❖ Keep minutes brief and to the point.
 - ❖ Ensure that all resolutions are carefully and accurately worded, particularly those of a financial nature.
 - ❖ Minute all expenditure and financial statements after approval.

- ❖ Ensure that items not finalised at a previous meeting are carried forward until finalised or discussed.
- ❖ State who is to attend to each matter “For attention”.
- ❖ Minutes to be signed by Chairman and filed.
- ❖ Ensure that Minutes are circulated to the Committee, the NEC, and the Branch Representatives on the NEC.

Membership

- ❖ Membership Detail. The categories of membership of the Association are clearly stated in the Constitution (Clause 5, 6, 7 and 8). A Branch Nominal Roll of all Branch members, with all relevant particulars, must be kept in a Membership Register. The Membership Register must be checked regularly by the Branch committee for correctness regarding, names, addresses, telephone numbers, etc.
- ❖ Subscriptions and Levies.
 - ❖ Keep a record of subscriptions and branch levies paid.
 - ❖ Record subscriptions and annual branch levies collected and annual NEC levies paid to the NEC.
 - ❖ Send out accounts for annual branch levies and annual subscriptions to all applicable branch members (Subscription or levy defaulters lose their membership status but are to be retained on the Nominal Roll as inactive members).
 - ❖ Follow up with slow payers; try personal letters and/or direct contact.
 - ❖ All transfers to and from the Branch must be faithfully entered in the Membership Register. A transfer form must be correctly completed, giving all relevant particulars, with a copy to be forwarded to the “New Branch” and a copy for retention by “Old Branch” for record purposes. The “Old Branch is responsible for updating of the National Nominal Roll.
- ❖ New Members.
 - ❖ Check that the Membership Application form is completely and correctly filled in.
 - ❖ Obtain personal verification from existing members.
 - ❖ Have the application approved by the Branch Committee at the earliest committee meeting.
 - ❖ Issue a receipt on payment of subscription and a Membership Card after approval of the application by the Branch Committee. The Membership Card is a requirement for identification, for example, at other branches.
 - ❖ Maintain personal contact with new members and ensure that they are appropriately introduced at functions.
- ❖ Recruiting.
 - ❖ Every endeavour must be made by all members (committee or otherwise) to recruit new members to the Association.
 - ❖ Have application forms on hand at all Branch functions and activities, and other prominent places where serving and ex- Air Force members gather.
 - ❖ Contact Serving and Reserve Air Force “types” in your area.

Fund Raising

Fund Raising is an integral part of SAAFA Branch activities and must be approached with the utmost caution, as it has, in recent years, become increasingly difficult to raise funds. Appeals for donations from businesses and financial institutions will probably not succeed unless there is some advantage to the donor. Branches are in a better position to assess what approach works the best in their area.

Association Insignia

- ❖ Stocks of Insignia are obtainable from the National Headquarters. These include such items as Ties, Blazer Badges and Lapel Badges, prices being quoted on application, and payable on invoice (including postage).
- ❖ The Branch is entitled to a profit on items sold, as determined by the Branch Committee.
- ❖ Make a habit of invoicing immediately any insignia sold; do not rely on memory!
- ❖ Ensure that your stock book balances with your stock.
- ❖ Sell SAAFA Insignia only to members in good standing. Check this before handing over the item/s.
- ❖ Promote sales of SAAFA Insignia at Branch functions and events. Ensure that you have adequate stocks at all times, don't run short.
- ❖ Stocks must be properly stored. Bear in mind that badges tarnish!

Newsletters and Publicity

- ❖ Keep all members informed of all Branch and Association affairs, such as Weal & Woe, forthcoming functions and events, new appointments within the SAAFA and SAAF, etc.
- ❖ Circulate newsletters regularly.
- ❖ If possible, appoint a 'scribe' to write the Branch newsletters.
- ❖ Ensure that Patrons, Past Presidents and Past Vice-Presidents, who are members of the Branch, receive the newsletters as well as all circulars and notices issue by the branch.
- ❖ Ensure that newsletters are circulated to the National Headquarters, Branch Representatives on the NEC and NEC Webmaster.

Public Functions and Ceremonies

- ❖ Ensure that the Branch is well represented at Public Memorial Services, Wreath-Laying Ceremonies etc.
- ❖ Lay a wreath on behalf of the Branch as SAAF Association, not SAAF or Air Force.
- ❖ Reciprocate by inviting office bearers of other organisations to Branch ceremonies and functions.

Branch Representation on NEC

- ❖ Every Branch must have a Representative and an Alternate representing the Branch on the NEC.
- ❖ This provides for communication both ways and ensures closer contact and co-operation between Branches and the NEC and an awareness of each other's issues
- ❖ Branches far removed from the seat of the NEC must appoint their representatives and an alternative representative from amongst members of the Association living in the

area in which the NEC is situated. These appointments are done annually at the National Annual General Meeting (Congress).

- ❖ Branches should therefore give this matter consideration preferably before Congress and have the assurance in writing from the persons concerned that they are willing to serve in that capacity.
- ❖ The onus is on the Branch to keep its Representatives fully informed of Branch activities and problems so that complete and competent discussion may take place at the NEC meetings on matters affecting that Branch.

Branch Monthly and Annual Reports to the NEC

All SAAF Association Branches are expected to submit certain monthly and annual reports to the NEC. The reports are of significant importance, in that they keep the NEC current on all matters concerning the Association, are the tools with which strategy planning is formulated and are essential to keeping National records updated.

- ❖ Monthly Reports. Monthly reports are essential to the day to day management of the Association, the most important of these being:
 - ❖ Monthly Branch Executive Committee meeting minutes. Copies of the Branch Executive Committee meeting minutes must be circulated, in addition to committee members, to the National office, and NEC Branch Representatives. Circulation to be done by mailing, facsimile or e-mail (preferably MS Word format).
 - ❖ Monthly Branch Activities report. Branch Activities reports compiled by the Branch Chairman or nominated Branch Committee member must be circulated to the respective NEC Branch Representative and to the National office, for record purposes. Notice should be taken that the NEC meets on the second Tuesday of every month and reports should be circulated timeously to ensure that reports can be made on behalf of the respective branch. Telephonic reports are acceptable, but facsimile or e-mail (MS Word format) reports are more appropriate.
- ❖ Annual Reports. Annual Branch reports, submitted timeously, are of tremendous value to NEC members in preparing reports for National Annual General Meetings. Accurate reporting, at National Annual General Meetings, on important Association issues is entirely dependant on the information reflected in the Annual Branch Reports.
 - ❖ Branch Annual Certified Accounts. The Branch Annual Certified Accounts as at the 31 December of the previous year, accompanied by a report, must reach the National office within 14 days after the Branch Annual General Meeting.
 - ❖ Branch Annual Certified Membership Report. The Branch Annual Certified Membership Report as at 31 December of the previous year, should be submitted to the National office as early as possible in the year, but not later than the Branch Annual Certified Accounts. Branch Voting Strengths for the National Annual General Meeting are calculated from this membership report. Branches may find that the Monthly Summary of Branch Membership, as discussed above is a useful tool when preparing this membership report.
 - ❖ Branch Office Bearers and Branch Activities. Immediately after the Branch Annual General Meeting and the Branch Office Bearers for the ensuing year have been elected, their contact details and the date/times of Branch Activities, such as meetings and luncheons, must be submitted to the National office for circulation the all NEC members and Branch Chairmen.

EXAMPLES OF COMPLETED FORMS

Membership Application Form Mem 001. The suggested Membership Application form is self-explanatory and contains enough information about the applicant for a Branch Executive Committee to assess eligibility before approving membership. All approved membership applications should be followed with a welcome letter to the new member, his/her SAAFA membership card and a request for any additional information the branch might require, such as, marital status, spouse's particulars, etc.

EXAMPLE OF AN APPLICATION FOR MEMBERSHIP	
Personal Particulars	
Title: <i>Dr</i>	Rank: <i>Col</i> Force No: <i>VPA29745</i>
ID No: <i>3805220101088</i>	Date of Birth: <i>07 May 2007</i>
Surname: <i>BARRETT</i>	Initials: <i>H. J.</i>
Christian Name or Nickname: <i>HARRY</i>	
Postal Address: ... <i>PO BOX 23456</i> ... <i>RIETFontein</i> ... <i>PRETORIA</i> ... Code: ... <i>0183</i> ...	
Telephone: H (... <i>012</i>) ... <i>651 3144</i>	W (... <i>011</i> ...) <i>664 8976</i>
Cell ... <i>082 341 7070</i>	Fax: (... <i>012</i>) ... <i>651 3144</i>
e-mail: ... <i>barrett@intekom.co.za</i>	
SAAF status:	
Serving PF <input type="checkbox"/>	Reservist <input type="checkbox"/>
Retired <input checked="" type="checkbox"/>	Resigned <input type="checkbox"/>
Current Occupation: <i>PENSIONER</i>	
Type of membership required:	
Full Membership <input checked="" type="checkbox"/>	Associate Membership <input type="checkbox"/>
<i>H. J. Barrett</i>	10 January 2006
Signature	Date
Introduced by: ... <i>PHILIP BOTHA</i>	
<p>Note: This application for membership of the SAAF Association must be accompanied by the appropriate membership subscription and annual levy. Subscriptions are; R100 per year. Applications received after 30 June of a year only pay half the subscription and levy</p>	

Membership Transfer Form Mem 002.

Note:

1. A branch member may only be transferred from one branch to another branch, if so requested by the member himself/herself.
2. The branch initiating the transfer is responsible to circulate copies of the Transfer Form to:
 - ❖ The SAAFA National Headquarters (one copy).
 - ❖ The other involved Branch (one copy).

EXAMPLE OF A MEMBERSHIP TRANSFER

Member's Particulars

Title: **Mr** First Name: **Danie**
Initials: **D. R.** Surname: **Bezuidenhout**
Type Membership: Full Associate
SAAF serving member: Yes No
Date last Branch Levy/Subscription paid: **January 2006**

Transfer Particulars

From **Cape Town Branch** To **Magaliesberg Branch**
Old Postal Address: New Postal Address:
D. R. Bezuidenhout **D. R. Bezuidenhout**
27 Milne Street **44 Bergen Road**
BRACKENFELL **VALHALLA**
Postal code 7551 **Postal code 0185**
Old Tel/Cell: **(021) 988 0419** New Tel/Cell: **(012) 651 4443**

Authorization

J. J. Armstrong
Signature

J J ARMSTRONG
Name in BLOCK LETTERS

21 July 2006
Date

Cape Town Branch
Branch

EXAMPLE OF A NEW APPLICATION FOR ASSISTANCE TO THE AGED

Applicant's Personal Particulars

Title: Surname: Initials:
 Full Names: ID Number:
 Marital Status: Married Single Widow Widower SAAFA Member: Yes No

Applicant's Air Force Service Particulars (in the case of a widow, deceased spouse's record):

Air Force served in: SAAF Other: Service/Force No:
 Period of service: Air Force seconded to:
 Name of last SAAF Base/Unit/Squadron where service was rendered:
 VPA Number (if applicable):

Postal address and telephone numbers of the applicant:**P.O. Box 33671, Pretoria, 0001. 012 6679145**....

Postal address and telephone numbers of next of kin/family: **441 17th Avenue, Rietfontein. 0181. 012 9893701**.

Applicant's Current Medical History:

...Ivan continues to suffer from hypertension, arthritis, high blood pressure and has recently suffered a stroke, resulting in his hearing, speech and mobility being severely impaired. His deteriorating condition is causing adverse effects on his caring wife, Thelma, who provides constant attention and care. The medical insurance excludes virtually all except hospital cover. Medical expenses such as chronic medication he requires and all the other medication he and his wife have to take is borne by his son, Timothy, who is occasionally reimbursed by SAAFA.

Motivation supporting the application (please add additional pages if necessary):

...Ivan celebrates his 89th birthday in November and it is strongly recommended that the twilight years of this family should be as tranquil as possible; that NEC and the Branch join forces to maintain or even extend the present level of assistance to incorporate the subsidizing the cost of a regular visit by a "Home-care nurse" to relieve 81 year-old Thelma and son of the physical and emotional strain of medical and hygiene care which is needed to sustain Ivan.

Pensions received by applicant:

Receives a: War Veteran's Pension Old Age Pension Company Pension GEPF

If not receiving a pension, give reasons;**Not Applicable**.....

Assistance received by applicant from Veteran's Organizations:

Receives assistance from: National War Fund Other Veteran's Org (eg CEL):

Has application been made for assistance from any other Veteran's Organization: YES NO

Please turn over

Title:

Surname:

Initials:

Assistance received by applicant from Family Members:

If this assistance is not permanent of nature it is not to be included in the fixed income statement below:

...**Nothing financial only cost of medication and free occupancy of a Granny-flat on son's home property**.....

Income received by applicant from Part-time Employment/Business:

If this income is not permanent of nature it is not to be included in the fixed income statement below:

...**Not applicable**.....

Applicant's Assets: (give short description and monetary value)

Property fixed and moveable, investments, etc.

.....**Not applicable**.....

Is the applicant receiving a fixed income from the above:

If YES, please enter under "Other fixed income" in the fixed income statement below.

Applicant's fixed Monthly Income/Expenses: NOTE: SAAFA ASSISTANCE MUST NOT BE INCLUDED

FIXED MONTHLY INCOME			FIXED MONTHLY EXPENSES		
Pensions - War Veterans			Rent		
Old Age	750	00	Rates and Taxes	350	00
Company			Water and Lights	400	00
Medical Disability			Food	850	00
Nation War Fund			Medical - Medical Aid	1100	50
GEPF			Doctor's visits	90	00
Income - Investments			Chronic Medicines		
Property			Communications - Telephones		
Annuities			Television		
			Insurance - Life/Endowment		
	680	00	Annuities		
			Short term	280	00
			Servants	80	00
			Liabilities: - Loans		
			Bond payments		
			HP's		
			Other fixed expenses (specify)		

TOTAL

TOTAL

TOTAL SAAFA ASSISTANCE RECEIVED PER MONTH

Certification:

We the undersigned hereby certify that:

All aspects reflected in this application have been thoroughly investigated and found to be correct.

.....**R.F. PIETERSEN**..... *R.F. Pieteresen*.....

Branch Welfare Member

Signature

Date

.....**C.S.P. HEFER**..... *C.S.P. Hefer*.....

Branch Chairman

Signature

Date

Membership Application Form Mem 001.

APPLICATION FOR MEMBERSHIP
Personal Particulars

Title: Rank: Force No:

ID No: Date of Birth:

Surname: Initials:

Christian Name or Nickname:

Postal Address: Code:

Telephone: H (.....) W (.....)

Cell Fax: (.....)

e-mail:

SAAF status:

Serving PF Reservist Retired Resigned

Current Occupation:

Type of membership required:

Full Membership Associate Membership

_____ Signature _____ Date

Introduced by:

MEMBERSHIP TRANSFER

Member's Particulars

Title: _____ First Name: _____
Initials: _____ Surname: _____
Type Membership: Full Associate
SAAF serving member: Yes No
Date last Branch Levy/Subscription paid: _____

Transfer Particulars

From _____ To _____
Old Postal Address: _____ New Postal Address: _____

Postal code _____ Postal code _____
Old Tel/Cell: _____ New Tel/Cell: _____

Authorization

Signature Date

Name in BLOCK LETTERS Branch

APPLICATION FOR ASSISTANCE TO THE AGED

Applicant's Personal Particulars

Title: Surname: Initials:
Full Names: ID Number:
Marital Status: Married Single Widow Widower SAAFA Member: Yes No

Applicant's Air Force Service Particulars (in the case of a widow, deceased spouse's record):

Air Force served in: SAAF Other: Service/Force No:
Period of service: From: To: Air Force seconded to:
Name of last SAAF Base/Unit/Squadron where service was rendered:
VPA Number (if applicable):

Postal address and telephone numbers of the applicant:
.....
Postal address and telephone numbers of next of kin/family:
.....

Applicant's Current Medical History:

Motivation supporting the application (please add additional pages if necessary):

Pensions received by applicant:

Receives a: War Veteran's Pension Old Age Pension Company Pension GEPF

If not receiving a pension, give reasons;

Assistance received by applicant from Veteran's Organizations:

Receives assistance from: National War Fund Other Veteran's Org (eg CEL):

Has application been made for assistance from any other Veteran's Organization: YES NO

Please turn over

CHAPTER 4

SAAF ASSOCIATION COMMUNICATION CHANNELS

The members that head the National Executive Committee and Branch Executive Committees normally maintain an open office policy that permits one on one verbal communication. Although one on one communication is acceptable in some cases, it is worth bearing in mind that this method of communication very often leads to no record of the communication being kept, having far reaching complications resulting in no follow-up actions and in most cases the loss of important information.

The following paragraphs are not designed to lay down hard and fast rules concerning communication channels that will cause an administration nightmare, but merely as guidelines that can assist in the everyday management of SAAFA affairs and avoid situations that can cause disruptions in the smooth functioning of SAAFA.

Communication by Branch members

All branch members should be properly informed that when wishing to communicate regarding SAAFA matters, it is always advisable to follow these guidelines:

- When communicating with his/her Branch Committee, this should be done in writing to the Branch Chairman.
- When communicating with another Branch Committee or the National Committee, this should preferably be conducted via his/her Branch Committee or if done direct to the aforementioned it should be in writing and his/her Branch Chairman copied.
- Verbal communications should in most cases immediately be followed-up in writing.

Communication at Branch level

The Branch Chairman must at all times be kept informed of all communications received or made on behalf of the branch.

- Be it to or from a branch member, a local SAAF Base Officer Commanding, the local private sector or the National Executive Committee.
- All written communications must be forwarded under the name of the Branch Chairman and signed by the Branch Chairman or on his/her behalf.
- Communications with Air Force Headquarters will at all times be conducted via the National Executive Committee or the National President of the Association, particularly when issuing invitations to Chief of the Air Force to attend a branch event.
- Once again, all verbal communications should immediately be followed-up in writing.

Communication at National and International level

The National President must at all times be kept informed of all the National Executive Committee incoming and outgoing communications.

- All written communications must be forwarded under the name of the National President and signed by the National President or on his/her behalf.
- Once again, all verbal communications should immediately be followed-up in writing.

Electronic Communication

There are many different types of electronic communication available, which in many cases has replaced the conventional postal system. While there are numerous advantages of electronic

communication, particularly ease of use and speed, there are a number of pitfalls that need to be avoided. Some of the more important considerations are the following:

- Electronic communications are just as legally binding as traditional written communications.
- In highly emotionally charged situations there is a risk that inappropriate language could be used as there is very often less time available to moderate the initial over emotive response.
- Email distribution lists tend to be based on personal preferences and not logical and appropriate considerations. It is far better to first address a matter directly with an individual rather than copy the correspondence to a variety of other **addressees**. This is normally seen as attempting to apply peer pressure without having given the individual an opportunity to resolve the matter in the first instance. It is important that all members in a particular grouping are included when the correspondence is intended for a particular group.
- Because of its speed and ease of access, electronic communication can be very intrusive. Consideration should be given to factors such as the time of day and day of the week to avoid unnecessary intrusion. It is very easy to include members in a matter in which they have no interest and could find this involvement as intrusive.
- The addressee/s in an e-mail are those from whom some form of action or acknowledgement is required. Those who are copied in a mail are being sent the mail as they have a current interest, past involvement or future involvement in the matter at hand.

CHAPTER 5

NATIONAL CONGRESS AND ANNUAL GENERAL MEETING

- Appendix A: Congress Organising Sub-Committee Checklist.
- Appendix B: Procedure for the National Annual General Meeting Opening Ceremony.
- Appendix C: Procedure for the National Congress Closing Ceremony.
- Appendix D: An Example of a Congress Registration Form.

The SAAF Association Congress is an annual business and social event on the Association's calendar, that traditionally takes place over a four day period (Thursday to Sunday. The Sunday coinciding with the Air Force Memorial Service where possible) during the first six months of the year and is voluntarily hosted by a SAAF Association Branch.

The SA Air Force Association Congress programme of events includes the National Annual General Meeting of the Association, during which the business affairs of the Association are debated. While on the other hand the programme makes provision for social functions and other similar activities to bring delegates from all the SAAF Association Branches together in an atmosphere of camaraderie.

Aims of Congress

The SA Air Force Association Congress generally has the following basic aims:

- ❖ To honour and pay tribute to departed comrades.
- ❖ To manage the business of the Association by exchanging information and taking decisions on pertinent matters.
- ❖ To elect the National Executive Office Bearers and other SAAF Association Dignitaries.
- ❖ To award those SAAFA members who have excelled.
- ❖ To interact socially in an atmosphere of camaraderie.

A Typical Programme of Events for Congress

In order to incorporate all the aims of Congress over a four day period, the following Programme of Events, that can be varied to suit circumstances, is suggested:

- ❖ Day 1 Registration.

National President's Interaction Meeting.

Welcome (Meet & Greet) Function in the evening, traditionally partially sponsored by the Host Branch.
- ❖ Day 2 National Annual General Meeting. Opening Ceremony and business sessions.

Spouses Excursion, normally a day trip to local area attractions.

Evening function to enable social interaction (optional).
- ❖ Day 3 Final business sessions of the National Annual General Meeting in the morning.

Afternoon free.

Congress Closing Ceremony and National Banquet in the evening.

- ❖ Day 4 Attend the Air Force Memorial Service if applicable.

Depart for home.

Dress Code at Congress

There are only two occasions during Congress that dress code is an issue:

- ❖ During the Opening Ceremony of the National Annual General Meeting.
- ❖ During the Closing Ceremony of Congress and National Banquet.

Further than that the dress code will appear on the Programme of Events for each event/function.

Congress Host Branch

The Host Branch for a Congress is selected and approved at a National Annual General Meeting, where possible, two years in advance, affording the successful Branch Executive Committee ample time to structure its activities to accommodate the added responsibility of organising Congress.

The Host Branch faces an exciting and rewarding challenge which requires a high degree of co-ordination, teamwork and dedication. The success of any Congress depends entirely on the quality of planning and preparation beforehand and also to a great deal on the organisation during Congress. Oversights, errors and irritations can detract from the success and most of all the enjoyment of Congress.

It should always be remembered that the delegates and guests attending Congress do not always realise the amount of work and effort it requires to organise a successful Congress, smooth running is normally taken for granted.

The Chairperson of the Host Branch in consultation with the Branch Executive Committee should appoint a Congress Organising/Steering Committee as early as possible after voluntarily accepting to host Congress. The Congress Organising/Steering Committee may be formed in one of two ways:

- ❖ The whole Congress Organising/Steering Committee is appointed by the Branch Chairperson in consultation with the Branch Executive Committee, or
- ❖ A Chairperson of the Congress Organising/Steering is appointed by the Branch Chairperson to head the Committee, and is given the mandate to co-opt suitably experienced Branch members to assist.

Congress Organising/Steering Committee

As soon as the Congress Organising/Steering Committee has been formed the very first order of business should be to determine the most suitable dates for Congress and have this approved by the National Executive Committee, via the Branch Executive Committee and NEC Congress Co-ordinator.

It is always advisable to structure the Congress Organising/Steering Committee according to the various items that have to be attended to by the Host Branch. These items may be grouped into clearly defined responsibility areas or portfolios, for example:

- ❖ Finances (budget and reconciliation).
- ❖ Secretarial Nodal point.
- ❖ Accommodation for out of town delegates.
- ❖ Conference facility for the National Annual General Meeting and National President's Interaction Meeting.
- ❖ Programme of Events.

- ❖ Social Functions:
 - ❖ Evening Functions and Entertainment.
 - ❖ Spouses Excursion.
 - ❖ Day Trips.
 - ❖ Closing Function.
- ❖ Transportation.
- ❖ Hand-outs (optional).
- ❖ Conference room equipment.
- ❖ Availability of Medical Facilities

Forging the Congress Organising/Steering Committee into a dedicated and enthusiastic team at a very early stage is of the utmost importance, this can be achieved by possibly incorporating some or all of the following:

- ❖ Specific persons should be charged with the responsibility for one or more of the above mentioned items.
- ❖ Draw up checklists for each of the above responsibilities.
- ❖ Dates that each of the above items are due and should be completed must be prioritised.
- ❖ Regular meetings must be scheduled to monitor progress.
- ❖ Regular progress feedback should always be given to the National Executive Committee via the NEC Congress Co-ordinator.

Other Congress Levels of Responsibility

The responsibility of organising a Congress does not rest entirely with the Host Branch, other SAAF Association elements with specific responsibilities are also involved, for example:

- ❖ The Congress Organising/Steering Committee is responsible for all local arrangements, such as, programme of events, business venue, social venues, delegate accommodation, transportation, marketing, registration, conference facilities/equipment, etc.
- ❖ The National Office Management Team consisting of the National President, National Secretary and Master-at-Arms is responsible for all matters pertaining to the National Annual General Meeting, namely, the Opening Ceremony that includes the Act of Homage, the Notice Convening the National Annual General Meeting, the Agenda, the Attendance Register, Voting Strengths, Reports, etc.
- ❖ The National President will appoint a member of the National Executive Committee as the NEC Congress Co-ordinator to liaise between the Host Branch, the Congress Organising/Steering Committee and the National Office Management Team, keeping the National Executive Committee fully informed on arrangement progress.

The success of a Congress depends to a large extent on the communication between the above three elements.

The National Office

The National Office will be responsible for and execute the following:

- ❖ Conveying all pertinent dates, times, tariffs to all SAAF Association Patrons, National Executive Committee members, all Branch Chairpersons, and the National Newsletter Editor.
- ❖ Forward the Notice Convening the National Annual General Meeting to all SAAF Association Patrons, National Executive Committee members and all Branch Chairperson.
- ❖ Prepare and verify the Act of Homage.
- ❖ Invite a Guest of Honour to officially open the National Annual General Meeting.
- ❖ Arrange for the presentation of the State of the Air Force Address (invite the Chief of the Air Force to present or nominate a suitable representative).
- ❖ Prepare the Agenda for the National Annual General Meeting and notify those persons required to make presentations.
- ❖ Draw up an Attendance Register for the National Annual General Meeting.
- ❖ Transmit to all Branches the terms of all proposed Motions to be moved at the National Annual General Meeting, in accordance with the SAAF Association Constitution, Clause 31.
- ❖ Ensure that all National Annual General Meeting equipment, such as, Flags, Gong and Gavel, Branch Name Boards, etc is serviceable, and ready to be transported to the Congress venue.
- ❖ Prepare all approved Honours and Awards for presentation (printing, engraving, etc.).

CONGRESS ORGANISING SUB-COMMITTEE CHECKLISTS

Examples of typical check-lists for each item requiring the attention of the Congress Organising sub-committee are as follows:

Congress Organising sub-committee

Before Congress: ± 18 months	Date Due	Completed
Call a Congress Organising sub-committee meeting		
Obtain a list of contact numbers of sub-committee members		
Distribute contact numbers to all sub-committee members		
Decide on the dates for Congress		
Obtain NEC approval for the dates of Congress		
Draw up a preliminary programme of events		
Notify NEC of the preliminary programme of events		
Charge sub-committee members with specific task responsibilities: <ul style="list-style-type: none"> • Accommodation • Conference Facility • Social Functions • Additional Catering • Transportation • Secretarial • Financial • Audio Visual Equipment • Marketing • Medical Facilities 		
Estimate the number of attendees: <ul style="list-style-type: none"> • Requiring accommodation • Attending each of the social functions • Requiring transportation • Attending the National Annual General meeting 		
Decide on sub-committee meeting venues/dates/times		
Before Congress: ± 12 months		
Notify the NEC of the proposed accommodation and conference venues, and estimated costs involved		
Obtain the NEC approval for the accommodation and conference venues		
Obtain the NEC approval for the programme of events/functions		
Before Congress: ± 9 months		
Draw up the final Congress programme of events/functions		
Draw up a schedule of the final Congress rates per person		
Notify the NEC of the final Congress confirmed accommodation and conference venues		
Obtain approval from the NEC for the final Congress confirmed accommodation and conference venues		
Notify the NEC of the final Congress rates per person		
Obtain approval from the NEC for the final Congress rates per person		
Obtain approval from the NEC to publish the Congress programme of events/functions, venues and rates per person		
Before Congress: ± 3 months		
Decide on a person to conduct the Act of Homage		
Decide on a piper or background music		

Decide on civic dignitaries as guests		
Notify the NEC of above and obtain approval		
Send out invitations as soon as approval is received		

Accommodation Co-ordinator

Before Congress: ± 18 months	Due Date	Completed
Investigate possible venues taking the following into account: <ul style="list-style-type: none"> • Accessibility for aged persons? • Is accommodation venue close to the conference centre (preferably at the same venue)? • Rooms furnished with single or double beds? • en suite bathroom/toilet? • Bathrooms fitted with showers? • Are Bed and Breakfast rates available? • en suite coffee/tea making facility? • Is there a large enough registration area? • What medical facilities available at the venue? 		
Decide on accommodation venue		
Negotiate favourable accommodation rates (eg pensioner rates)		
Do a block booking of rooms		
Obtain written quotation for the block booking and accommodation rates		
Report back to the Congress Organising sub-committee		
Before Congress: ± 9 months		
Confirm accommodation booking and quoted rates, make adjustments if necessary		
If adjustments required, obtain written confirmation		
Report back to the Congress Organising sub-committee		
Before Congress: ± 3 months		
Negotiate registration arrangements		
Decide on persons to welcome delegates		
Arrange for persons to man the registration tables		
Arrange for refreshments to be available during registration		
Draw up a procedure for registration		
Report back to the Congress Organising sub-committee		
Immediately before Congress: Day 1 before delegates arrive		
Prepare the registration area		
Supervise registration and ensure all delegates are registered		
After Congress		
Confirm all accounts have been settled		
Report back to the Congress Organising sub-committee		

Conference Facility Co-ordinator

Before the Congress: ± 18 months	Due Date	Completed
Investigate possible conference venues taking the following into account: <ul style="list-style-type: none"> • What is the capacity of the conference hall? • Is the conference hall close to the accommodation venue? • Is the Conference hall accessible to aged persons? • Is catering available? • Are the acoustics adequate? • Is there a platform for the main table? • Are there lecterns available? • Are public and private telephones available? 		

<ul style="list-style-type: none"> • Is a fax machine available? • Is a photo copier available? • Are there adequate toilet facilities? • Is the lighting adequate? • Can the conference hall be darkened? • Are there enough electricity points? • Is there adequate parking available? • Can water bottles, glasses and water be provided? • Is a map of the location of the conference hall available? • Is a layout of the building available? • Is first aid available? • Is a notice board available? • What is the cost of the conference hall? • Will transportation be required to move delegates from the accommodation venue to the conference venue? 		
Decide on venue		
Book the venue		
Obtain written confirmation of booking and quoted costs for the conference venue		
Report back to the Congress Organising sub-committee		
Before Congress: ± 9 months		
Confirm conference venue booking and quoted rates, make adjustments if necessary		
If adjustments required, obtain written confirmation thereof		
Report back to the Congress Organising sub-committee		
Before Congress: ± 3 months		
Decide on persons to receive dignitaries and guests		
Arrange storage for supplies		
Report back to the Congress Organising sub-committee		
Immediately before Congress: Day before the National Annual General Meeting		
Arrange tables and chairs in the conference hall		
Arrange platform for the main table		
Arrange the seating at the main table		
Put table cloths on the tables		
Put water bottles and glasses on tables		
Put peppermints on the tables		
Put the lecterns in place		
Check lighting on lecterns		
Put flags and SAAFA emblems in hall		
Ensure that the gavel and gong is available		
Ensure that Branch name boards are available		
Arrange for locking up the conference hall when not in use		
Liaise with Security personnel regarding security arrangements		
Check on first aid facility		
Assist with installing and checking all audio-visual equipment		
Report back to the Congress Organising sub-committee		

Social Functions & Events Co-ordinator

Before the Congress: ± 12 months	Due Date	Completed
<u>Welcome Function (Day 1 - Evening):</u> <ul style="list-style-type: none"> • Decide on type of function • Investigate suitable venues for the function • Obtain menus and prices • Decide on a venue and a menu 		

<ul style="list-style-type: none"> • Make the necessary booking for the venue • Obtain written agreement for menu and price • Arrange availability of cash bar facilities • Decide on limited free drinks or not • Determine availability of wines • Decide if tickets are required • Determine if transportation is required • If transportation is required, arrange with appropriate sub-committee member • Determine dress code 		
<u>Ladies Excursion (Day 2 - All day):</u> <ul style="list-style-type: none"> • Decide on type of outing and places to be visited • Negotiate with the places to be visited and determine ability to accommodate, and costs involved • Arrange for lunches and tea/coffee • Obtain lunch menus and prices • Make the necessary bookings at each place to be visited • Determine transportation requirement and route to be taken • Arrange transportation with appropriate sub-committee member 		
<u>Closing Function (preferably Day 3 - Evening):</u> <ul style="list-style-type: none"> • Decide on type of function • Investigate suitable venues for the function • Decide on decor • Obtain menus and prices • Decide on a menu • Make the necessary booking for the venue • Obtain written agreement for menu and price • Arrange availability of cash bar facilities • Determine availability of wines • Decide if tickets are required • Determine if transportation is required • If transportation is required, arrange with appropriate sub-committee member 		
Report back to the Congress Organising sub-committee		
Before the Congress: ± 9 months	Due Date	Completed
<u>Welcome Function (Day 1 - Evening):</u> <ul style="list-style-type: none"> • Confirm booking, menu, prices quoted • Arrange for cash bar facilities 		
<u>Ladies Excursion (Day 2 - All day):</u> <ul style="list-style-type: none"> • Confirm all bookings, menus and prices quoted 		
<u>Closing Function (preferably Day 3 - Evening):</u> <ul style="list-style-type: none"> • Confirm booking, menu, prices quoted • Arrange for cash bar facilities 		
Report back to the Congress Organising sub-committee		
Before the Congress: ± 3 months		
<u>Welcome Function (Day 1 - Evening):</u> <ul style="list-style-type: none"> • Decide on speakers • Decide on persons to receive delegates and guests • Confirm transportation arrangements, if required 		
<u>Ladies Excursion (Day 2 - All day):</u> <ul style="list-style-type: none"> • Decide on persons to escort the ladies on the excursion • Confirm transportation arrangements 		
<u>Closing Function (preferably Day 3 - Evening):</u> <ul style="list-style-type: none"> • Appoint a Master of Ceremonies • Decide on persons to receive delegates and guests • Design and print programme/menu 		

<ul style="list-style-type: none"> • Confirm transportation arrangements, if required 		
Report back to the Congress Organising sub-committee		

Transportation Co-ordinator

Before the Congress: ± 9 months	Due Date	Completed
Determine when, where, type and reason transportation is required		
Negotiate requirements with local transportation suppliers		
Obtain written quotation for transportation costs per person		
Make a tentative booking		
Report back to the Congress Organising sub-committee		
Before the Congress: ± 3 months	Due Date	Completed
Finalize exact transportation requirements		
Finalize exact time tables and routes for transportation		
Confirm availability and cost of transportation		
Report back to the Congress Organising sub-committee		

Secretarial Nodal Point Co-ordinator

Before the Congress: ± 18 months	Due Date	Completed
Set up a suitable Nodal point		
Decide on and design stationery (letterheads, etc.)		
Obtain all relevant sub-committee members contact particulars: <ul style="list-style-type: none"> • Telephone number • Cell phone number • Fax number • E-mail address • Postal address 		
Distribute above contact particulars to all sub-committee members		
Before the Congress: ± 6 months	Due Date	Completed
Draw up a suitable registration form that includes: <ul style="list-style-type: none"> • Personal particulars • Accommodation requirements • Events/functions to be attended • Travel arrangements • Transportation requirements (if any) • Closing date for registration 		
Refer draft registration form to the Congress Organising sub-committee for approval		
Forward the approved registration form and programme to all SAAFA branches		
Before the Congress: ± 3 months	Due Date	Completed
Record all registrations received		
Acknowledge receipt of all registrations		
Keep the Congress Organising sub-committee updated wrt registrations received		

Finance Co-ordinator

Before the Congress: ± 12 months	Due Date	Completed
Decide on banking and accounting procedures to be adopted		
Draw up a budget for presentation to the NEC		
Open a bank account if required		
Decide on signing powers		
Record all income and expenses		
Record all sponsorships and donations		
Bank all moneys		
Send letters of thanks to all sponsors and donors		
File all statements (income and expense)		

Give regular reports to the Congress Organising sub-committee		
Before the Congress: ± 6 months	Due Date	Completed
Assist with drawing up the registration form <ul style="list-style-type: none"> • Ensure all fees/rates are included and correct 		
Before the Congress: ± 3 months	Due Date	Completed
Accept and record all registration fees		
After the Congress	Due Date	Completed
Ensure that all accounts are paid and notify the Congress Organising sub-committee accordingly		
Draw up a reconciliation of all finances for presentation to the NEC		

Marketing Co-ordinator

Before the Congress: ± 12 months	Due Date	Completed
Obtain publicity material about local area		
Obtain a map showing the location of the venues		
Obtain a map of the each venue		
Obtain sponsorships and donations		
Obtain pens from sponsors		
Obtain note pads from sponsors		
Obtain conference folders from sponsors		
Obtain items for raffle prizes		
Obtain gifts for hotel guests (glory bags)		
Report back to the Congress Organising sub-committee		
Before the Congress: ± 6 months	Due Date	Completed
Negotiate a photographer		
Compile a general information brochure: <ul style="list-style-type: none"> • Location of rooms • Location of conference hall • Location of all toilets • Location of telephones and fax machines • Location of dining rooms • Location of information centres • Programme of Functions/events • Transportation departure times • Breakfast times at hotel 		
Report back to the Congress Organising sub-committee		

Audio Visual Equipment Co-ordinator

Before the Congress: ± 9 months	Due Date	Completed
Ensure availability of: <ul style="list-style-type: none"> • Public Address System (Main amplifier and loud speakers) • Table mounted microphones • Fixed stand microphones • Radio microphones • Lapel microphones 		
Ensure availability of: <ul style="list-style-type: none"> • Projector • Screen for projector • Spare globes for projector 		
Enquire about availability of: <ul style="list-style-type: none"> • LCD projectors for computerised presentations • Video machines 		
Report back to the Congress Organising sub-committee		

Before the Congress: ± 3 months	Due Date	Completed
Ensure availability of sufficient power points and extension leads		
Arrange for installation and testing of all audio visual equipment		
Arrange for standby assistance during the National Annual General Meeting for all audio visual equipment		
Obtain a list of every presenters audio visual requirements		
Report back to the Congress Organising sub-committee		
Immediately before Congress: Day before the National Annual General Meeting	Due Date	Completed
Install and test all audio visual equipment		
Immediately after the National Annual General Meeting	Due Date	Completed
Ensure all audio visual equipment no longer required is returned to the rightful owners		

NEC Management Team

Before the Congress: ± 6 Months	Due Date	Completed
Distribute the following to all Branches: ❖ The Notice Convening the National Annual General Meeting ❖ A Preliminary Agenda ❖ All proposed resolutions ❖ A Preliminary Programme of events/functions ❖ Estimated Costs per person attending		
Before the Congress: ± 4 Months		
Distribute the following to all Patrons, Past Presidents NEC members and Branch Chairmen: ❖ Registration Forms ❖ Programme of events/functions		
Before the Congress: ± 2 Months		
Check that the following is being processed: ❖ Engraving of Badges of office ❖ Engraving of awards ❖ Printing of award certificates and citations ❖ Printing of Certificates of Merit		
Before the Congress: ± 1 week		
Check the availability of the following general requirements: ❖ Public Address System ❖ Screen ❖ Flags for the various events/functions ❖ Menu for functions (if required)		
Prepare the following for distribution at the Registration Tables: ❖ Nametags ❖ Programme of events/functions ❖ Who is attending (Living in /out) ❖ Document holders ❖ Pen and Paper ❖ Copies of the Agenda		
Check the availability and prepare the following for the Opening Ceremony: ❖ Act of Homage (pamphlet) ❖ Act of Homage (Chaplain's copy) ❖ Basic Seating Plan ❖ Dignitary Name Cards (seating allocations) ❖ Branch Chairmen Name Cards (seating allocations) ❖ Table and Crosses for the Act of Homage		

<p>Check the availability and prepare the following for the Business Sessions of the National Annual General Meeting:</p> <ul style="list-style-type: none"> ❖ Basic Seating Plan ❖ Main Table Name Boards ❖ Branch Name Boards ❖ Gong & Gavel ❖ Voting Strengths ❖ Attendance Register 		
Before the National AGM: ± day before the Opening Ceremony		
<p>Prepare the Conference Room for the Opening Ceremony:</p> <ul style="list-style-type: none"> ❖ Test all Audio/Visual Equipment ❖ Ensure Flags are in place ❖ Incorporate the Seating Plan ❖ Ensure seat allocations are clearly marked ❖ Act of Homage Table is in place ❖ Crosses for the Act of Homage are available ❖ Act of Homage pamphlets and Chaplain's copy are available 		
Before the National AGM: ± immediately after the Opening Ceremony		
<p>Prepare the Conference Room for the Business Sessions:</p> <ul style="list-style-type: none"> ❖ Incorporate the Seating Plan with appropriate Name Boards ❖ Prepare the Main Table with appropriate Name Boards ❖ Distribute document holders, pens and paper 		

PROCEDURE FOR THE NATIONAL ANNUAL GENERAL MEETING OPENING CEREMONY

Herewith the sequence of events to be adopted for the Opening Ceremony at National Annual General Meetings.

PRIOR TO THE OPENING CEREMONY

National President Appoints a Master-at-arms to orchestrate the sequence of events.

**National Secretary
assisted by
Master-at-arms**

Designates by name the seating of the dignitaries and wives (National President, Guest of Honour, Patrons and Chaplain), the Past Presidents and wives, the Branch Chairmen and wives.

Master-at-arms

Ensures that:

- ❖ The public address equipment is in working order.
- ❖ The Cross-table with the cross holders is in place
- ❖ Crosses are available and at hand for the Branch Chairmen or the appointed representative required to plant crosses.
- ❖ The wives of the dignitaries are escorted to their seats.
- ❖ The Past Presidents and wives are correctly seated.
- ❖ The Branch Chairmen or the appointed representatives and wives are correctly seated.
- ❖ The presiding Chaplain has been briefed on the format for the Act of Homage and receives a copy of the Act of Homage.
- ❖ The Branch Chairmen or the appointed representatives have been briefed on the format for planting the crosses during the Act of Homage.
- ❖ The Piper and Bugler have been briefed and positioned in such a way that the volume will not disrupt or drown out the Act of Homage.
- ❖ The dignitaries are correctly formed up for the march into the hall.

THE OPENING CEREMONY

Master-at-arms Calls upon all present to take their places.

"Ladies and Gentlemen, proceedings are about to begin, please take up your places and ensure that all cell phones are switched off.

Please note that during the Act of Homage, when a Branch Chairman or representative is called upon to plant a cross, only that Branch's members will be upstanding".

Master-at-arms

Calls upon all present to be upstanding for the entrance/arrival of the dignitaries.

"Will all present please be upstanding for the entrance/arrival of the dignitaries".

Piper Pipes a march tune while the dignitaries enter the hall.

Master-at-arms Once the dignitaries are at their respective seats, will call upon everyone to be seated.

"Please be seated".

THE ACT OF HOMAGE

The Act of Homage will be conducted in the following approved sequence:

Scripture reading.

A brief Homily may be preached on the importance of the occasion.

Prayer.

Act of Homage.

The presiding Chaplain must be briefed, well in advance of the exact sequence of events regarding the Act of Homage.

Master-at-arms When everyone has taken their seats and settled down, calls upon the presiding Chaplain, by name, to deliver the scripture reading and prayer, and conduct the Act of Homage.

"Will the Chaplain, (title, name and surname) please deliver the scripture reading and prayer, and thereafter conduct the Act of Homage".

Chaplain Proceeds to the designated lectern and microphone, and delivers the scripture reading and prayer followed with the introduction to the Act of Homage.

"A Tribute from the South African Air Force Association to departed Comrades"

"Those members whose names will be read out have been members of this Association for a number of years and it is therefore fitting that we their comrades, present here today pay tribute to their memories"

Master-at arms Calls upon the National Executive [Vice President] to plant a cross and continue calling upon each of the SAAF Association branches in alphabetic order, ending with the South African Air Force. Sufficient time will be left between each branch to enable the Branch Chairman or the appointed representative of that specific branch to proceed to the designated Cross-table, plant a cross on behalf of that branch, and for the Chaplain to read the respective branch members names.

"The SAAF Association National Executive" [Vice President]
 "Bloemfontein Branch"
 "Cape Town Branch"
 "Durban Branch"
 "East Rand Branch"
 "Johannesburg Branch"
 "Kimberley Branch"
 "Lowveld Branch"
 "Lower South Coast Branch"
 "Middle East sub-Branch"
 "Namibia Windhoek Branch"
 "Outeniqua Branch"
 "Pietermaritzburg Branch"
 "Port Alfred Branch"
 "Port Elizabeth Branch"
 "Pretoria Branch"
 "SA Korean War Veterans Association"
 "Soutpansberg Branch"
 "Stilfontein Branch"
 "Weskus Branch"
 "The South African Air Force" [National President]

Piper Pipes suitable background tunes during the entire reading of the names.

Branch Chairmen

or

Appointed representative When the name of a branch is called, that Branch Chairman or the appointed representative proceeds to the Cross-table and plants a cross in the designated slot. Takes a step back; stands to attention with head slightly bowed while the Chaplain reads the names of the branch members that have passed away since the last meeting. When the next branch name is called, makes an about-turn and returns to his/her seat.

Chaplain

When the Branch Chairman has planted his cross and taken a step back, reads the names of the respective branch members that have passed away since the last meeting.

National President

When the "South African Air Force" is called, proceeds to the Cross-table, plants a cross, takes a step back and stands to attention with head slightly bowed while the Chaplain recites these words.

Chaplain

Recites the words.

"To our South African Air Force friends that have passed away this past year".

National President

Makes an about-turn and returns to stand behind his seat.

Master-at-arms When the National President has taken his place, calls upon all present to be upstanding for the reading of the Tribute, Last Post and Revei'lle.

"Will all present please be upstanding for the reading of the Tribute, Last Post and Revei'lle".

Chaplain Recites the Tribute.

**"They have slipped the surly bonds of Earth.
They shall mount up with wings as eagles,
Put out a hand and touch the face of God.
At the going down of the sun and in the morning,
We will remember them".**

All present Repeats the words.

"We will remember them".

Bugler Blows.

LAST POST

Two minutes silence

REVEI' LLE

Master-at-arms Calls upon all present to be seated

"Please be seated".

WELCOME ADDRESS AND INTRODUCTION

Master-at-arms When everyone has taken their seats and settled down, calls upon the National President to deliver the Welcome Address and introduce the Chief of the Air Force or Guest of Honour.

"Will the National President of the South African Air Force Association (name and surname), please deliver the Welcome address and introduce the Chief of the Air Force or Guest of Honour (rank/title, name, surname, nominal titles)"

National President Proceeds to the lectern and microphone, and delivers his Welcome Address, after which he introduces the Chief of the Air Force or Guest of Honour and request him/her to officially open the (.....th) National Annual General Meeting. Returning to his seat when done.

OPENING ADDRESS OF THE NATIONAL ANNUAL GENERAL MEETING

Chief of the Air Force

or

Guest of Honour

Proceeds to the lectern and microphone, and delivers the Opening Address, and officially open the (...th) National Annual General Meeting. After which he will return to his seat.

Master-at-arms

When the Chief of the Air Force or Guest of Honour is seated, calls upon the senior Past President to deliver the Vote of Thanks.

"Will (name and surname), the senior Past President present here today please deliver the vote of thanks to the Chief of the Air Force or Guest of Honour (rank/title, name and surname)".

Senior Past President

Proceeds to the lectern and microphone, and delivers the Vote of Thanks. After which he will return to his seat.

THE NATIONAL PRESIDENT'S ANNUAL REPORT

Master-at-arms

When the senior Past President is seated, calls upon the National President of the South African Air Force Association to deliver his Annual Report.

"Will the National President of the South African Air Force Association (name and surname) please deliver his Annual Report"

National President

Proceeds to the lectern and microphone, and delivers his Annual Report. After which he will return to his seat.

Master-at-arms

Declares the Opening Ceremony concluded and announces the break for refreshments.

"The Opening Ceremony is now concluded, after the announcements there will be a break for refreshments served (where)"

Makes the following announcements.

- ❖ Ladies Excursion.
- ❖ Photo Session
- ❖ Business Sessions of the National Annual General Meeting.

PROCEDURE FOR THE NATIONAL CONGRESS CLOSING CEREMONY

The sequence of events to be adopted at the Closing Ceremony of a National Congress.

- ◆ Presentation of SAAF Association awards.
 - ◆ SAAFA Certificate of Merit
 - ◆ Presidential Merit Award
 - ◆ Bar to the Presidential Merit Award
 - ◆ Orders of the SAAF Association
- ◆ Announcement and Acceptance of the SAAF Association National Presidency.
- ◆ Announcement of the Patrons of the SAAF Association for the ensuing year.
- ◆ Announcement and Acceptance of the SAAF Association National Vice President.
- ◆ Announcement and Appointment of the Country Vice President and Past Vice Presidents.
- ◆ Announcement and Appointment of the Honorary Treasurer and National Secretary for the ensuing year

Prior to the Closing ceremony and Gala Dinner

National President

- ◆ Decides at what stage of the evenings proceedings the Closing Ceremony will take place and then notifies the Immediate Past President, National Secretary, Chairperson of the NEC Awards Committee, Chairperson of Johannesburg Branch and Master-at-Arms.

National Secretary assisted by the Master-at-arms will ensures that:

- ❖ The public address equipment is in working order.
- ❖ The podium [lecturn] is positioned in clear view of the audience.
- ❖ A suitable table is set out for the awards, badges of office that will be presented.
- ❖ The Patrons, Guests of Honour, Past Presidents, Important Guests, NEC Members and their wives are correctly seated.
- ❖ The National President, Chairman of the NEC Awards Committee and National Secretary have been briefed regarding the presentation of awards.
- ❖ The Immediate Past President (NEC Electoral College), National President designate have been briefed regarding the procedure during the handover of the National Presidency.
- ❖ The Vice President designate has been briefed regarding the procedure for the acceptance of this post.
- ❖ That the address sheets for the handover/acceptance of the National Presidency and Vice Presidency is available.

Presentation of SAAF Association Awards

Master-at-Arms

- Calls upon all present to come to order be seated and switch all cell phones off.
- Calls upon the Chairperson of the NEC Awards Committee to come forward and conduct the presentation of the SAAF Association awards.

Chairperson of the NEC Awards Committee

- Delivers a brief introduction to the SAAF Association Awards.
- Calls upon the Acting National President and National Secretary to come forward for the presentation of the awards.
- Calls forward the recipients according to the laid down sequence and gives a brief motivation before the National President makes the presentation.

National President and National Secretary

- ◆ When each recipient is announced and comes forward to receive the award, the National Secretary will hand the appropriate award to the Acting National President who in turn will present the award to the recipient.

Recipient

- ◆ Comes forward to receive his/her award.
- ◆ Remains for photo before returning to his/her seat.

Announcement and Acceptance of the National Presidency of the SAAF Association

Master-at-arms

- Calls upon the Immediate Past President (Chairperson of NEC Electoral College) to come forward and conduct the announcement and acceptance of the National Presidency of the SAAF Association.

Immediate Past President (Chairperson of the NEC Electoral College)

- ❖ Makes the appropriate announcement and requests, the incumbent National President, National President designate and the Master-at-Arms to take up their positions.

Participants

- ❖ The incumbent National President and the National President designate take up their positions facing each other [incumbent on the left and designate of the right as viewed from the audience]. The Master-at-Arms hands the formal address sheets to the participants and steps back.

Immediate Past President (Chairperson of the NEC Electoral College)

- ❖ Makes the announcement then requests the incumbent National President to officially hand over the National Presidency of the SAAF Association to the National President designate.

Incumbent National President

- ❖ Reads the formal address sheet.
- ❖ Accepts the Badge of Office from the Master-at-Arms and places it in position around the neck of the National President designate.
- ❖ He receives the lapel Badge of Office [National President] from the Master-at-Arms and attaches it on the National President's right lapel. They shake hands and suitable photographs are taken.

Designate National President

- ◆ Accepts his appointment and reads the formal address sheet.

Immediate Past President (Chairperson of the NEC Electoral College)

- ❖ Congratulates and welcomes the National President of the SAAF Association.

Announcement of the Patrons of the SAAF Association

Master-at-arms

- Calls upon the National President to announce the Patrons of the SAAF Association, for the ensuing year.

National President

- ◆ Formally announces the Patrons of the SAAF Association in order of appointment, for the ensuing year.
- ◆ Congratulates the Patrons on their re-appointment and thanks them for accepting the appointment.

Appointment of the National Vice President of the SAAF Association

Master-at-arms

- Calls upon the National President to announce the National Vice President of the SAAF Association.

National President

- ◆ Makes the appropriate announcement and requests, the National Vice President, and the Master-at-Arms to take up their positions.

National Vice President

- ◆ Proceeds to a position facing the National President.

Master-at-arms

- ◆ Hands over the formal address sheets to the National President and National Vice President and steps back.

National President

- ◆ Reads the formal address sheet (National Vice President).
- ◆ Receives the lapel Badge of Office [National Vice President] from the Master-at-Arms and attaches it on the National Vice President's right lapel. They shake hands and suitable photographs are taken.

National Vice President

- ◆ Responds to the above by reading the formal address sheet.
- ◆ Retires to his seat.

Appointment of the Country Vice President and Past Vice Presidents

Master-at-Arms

- Calls upon the National President to announce the appointment of the Country Vice President of the SAAF Association and the appointment of the Past Vice Presidents.

National President

- ◆ Announces the appointment of the Country Vice President, receives the badge of office from the Master-at-Arms, attaches the badge to the right lapel of the Country Vice President.

Country Vice President

- ◆ Comes forward, faces the National President, receives the badge of office, and

remains for the photo before returning to his seat.

National Presidents

- ◆ Announces the Past Vice President/s in alphabetical order, receives the badges of office from the Master-at-Arms, attaches the badges to the right lapel of each Past Vice President

Past Vice President

- ◆ Comes forward, faces the National President, receives the badge of office, remains for the photo before returning to his seat and the next Past President comes forward.

National President

- ◆ Congratulates the Country Vice President/s on their appointment/s and thanks them for accepting the appointment.

Appointment of the remaining National Office Bearers

Master-at-Arms

- Calls upon the National President to announce the remaining National Office Bearer appointments for the ensuing year.

National President

- ◆ Announces the appointment of the Honorary Treasurer and National Secretary.
- ◆ Thanks them for their willingness to continue serving the National Executive Committee and wishes every success for the ensuing year.

Closing Address of the National Congress

Master-at-Arms

- Calls upon the National President to deliver the closing address.

National President

- ◆ Delivers the closing address.
- ◆ Declares the National Congress concluded and returns to his seat.

SAAFA Branch Chairperson

- ✚ Makes the final announcements.

EXAMPLE OF A CONGRESS REGISTRATION FORM

SAAFA CONGRESS REGISTRATION FORM

Congress Coordinator and contact details: _____

Congress Dates: _____

Please complete this form fully using block letters and tick where required.

Kindly submit this page by fax or email to the address above.

Bookings close on _____.

PERSONAL PARTICULARS

Surname		Initials		First name	
ID number		Branch			
Tel no.		Cell no.			
Email		Fax			
Accompanied by spouse/partner	Yes		No		

PERSONAL PARTICULARS OF SPOUSE/PARTNER

Surname		Initials		First name	
ID number		Branch			
Tel no.		Cell no.			
Email		Fax			

ACCOMMODATION (LIVING-IN)

Total

"Location"	Single (R____)		Double (R____)		R
Spouses excursion (R____)					R
Total					R

Accommodation cost includes meals from Thursday dinner to Sunday breakfast, inclusive and congress tea/coffee.

CONGRESS DELEGATE (LIVING-OUT)

Total

Number of delegates (R____)		R
Spouses excursion (R____)		R
Total		R

Costs includes 3 evening functions, Friday lunch and congress tea/coffee.

SPECIAL REQUIREMENTS

Will attend SAAF Memorial	Number		Tea function	
Special dietary requirements				
Physical assistance required				

Note: ID numbers required for access to military facilities.

TRAVEL ARRANGEMENTS

Please indicate mode of transport

Private vehicle		Air		Bus	
ETA		ETA		ETA	
		Location		Location	
		Flight no.		Company	

PAYMENT

I hereby acknowledge that an amount of R_____ is due by me and has been settled as follows:

Please tick

_____ Attached a cheque payable to _____

_____ Electronic fund transfer (EFT) deposited in the account:

Account name: _____

Bank: _____

Branch: _____

Branch code: _____

Account no: _____

Reference: **Your name and Congress**

Please attach a copy of the deposit slip or advise if an electronic transfer has been made to facilitate tracking.

CHAPTER 6

SAAF ASSOCIATION PROTOCOL

SAAF Association Protocol

This chapter provides guidelines with respect to an official SAAFA protocol list that can be utilised at SAAFA and SAAF/SAAFA functions such as the annual Air Force Memorial Service.

It is acknowledged that the SAAF has its own protocol/invitation list on which the seating plan is based which inter-alia includes the names of some SAAFA members.

It is, however, recommended that at combined SAAF/SAAFA functions e.g. the annual Air Force Memorial Service that the SAAFA list be "slotted in" to the SAAF list just under Chief of the Air Force level with the combined list then having alternate positions - Chief of the Air Force, National President SAAFA, then the next name on the SAAF list, then longest serving Patron SAAFA, etc.

If a person is included in both the SAAF and the SAAFA lists, the member will be slotted in at the higher level in the combined SAAF/SAAFA list.

The SAAFA Protocol List

- National President. Vice President as secundus.
- Patrons. In order of appointment i.e. latest appointee last on the list.
- Vice President.
- Immediate Past President.
- Past Presidents. In order of appointment.
- Honorary Life Vice Presidents. In order of appointment.
- Country Vice Presidents. Alphabetically in order of appointment.
- Past Vice Presidents. In order of appointment.
- Incumbent Branch Chairman. Branch Vice Chairman or Branch Representative as secundus. Branches alphabetically.
- Incumbent NEC members. In the following order:
 - Honorary Treasurer
 - National Secretary
 - Co-opted NEC members (alphabetically)
- Incumbent Branch Committee members. Alphabetically.

Note: A member who falls under more than one of the above categories will resort under the higher category.

Other Important Protocol Lists

The undermentioned seniority lists are available from the SAAFA National office or the office of the Council of Military Veterans' Organisations of the RSA, on request when required.

- The Seniority List of Organisations within the CMVO.

- The Seniority List of the SA National Defence Force, the Defence Secretariat and Armscor.
- The Official Seniority List as distributed by the Office of the President of the RSA.

CHAPTER 7

SAAF ASSOCIATION DRESS CODE

The SAAFA Dress.

The range of SAAFA dress consists of the following items:

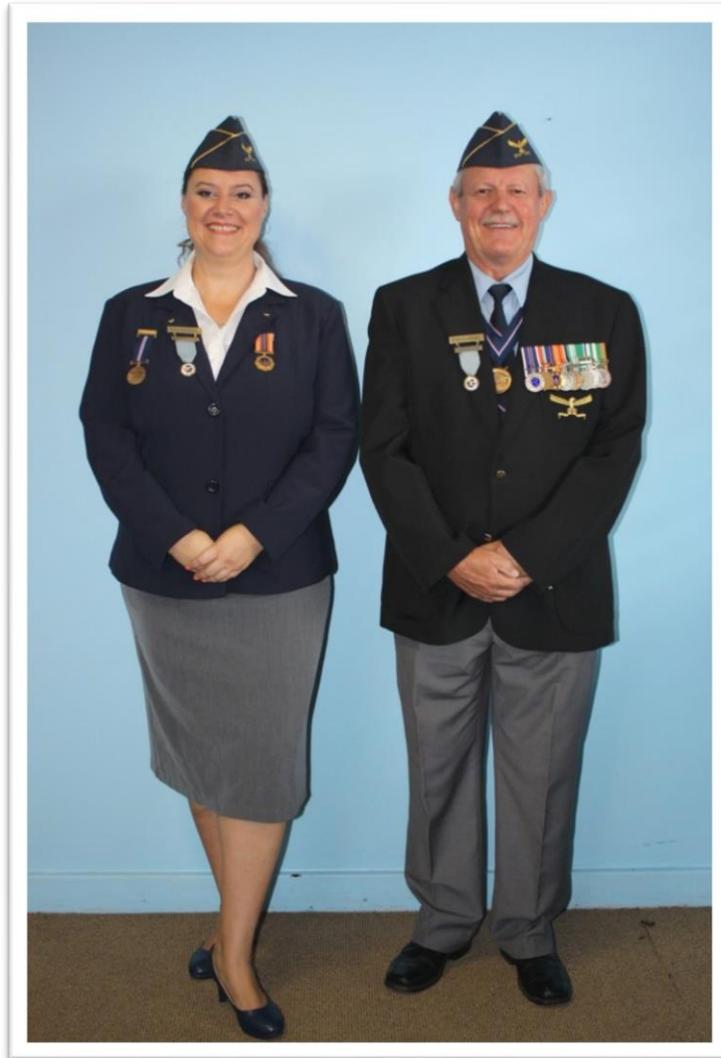
Item	Description
Blazer	Colour black or navy blue, an authorised SAAFA blazer pocket badge. Note: The casual SAAFA jacket or windbreaker with the SAAFA badge on the breast is not a substitute for a blazer. The blazer is appropriate for both male and female members. Basic etiquette dictates that blazer and suit jackets should always be buttoned when standing, but may be unbuttoned when sitting. Only the top button is fastened when wearing a two buttoned blazer/jacket, whilst it is advisable that only the middle button be fastened when wearing a three buttoned blazer/jacket. The bottom button of such blazers/jackets is never fastened.
Shirt	Colour white or blue, collared, long or short sleeves. Female members wear an appropriate white or blue blouse.
Shoes	Colour black for both male and female members.
Tie	One of the recognised SAAFA ties.
Trousers	Colour light or dark grey. Female members wear an appropriate light or dark grey skirt or slacks.
SAAFA Badges of Office (where applicable)	Worn on the right breast more or less in the middle of the lapel of the jacket. On formal gear this is worn in line with any medals worn on the left breast.

Types of SAAFA Dress for different occasions.

The SAAFA Dress comprises five recognised types of functional dress, namely:

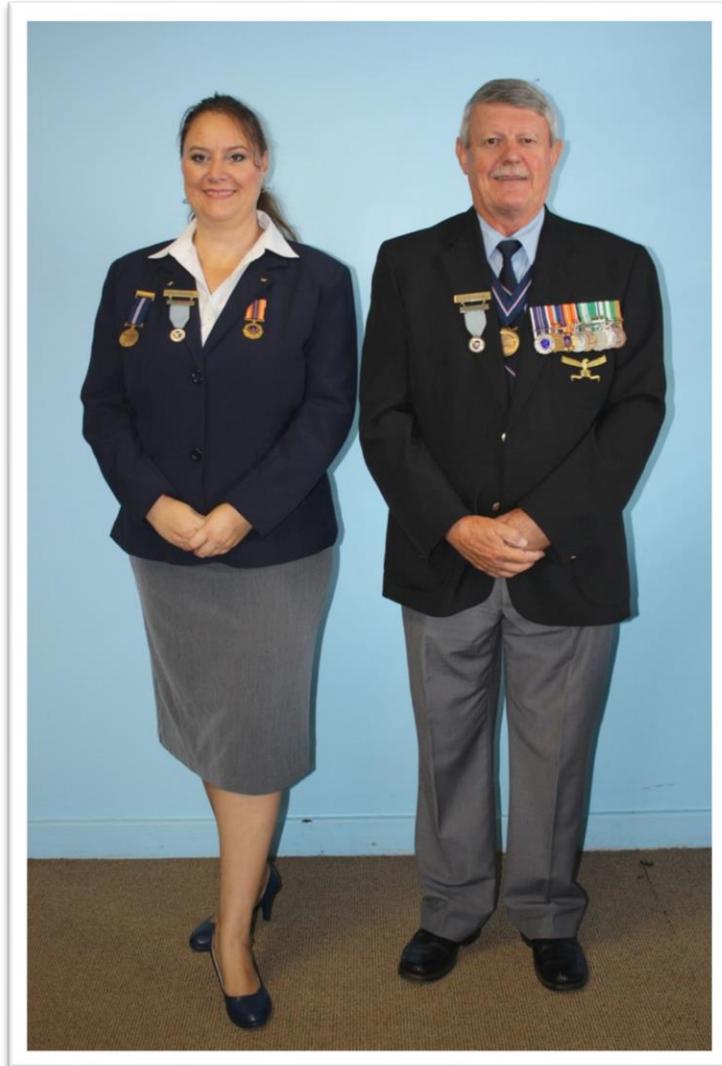
- Ceremonial Dress
- Full Dress
- Basic Dress
- Casual Dress
- Formal Dress

SAAFA Ceremonial Dress



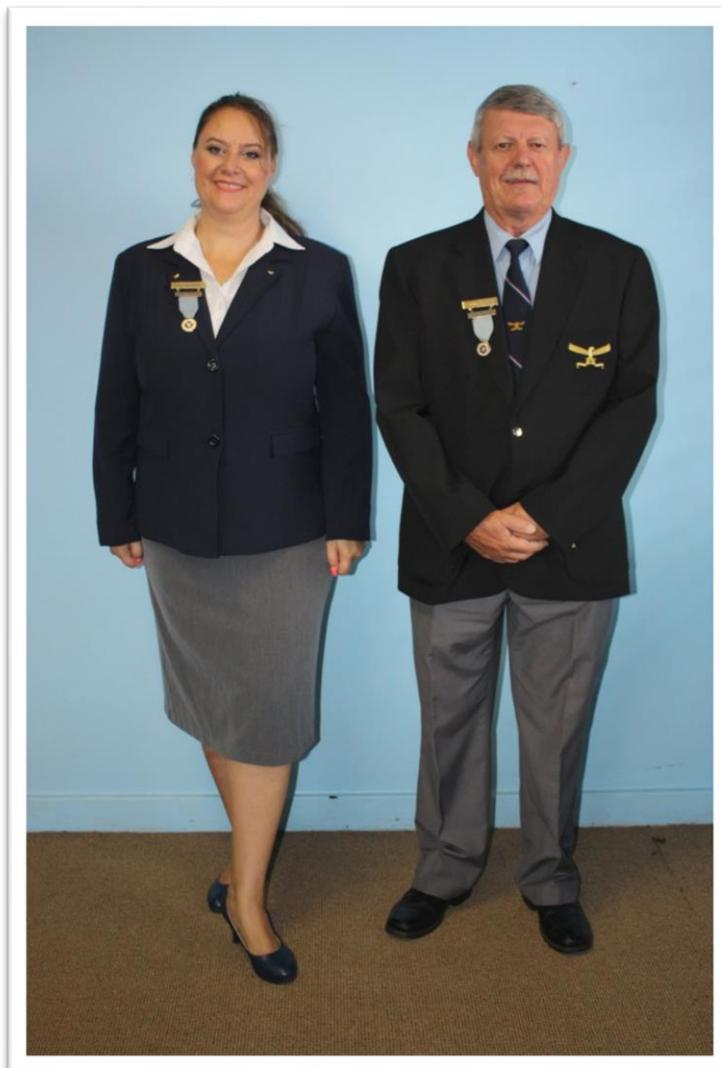
Comprising	Examples Where Applicable
Basic SAAFA Dress.	Participating in, or attending a ceremonial or military parade.
Military Medals and Decorations.	Attending the annual Air Force Day Parade.
Military and SAAFA Orders.	Bearing the SAAFA Standard.
SAAFA Badges of Office.	Laying a wreath at or attending a Commemorative Service, Memorial Service or Funeral.
SAAFA Flight Cap/Wide Brimmed Hat (Optional).	

SAAFA Full Dress



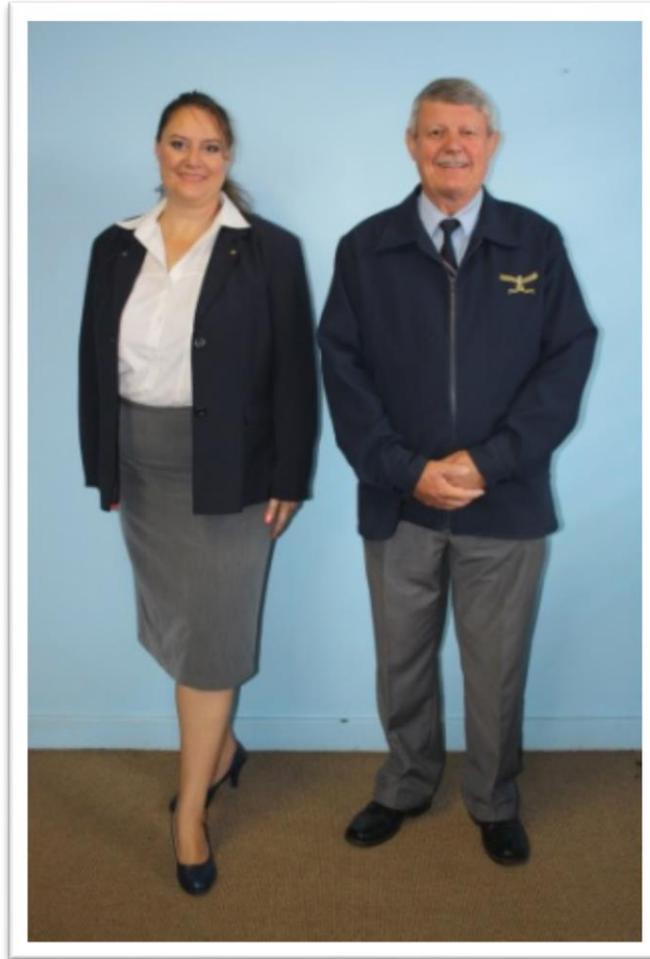
Comprising	Examples Where Applicable
Basic SAAFA Dress.	Attending a Commemorative Service, Memorial Service or Funeral.
Military Medals and Decorations.	Spectator at ceremonial or military parades where the varying forms of ceremonial dress is stipulated in the invitation for the different Services.
Military and SAAFA Orders.	Opening and Closing Ceremonies of SAAFA Congress.
SAAFA Badges of Office.	During the SAAFA Act of Homage.

SAAFA Basic Dress



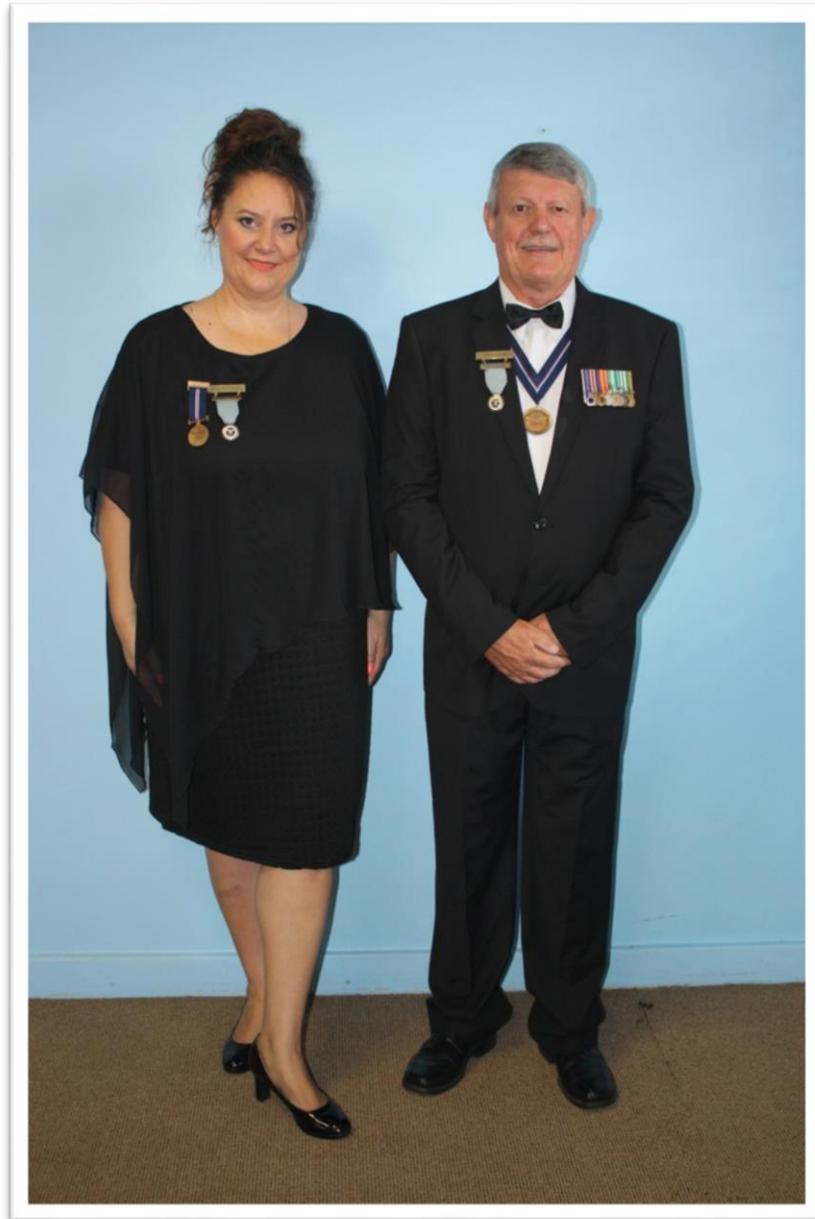
Comprising	Examples Where Applicable
Basic SAAFA Dress.	Spectator at ceremonial or military parades where ceremonial dress is not stipulated as being a requirement.
SAAFA Badges of Office.	SAAFA Luncheons and Functions.
	SAAFA meetings.

SAAFA Casual Dress



Comprising	Examples Where Applicable
It is left to the discretion of the member as to when the SAAFA casual jacket, windbreaker, baseball cap, alternate SAAFA tie or cravat is worn. However, as a rule the dress of the SAAFA member should conform to the rules of the establishment where a particular function is being held.	The SAAFA Casual Dress is appropriate on occasions such as SAAFA luncheons, functions or meetings.

SAAFA Formal Dress



Comprising	Examples Where Applicable
Dress Suit (black tie), appropriate dress for female members.	SAAFA Formal Functions.
Military Medals and Decorations (miniature).	Other appropriate Formal Functions as per invitation.
Military and SAAFA Orders.	
Mess Dress Wings (where applicable).	
SAAFA Badges of Office (including Ceremonial Presidential Neck Medal for incumbent SAAFA President to be worn at all SAAFA Formal Events, ie: Congress Banquet, Branch Banquets, etc).	

The SAAFA Headdress

The SAAFA Flight Cap/Wide Brimmed Hat is only worn with the SAAFA Ceremonial Dress on occasions as mentioned above.

Returning Respects

With the SAAFA being a non-rank organisation, it should be clearly understood that saluting when wearing the SAAFA Flight Cap/Wide Brimmed Hat, is merely a means of expressing respect, a courteous recognition, or paying a compliment. Note is to be taken that a salute should never be initiated when not wearing any form of headdress. However, a salute may be returned when not wearing headdress.

Military Medals, Decorations and Orders

Medals, Decorations and Orders, where applicable, are required on certain occasions and are normally specified on invitations (with particular reference to the varying ceremonial dress codes of the respective Services). Medals and Decorations come in two distinctive sizes, full-size (also referred to as large) medals and miniature. Orders come in full-size only.

- Full-size medals are worn at daytime occasions, such as parades, memorial services, funerals, etc.
- Miniature medals on the other hand are worn at evening occasions, such as, banquets, formal events, etc.
- Particular notice should always be taken of medal size [full-size/miniature] if medals are stipulated on the invitation. By abiding by what is stipulated, no embarrassment will be caused to the guest or host.
- Only the most senior SAAFA Order is to be worn.

Full-Size Medals

Maximum width 160 mm



Maximum 100 mm

Miniature Medals

Maximum width 96 mm



Maximum 60 mm

Ceremonial Presidential Neck Medal

The Ceremonial Presidential Neck Medal is only worn by the incumbent President of SAAFA at the Opening of the Annual Congress/Act of Homage, the Closing of the Annual Congress, and at all SAAFA arranged Formal Events (ie: National and Branch Banquets). With the change of Presidents, the outgoing President will transfer it to the incoming President at the Closing. As it has a longer neck ribbon, it is worn under any SAAFA Order.

CHAPTER 8

SAAF ASSOCIATION TRIBUTES AND CEREMONIES

APPENDIX A: Additional adapted English and Afrikaans versions of Rituals for the Opening of SAAFA Meetings/Luncheons.

APPENDIX B: Additional adapted English and Afrikaans versions of the Airman's Grace.

Tributes/Rituals for the Opening of Meetings/Luncheons.

It is suggested that the Branch Secretary supplies the Branch Chairperson with the names of those branch members that have passed away since the previous meeting, in order that the Branch Chairperson can open all branch meetings with the following recognized Ritual:

CHAIRPERSON: "All stand"

**"As we meet once again to conduct the affairs of our Association
let us be ever mindful of the objectives and purpose of the SAAF Association
and participate in the proceedings with the interest of our members
and their families uppermost in our minds.**

**Let us also remember those who have made the supreme sacrifice
in past conflicts**

(and those who have passed away since our last meeting - read out the names).

"Lest we forget."

All present repeat

"Lest we forget."

CHAIRPERSON: "I now declare this meeting open".

In the case where the meeting is a luncheon or dinner the Airman's Grace, adapted from the poem by Father John W. MacGillivray, Royal Canadian Air Force may be used. In the third verse the SAAFA version added "fellowship" to reflect the one SAAFA objective of camaraderie, which in turn resulted in the change to "three-fold". "Tonight" was replaced with "in your sight" to allow its use at any time of day.

THE AIRMAN'S GRACE

Lord of thunderhead and sky
Who placed in man the will to fly
You taught his hand speed, skill and grace,
To soar beyond man's dwelling place.

You shared with him the eagle's view,
The right to fly as eagles do,
The right to call the clouds his home,
And grateful through your heavens roam.

May we assembled here in you sight,
And all who love the thrill of flight,
Recall with three-fold gratitude
Your gifts of wings, fellowship and food.

Tribute during the Act of Homage

When the Act of Homage is being conducted during the Opening Ceremony of a National Annual General Meeting, the reading of the names of deceased members, per branch, is prefaced or succeeded with the under mentioned tribute. A more detailed description of the Act of Homage appears later in this chapter.

"A TRIBUTE FROM THE SOUTH AFRICAN AIR FORCE ASSOCIATION TO DEPARTED COMRADES"

"Those members whose names will be/have been read out have been members of this Association for a number of years and it is therefore fitting that we their comrades, present here today pay tribute to their memories."

"Will all present please be upstanding for the reading of the tribute and joining in reciting its final words"

**"They have slipped the surly bonds of Earth.
They shall mount up with wings as eagles,
put out a hand and touch the face of God.
At the going down of the sun and in the morning,
We will remember them".**

All present will then repeat:

"We will remember them"

Tribute at Funeral or Memorial Services

If the SAAF Association is required to participate at the Funeral or Memorial Service of a comrade, the under mentioned tribute should forms part of the proceedings.

"A TRIBUTE FROM THE SOUTH AFRICAN AIR FORCE ASSOCIATION TO A DECEASED COMRADE"

"[NAME] was a fellow member of the South African Air Force Association for many years and it is fitting that we now pay tribute to his/her memory".

"Would members of the Association please rise for the reading of the tribute and join me in reciting the final words of the tribute?"

**"He/She has slipped the surly bonds of Earth.
He/She shall mount up with wings as an eagle,
put out a hand and touch the face of God.
At the going down of the sun and in the morning,
We will remember him/her".**

The SAAFA members present will then repeat:

"We will remember him/her"

It should be noted that the Tribute should be prefaced by a brief biography of the deceased member highlighting his/her SAAFA activities and achievements.

Tribute Translation.

If the service is conducted in Afrikaans the under mentioned Afrikaans version of the tribute would be appropriate.

“ ’N HULDEBLYK VAN DIE SUID-AFRIKAANSE LUGMAGVERENIGING AAN ‘N ONTSLAPE KAMERAAD”

“[NAAM] was ‘n medelid van die Suid-Afrikaanse Lugmagvereniging vir etlike jare en dit is voeglik dat ons nou hulde aan sy/haar nagedagtenis bring.”

“Sal lede van die Vereniging asseblief vir die lees van die huldeblyk staan en vir die laaste woorde by my aansluit.”

**“Hy/Sy het die stuurse bande van die Aarde ontglip.
Hy/Sy sal met vleuels soos ‘n arend styg,
‘n hand uitstrek en aan God se aangesig raak.
Met sonsondergang en in die oggend,
Sal ons hom/haar onthou.”**

Die SALMV lede teenwoordig sal dan herhaal

"Ons sal hom/haar onthou."

The Funeral Ceremony

Introduction

On learning of the demise of a SAAFA member, the local Branch Chairperson or his/her appointed representative is to contact the family to ascertain where and when the funeral service will be held. The family is to be asked whether they would be willing to have SAAF Association members attend the service and participate in one or more of the elements outlined below. The funeral arrangements are to be brought to the attention of as many local members of the Association as is possible.

SAAF Association involvement

The SAAF Association traditionally is involved in one or more of the under mentioned elements:

- ❖ Pay tribute to a deceased fellow member of the Association.
- ❖ Forming a Guard of Honour.
- ❖ Performing Pallbearer duty.

Service Arrangements

The tribute should, ideally, be executed prior to the final benediction at the conclusion of the service. It is not a eulogy. Every attempt should be made to have **timely** discussions with the family members making the funeral arrangements, the members of the cloth conducting the service, and possibly even the undertakers. These discussions should in no way seek to interfere with the family's affairs but merely to clarify the nature of the participation by the SAAF Association. If this discussion is left to the emotional confusion at the Church or place of the service, there is bound to be a misunderstanding and a potential for embarrassment.

Dress and Seating

The dress for SAAF Association members attending the funeral service is the official SAAFA Full Dress with Flight cap, as described in Guidelines Chapter 3. The suggestion that SAAFA members sit together is advisable but probably impracticable.

The Tribute

The words of this tribute are adapted from two poems well known to Air Force members, McGee's "High Flight" and Binyon's "For the Fallen", and from the Biblical Book of Isaiah

Conducting the Tribute

The SAAFA member conducting the tribute should take the rostrum at the time agreed (preferably towards the conclusion of the service), and recites an appropriate tribute.

Master-at-Arms.

The Branch Chairman should appoint a Master-at-Arms.

The Master-at-Arms conducts the following:

- ❖ Calls all the SAAFA members to attention for the reading of the tribute.
- ❖ Form all the SAAFA members into a Guard of Honour outside the church.
- ❖ Call the Guard of Honour to attention and to take the salute.
- ❖ Dismisses the Guard of Honour.

ADDITIONAL ADAPTED ENGLISH AND AFRIKAANS VERSIONS OF RITUALS FOR THE OPENING OF SAAFA MEETINGS/LUNCHEONS

Branch Chairpersons are encouraged to use the ritual most suited to the Branch.

Additional English version.

CHAIRPERSON: "All please stand"

"As we meet once again to conduct the affairs of our Association,
let us be ever mindful of the objectives and purpose of the SAAF Association,
and participate in the proceedings with the interest of our members,
and their families uppermost in our minds.

Let us also remember those who have made the supreme sacrifice
in past conflicts
(*and those who have passed away since our last meeting – names*).
We will remember them"

All present repeat

"We will remember them"

CHAIRPERSON: "I now declare this meeting/luncheon open"

Afrikaans weergawes.

VOORSITTER: "Almal staan asseblief"

"Terwyl ons weereens vergader om die sake van die Vereniging te bevorder,
kom ons onder die diepe besef dat ons te alle tye bewus moet wees
van die strewe en doelwitte van die Suis-Afrikaanse Lugmagvereniging;
en dat ons te alle tye aan die verrigtinge moet deelneem
met die belange van ons lede en hulle gesinne voorop in ons gedagtes.
Laat ons ook altyd diegene gedenk wat tydens botsings van die verlede die altar gelê het en
wat sedert ons laaste byeenkoms die tydelike met die ewige verwissel het
(*name word gelees*).
Mag ons nooit vergeet nie"

Teenwoordiges herhaal

"Mag ons nooit vergeet nie"

VOORSITTER: "Daarmee verklaar ek die vergadering geopen".

of

VOORSITTER: "Almal staan asseblief"

"Waar ons weereens vergader as lede van die Suid-Afrikaanse Lugmagvereniging,
laat ons die oogmerke en doel van ons Vereniging,
en die belange van ons lede en hulle families in gedagte hou.
Laat ons helle gedenk wie die allerhoogste offer
gemaak het in afgelope konflikte en diens,
(*en daardie wie die tydelike met die ewige verwissel het sedert ons laaste byeenkoms - name*).
Ons sal hulle onthou".

Almal teenwoordig herhaal

“Ons sal hulle onthou”

VOORSITTER: “Ek verklaar nou hierdie vergadering oop”.

of

VOORSITTER: “Almal staan asseblief”

“Waar ons weereens vergader on die procedure van ons Vereniging se sake te bespreek,
Laat ons altyd kennis neem van die oogmerke en doel van die SALM Vereniging,
En deel neem aan die belange van ons lede en hulle families voor te plaas.
Laat ons hulle gedenk wie die allerhoogste offer gemaak het in afgelope konflikte,
(*en daardie wie die tydelike met die ewige verwissel het sedert ons laaste byeenkoms - name*).
Laat ons nie vergeet nie”

Almal teenwoordig herhaal

“Laat ons nie vergeet nie”

VOORSITTER: “Ek verklaar nou hierdie vergadering oop vir besprekings”.

of

VOORSITTER: “Almal staan asseblief”

“Waar ons weereens vergader om die sake van die Lugmagvereniging te bespreek,
laat ons altyd kennis neem van die oogmerke en doelstellings van ons Vereniging,
en verseker dat die belange van ons lede en hulle families ten nall tye behoue bly.
Laat ons diegene gedenk wie die allerhoogste opoffering gemaak het in afgelope konflikte,
En diegene wat die tydelike met die ewige verwissel het sedert ons laaste vergadering.

(name)

Laat ons nie vergeet nie”.

Almal teenwoordig herhaal

“Ons sal hulle altyd onthou”.

VOORSITTER: “Ek verklaar nou hierdie vergadering oop vir besprekings”.

of

VOORSITTER: “Almal staan asseblief”

“Hier waar ons weereens vergader om Lugmagvereniging aangeleenthede te bespreek,
laat ons die oogmerke en doelstellings van ons Vereniging in gedagte hou,
en verseker dat die belange van al ons lede en hul families altyd onderskraag word.
Laat ons ook hulle gedenk wat in afgelope konflikte die hoogste opoffering gemaak het,
asook hulle wat sedert ons laaste vergadering die tydelike met die ewige verwissel.

(name)

Laat ons nie vergeet nie”.

Almal teenwoordig herhaal

“Ons sal hulle altyd onthou”.

VOORSITTER: “Ek verklaar nou hierdie vergadering vir besprekings oop”.

ADDITIONAL ADAPTED ENGLISH AND AFRIKAANS VERSIONS OF THE AIRMAN'S GRACE

Branch Chairpersons are encouraged to use a Grace most suited to the Branch.

Additional English versions

Written by Father John W. MacGillivray

Lord of thunderhead and sky
 You placed in us the will to fly,
 You taught our hand speed, skill and grace
 To soar beyond our dwelling place.

You shared with us the eagle's view,
 The right to soar as eagle's do,
 The right to call the clouds our home,
 And grateful, through your heavens roam.

May we assembled here tonight,
 And all who love the thrill of flight,
 Recall with twofold gratitude,
 Your gift of wings, your gift of food.

Another significant poem by Father John W. MacGillivray

Lord and maker of all things,
 Bless the hand that fashion wings,
 Forming Beauty, Faith and Hope,
 of lowly things, like wood and dope.
 Bless each fresh new eager span
 Sprung from careful thought and plan;
 Bless the ancient, tried and true
 That ventured first through Heaven's blue.
 May this fellowship of Flight,
 Choose what's best, but first what's right.
 United here, through flight, may we
 Together, share Eternity.
 Amen.

Afrikaans weergawes

'n Vertaling van Father John W. MacGillivray se gedig deur 'n SALM Vereniging lid.

Almagtige Vader wie in ons die begeerte geplaas het om te vlieg
 Wie vir ons spoed, bekwaamheid en grasia geleer het
 Om hoog bokant ons aardse tuiste te sweef.

U het saam met Hom die arend se uitsig gedeel
 Asook die reg om soos arende te vlieg
 Die reg om die wolke as sy tuiste te aanvaar
 En dankbaar om deur U Hemel te sweef.

Mag ons hier teenwoordig
 En almal wat sidder met die liefde van vlug
 En wat die opwindinheid van vlug bewonder
 Ons dankbaarheid tweevoud uitspreek
 U gawe van vleuels, U gawe van voedsel.

'n Vertaling van Father John W. MacGillivray se gedig deur 'n SALM Vereniging lid.

Almagtige Vader, U het in die mens die begeerte gewek om te vlieg.
U het vir hom bekwaamheid gegee om met spoed en grasia
Hoog bokant ons aardse tuiste te sweef.

U het hom gegun om die arend se uitsig te deel
Asook die reg om soos arende te vlieg.
Die reg om die wolke as sy tuiste te beskou
En dankbaar deur U Hemel te sweef.

Mag ons hier teenwoordig, en almal met 'n liefde vir vlieg,
Die opwinding daarvan bewonder,
ons dankbaarheid tweevoudig uitspreek:
U gawe van vleuels, U gawe van voedsel.

'n Tafelgebed vir Lugbemanning deur 'n lid van die SALMV Kaapstad-tak.

Skepper van die helder lug
Wat mens se wil en strewe rig
U gee hom grasia en vernuf
Om hoog te vlieg, in wondervlug.

U deel met hom die arendssig
U skenk die reg tot arendsvlug
Sodat hy wolke huis kan noem,
Deur hemele sweef; U naam kan noem.

Terwyl ons hier vandag
Verenig in geesdrif oor vlieg se krag
aan U oneindig groot ons dank
Vir die gawe van vriendskap, spys en drank.

'n Vertaling van Father John W. MacGillivray se gedig deur SALMV Johannesburg-tak.

Heer van donderwolk en lug
Skenker van die kuns van vlug
van spoed en grasia en terwyl ons leef.
Die vernuf om bokant die aarde te sweef.

U het ons laat deel in die arend se wyk
en die reg gegee om soos hom te seil oor sy ryk,
ook die reg om die wolke as ons tuiste te eis
en dankbaar deur U ruimte te reis.

Mag almal wat deel in die ekstase van vlug
en ons hier teenwoordig in U sig, bieg
en ons erkentlikheid uitspreek op die wyse;
dankie vir U gawe van vleuels, vriende en spys.

'n Lugman se gebed deur 'n SALM Vereniging lid.

O Heer van die wolke en die ruim,
wat die drang in die mens geplaas het om te vlieg.
U het in ons hand geplaas beheer oor spoed, vaardigheid en genade
om ver bo die aardse woonplek te kan styg.

U deel met die mens die arend se uitsig,
die reg om soos 'n arend te kan vlieg,
die reg om deur die wolke te kan klief
en dankbaar deur die ruimte te kan sweef.

Mag ons wat hier voor U aangesig vergaderd is,
en almal wat die tinteling van vlieg bemin;
met dankbaarheid U gawe van vlerk en voedsel
en kameraadskap ja, vir altyd in sy hart ronddra!

CHAPTER 9

SAAF ASSOCIATION HONOURS AND AWARDS

Appendix A: Completing a SAAFA Awards Citation/Motivation.

Appendix B: Example of a SAAFA Awards Citation/Motivation.

HONOURS AND AWARDS

In a volunteer organization such as the Association, all persons are worthy of recognition. Nominations for recognition can be made at various levels within the Association, but it is necessary to set down some guidelines to ensure that the process is ordered, transparent and above all, is seen to be fair. Expectations are always created by nominations and it is imperative that good judgement be practiced when it is decided to give recognition. What follows are guidelines, each case will eventually be decided on its merits.

The undermentioned honours and awards have been instituted and authorized by the National Executive Committee in accordance with the SAAF Association Constitution.

Honours.

The Electoral College will make recommendations to the National Executive Committee regarding the approval and appointment of the undermentioned honours.

- ❖ Patron of the SAAF Association.
- ❖ Honorary Life Vice President of the SAAF Association.

Patrons. While the nomination of a person as a Patron of the Association is recognition, it is important to place this in the correct context. Collins defines patron "as a person who sponsors or aids charities" or "a protector or benefactor". Clearly the emphasis here is that the individual who is nominated as a Patron of the Association is someone who is able to promote and aid the objects of the Association, by virtue of his/her standing in public life. Appointment as a Patron of the SAAF Association is subject to:

- ❖ A resolution of the NEC with a majority of the NEC being present at a NEC meeting being a requirement.
- ❖ Such an appointment will have an obligation to take part in the affairs of the Association.

Honorary Life Vice Presidents. Having completed a term in office and continued to serve the Association in an exemplary manner for a number of years, Honorary Life Vice President is awarded to Past Vice Presidents in recognition of distinguished service to the South African Air Force Association, and subject to:

- ❖ A resolution of the NEC with a majority of the NEC being present at a NEC meeting, being a requirement.
- ❖ He/she may however be expected to assist the NEC in any manner in which his/her expertise can be utilised, for the benefit of the Association in furtherance of its objectives. He/she will be entitled to attend meetings of Congress and will be entitled to speak vote at such meetings, at his/her own expense.
- ❖ Not more than four Honorary Vice Presidents may hold the post at any one time and not more than two appointed at the same time.

A SAAFA Branch may make recommendation to the National Executive Committee regarding the approval and appointment of the undermentioned honour.

- ❖ Honorary Life Member Eminent or distinguished persons may become honorary members of the Association for a period terminable at the discretion of the National Executive Committee without the payment of a SAAFA membership subscription or Member's Levy. Invitation to this class of membership by Branches shall be submitted to and approved by the National Executive Committee. Honorary members of the Association shall not have the right to vote at any meeting of the Association or any of its subsidiary institutions or the right to receive any benevolent or other assistance.

Awards

The Awards Committee will make recommendations to the National President regarding the approval for the awarding of the under mentioned SAAFA awards.

- ❖ Order of the South African Air Force Association (Gold, Silver or Bronze).
- ❖ South African Air Force Association Presidential Merit Award.
- ❖ Bar to the Presidential Merit Award.

All the above mentioned awards may be made posthumously provided that:

- The deceased for whom the posthumous award is intended was not awarded the equivalent award in his/her life time.
- A citation for the posthumous award for the deceased in question reaches the Chairperson of the Awards Committee, under covering letter to the SAAFA National office, within a period of twelve (12) consecutive months from the date of the demise of that deceased member.
- Such posthumous award shall be presented at a suitable occasion and in a fitting manner to either, the closest next-of-kin, or close friend of the deceased member in whose memory the posthumous award has been granted.

The Awards Committee will also make recommendation to the National President regarding the approval for the awarding of the under mentioned SAAFA Certificate.

- ❖ South African Air Force Association Certificate of Merit.

Nominations for the above-mentioned SAAFA awards must be submitted by Branch Executive Committees, in writing on the prescribed citation form Award 001 suitably motivated and signed by the Branch Chairman. All nominations for SAAFA awards that are to be reviewed and assessed by the Awards Committee must be forwarded under covering letter to the SAAFA National office not later than 31st January of each year. Although award motivations are normally routed via the Branch Executive Committee, it needs to be noted that any member may submit a motivation for an award. This is particularly relevant where an awkward situation could be created where the nominee is in the normal communication channel, such as the Branch Chairman.

- ❖ Order of the SAAF Association. For any of the Orders of the SAAFA the undermentioned guide is suggested.
 - ❖ Gold. Long and Distinguished meritorious service to the Association at a National level.
 - ❖ Silver. Long and Distinguished exceptional service to the Association.
 - ❖ Bronze. Distinguished continuous service to the Association.
- ❖ SAAF Association Presidential Merit Award. The SAAF Association Presidential Merit Award is awarded to members of the Association for commendable service to the Association.
- ❖ Bar to the Presidential Merit Award. A Bar to the SAAF Association Presidential Merit Award is awarded to members of the Association for continued commendable service to the Association

- ❖ SAAF Association Certificate of Merit. The SAAF Association Certificates of Merit is awarded to non-members of the Association and other organizations for meritorious service to the Association.

Awards Criteria

With some noted uncertainty recently regarding the criteria applied for the approval of SAAFA awards, it was deemed prudent to provide some explanatory notes as to the rationale of the Awards Committee. Years ago, the criteria applied was in essence that exceptional activities at Branch level merited an OSAAFA Bronze, on a National basis an OSAAFA Silver and activities of international effect an OSAAFA Gold.

This was found as sole criteria in practice to be restrictive, and broad guidelines as follows were developed and applied;

1. It is accepted that a person holding executive office within SAAFA will be expected to fulfil certain functions. This is a given and an expectation; holding executive office within SAAFA will cost time, money and effort. A person is unlikely therefore to be rewarded for purely executing the tasks of his/her appointment or office. It is the consistently exceptional or above & beyond the call of duty that will be rewarded, i.e. a member who consistently does more than is required or expected.
2. An ordinary Branch member who over a period of time initiates, organizes or executes and not merely attends and participates in SAAFA activities or functions would more likely be eligible for consideration. The expectation of an ordinary member is that they attend monthly lunches and/or maintain interest. They normally do not initiate, organize or execute activities, and therein lies the distinction. Again the test of above & beyond the call of duty is applied.
3. The strength of a motivating citation is of utmost importance, and any award made must be justifiable by the motivating citation and stand on its own merits. It should be assumed for purposes of the nomination that none of the members of the Awards Committee are familiar with the nominee and/or his/her activities. Again it should be emphasized that the exceptional needs to be highlighted and well documented; our Association exists as a result of the routine, but thrives as a result of the exceptional.
4. In the case of a motivation for an award upgrade, the previous motivation may be referred to but the contents thereof will be of background interest only insofar as the new motivation is concerned. The motivation for the new, upgraded award must again stand on its own merits, and the nominee should have carried out new, improved and/or additional activities for the nomination to be successfully considered.
5. It is the norm, but not the rule, that a nominee will have performed exceptionally and meritoriously over a period of sometime before being nominated for an award. It is unlikely therefore that a nominee will be considered for an upgrade on an annual basis, particularly when essentially the same or similar functions are being carried out.
6. The previously applied broad criteria noted at the start do continue to have relevance, albeit not of sole determining function. These criteria i.e.

Branch	– Bronze,
National	– Silver and
International	– Gold

 will be taken into account during evaluation, and will if suitably motivated by the nominor, be reckoned into the evaluation.
7. An emphasis is placed by the Awards Committee on consistency; that the same criteria are applied to all nominations year on year.
8. In the same manner as it is incumbent on Awards Committee members to maintain consistency, so is it incumbent on Branch Chairmen to nominate suitably and comprehensively

members of their Branches who consistently carry out the extraordinary and exceptional. It is also hoped that Branch Executive Members will nominate exceptional Chairpersons.

Acid Test

Above and beyond the call of duty
Consistently exceptional
Initiates, organizes and executes
Develops new, improved or additional activities

COMPLETING A SAAFA AWARDS CITATION/MOTIVATION

- ❖ Awards Citation/Motivation Form Award 001. The undermentioned are guidelines to assist when completing the Awards Citation/Motivation form and should be accepted as such:
 - ❖ SAAFA Service Record
 - Joined the SAAF Association. (Date and Branch).
 - Service at other branches. (Dates and Branches)
 - Service at present branch. (Number of years)
 - ❖ Branch Service Record
 - Service on sub-committees (Public relations – 3 yrs, Assistance to the Aged – 5 yrs)
 - Service on Branch Executive Committee (Branch Chairman – 2 yrs, Vice Chairman – 3 yrs)
 - ❖ National Service Record (If Applicable).
 - Elected/appointed to what positions (National Vice President 3-yrs, National Secretary – 5 yrs, Regional Vice President – 2 yrs)
 - ❖ Other SAAFA related projects/activities involved with (If Applicable).
 - ❖ Other Veteran Organisations projects/activities.
 - ❖ Detailed motivation for the Award (important to relate actions with time).
 - Honoured for service above self these past 5 years.
 - Dedicated the past 7 years to the assistance of the aged.
 - Over the past 7 years he has given selflessly of his time, skills and effort to fund-raising.
 - His dynamic leadership these past 9 years has greatly contributed to the efficient running.
 - His exceptional marketing and public relations skills these past 10 years has etc. etc.
 - ❖ Concluding paragraph.
 - It is customary to end the motivation with a short paragraph (summary) restating the award proposed e.g. (name)'s service is of the highest order. His exceptional loyalty, motivation and attitude towards his tasks as well as the South African Air Force Association makes him a worthy recipient of the **Order of the SAAF Association (Bronze)**

EXAMPLE OF A SAAFA AWARDS CITATION/MOTIVATION

Awards 001

EXAMPLE OF AN AWARDS CITATION / MOTIVATION (Incorporating all the important pointers and guidelines)		
Candidate7		
Title: Mr	Initials: E. T.	Surname: BIGFINGER
Full Names: EDWARD TREVOR (EDDIE)		
Force Number: not available ID Number: 3105148061088		
SAAFA Appointment: Vice Chairman Branch: Pretoria		
SAAFA Orders and Certificates previously nominated for/awarded: indicated the year nominated/awarded		
Certificate of Merit awarded May 1994		
Nominated for the Order of the SAAF Association (Bronze) November 2005 – not awarded		
Award Proposed		
Order of the SAAF Association:	Gold <input type="checkbox"/>	Silver <input checked="" type="checkbox"/> Bronze <input type="checkbox"/>
Presidential Merit Award: <input type="checkbox"/>	Certificate of Merit: <input type="checkbox"/>	
Citation / Motivation		
Please add additional pages if more space is required.		
<i>Eddie joined SAAFA in 1970 in Cape Town. In 1980 he was transferred to Port Elizabeth branch where he served for seven years before being transferred to Pretoria where he continues to serve .During his thirty six years of service Eddie has remained an active and popular member of SAAFA attending monthly luncheons and participating in all fund-raising events.</i>		
<i>After retiring from the private sector in 1991 he made himself available for service on the branch executive committee and was duly appointed as Public Relations Officer because of his experience in this field. He immediately set about improving the image of the branch involving the media thus gaining invaluable coverage of the aims and ideals of SAAFA with special emphasis on our care for the aged. Photos taken at monthly luncheons were regular features in the social pages of all our local newspapers.</i>		
<i>In 1993 he accepted the additional portfolio of membership because of the very positive publicity the branch was receiving under his leadership. Under his stewardship many lost members were brought back into the fold and new members recruited. Our monthly luncheons and especially our annual formal dinner are often oversubscribed.</i>		
<i>In 1996 Eddie relinquished the aforementioned portfolios and accepted fund-raising as a new challenge. Through his contacts in the private sector Eddie was able to solicit numerous grants and donations placing our branch on a sound economical footing. This not only enabling the branch to improve its assistance to the aged but also provide eight bursaries for school children coming from former SAAF families who are struggling financially. The annual golf-day organized by Eddie is not only one of the highlights of our social calendar but has brought the various veterans organizations in Pretoria closer together resulting in closer cooperation in many fields.</i>		
<i>In 2002 Eddie was unanimously elected vice chairman of the Pretoria branch and has served with great distinction. He has provided invaluable guidance to the various sub-committees and has become the anchorman of the branch.</i>		
<i>Eddie has dedicated his life to SAAFA since joining in 1970. Since 1991 when he was elected to the branch executive committee he has given selflessly of his time, skills and effort to establish the Pretoria branch on a sound footing. His dynamic leadership abilities, his business acumen and exceptional marketing and public relations skills used tirelessly to the advantage of SAAFA makes him a worthy recipient of the Order of the SAAF Association (Silver).</i>		
Nominator		
Initials: T.J.S.	Surname: SMALLFOOT	Name: TINY
SAAFA Appointment: Secretary Branch: Pretoria		
Branch Committee	Recommended: <input checked="" type="checkbox"/>	Not Recommended: <input type="checkbox"/>
C. J. J. ROGERS	<i>C.J.J. Rogers</i>	29/09/2006
Branch Chairman (initials and surname)	Signature	Date
/		
NEC Awards Committee	Approved: <input checked="" type="checkbox"/>	Not Approved: <input type="checkbox"/>
P. C. GEORGIO	<i>P.C. Georgio</i>	15/02/2007
Committee Chairman (initials and surname)	Signature	Date

CHAPTER 10

PREPARING FOR THE FINAL DAY

The loss of a life partner comes as a great shock. Many pertinent questions clash with the immediate personal trauma. You are disorientated and all sorts of urgent problems surface. The only answer to the type of problem nobody would rather not think about is to be prepared.

The information contained in these few pages is only a broad guideline and is aimed at the Civil Pensioner and his/her spouse. It is specifically meant for the National Defense Force pensioner.

A few golden rules:

- ❖ There should be no secrets between partners.
- ❖ Both should be aware of all documents and a list of required actions (and wishes) at the death of your spouse as well as thereafter.
- ❖ Financial provision must be made to survive for at least four months before it can be certain that the pension will be paid out (including arrears).
- ❖ Regarding the last will and testament: Do not hide things from each other, especially in respect of a second marriage. Do not rule from the grave by placing unrealistic restrictions on the surviving spouse in favor of children and grandchildren. Make sure that assets exceed debts otherwise the surviving spouse may sit on the street! Make sure that the executor is a competent body i.e. a bank or Life Insurance Company or a lawyer specializing in estates. To saddle a relative or friend is not fair as such a person will in any case have to find a competent authority to deal with the estate. There is no way to cut standard costs.
- ❖ A good friend or member of the family who is a confidant and has knowledge of the circumstances can do a lot to relieve the immediate burden of the surviving spouse.

At death:

- ❖ Contact your funeral agency by telephone at any time during the day or night. This implies that you have already done some research in regard of service, costs and procedures and had decided on an agency.
- ❖ Your agency will do all that is necessary and will also ensure that you receive the death certificate and the cancelled ID document of the deceased.

Funeral:

- ❖ This happens according to the wishes of the deceased and as agreed upon by both partners during better days.
- ❖ Application may be made for a military funeral. As there are formal procedures and restrictions the request should be made to the nearest military establishment.
- ❖ In the case of the military cemetery at Thaba Thswane, it is available but a grave cannot be booked in advance. Whoever dies first may be buried there and arrangements made for the surviving spouse to be buried in the same grave when the time comes.
- ❖ Funerals are costly. Proper planning can minimize costs. There are other forms of remembering the dead instead of providing expensive coffins and expensive headstones. The surviving spouse in many cases is more in need of the money.

Cremation:

- ❖ By far the more economical choice unless there are personal objections. It does away with certain costs.
- ❖ Choose a good cheap coffin (which is burnt anyway). Certain instances will hire you a more "exclusive" coffin should you require it.

As soon as possible after the funeral three things need to be done i.e. an application for a spouse's pension, a notice to the Medical Contingency Fund and the processing of the estate. It may now only

be realized how important it was to have prepared for this eventuality by ensuring that the necessary documents and information were readily available.

Pension:

The payment of pension to the deceased will stop. The surviving spouse is entitled to 50 or 75% of the deceased's civil pension. This pension and applying for it is processed separately and is of no concern to the estate. The following information and supporting documentation are needed:

- ❖ The deceased's Civil Pension Number (CP.....)
- ❖ The deceased's tax number.
- ❖ A certified copy of the death certificate (a number is not necessary).
- ❖ A certified copy of the front page of the ID document of the deceased (stamped OORLEDE/DECEASED).
- ❖ A certified copy of the front page of the surviving spouse's ID document (the recipient of the spouse's pension).
- ❖ A certified copy of the marriage certificate.
- ❖ A certified copy of the divorce order in the event the deceased having been divorced at any time during his/her lifetime.
- ❖ An ACB systems certificate by the bank certifying that the account to be used for pension payments is valid.
- ❖ The following documents are available from the Department of Finance, Chief Directorate, Pension Administration, Private Bag X63, Pretoria 0001 (34 Hamilton Street, Arcadia).
 - ❖ Z143 -application for a spouse's pension (Note par 3 and 4 of the document in respect of minor children and divorce particulars).
 - ❖ ACB Systems Certificate.
- ❖ After having filled out the abovementioned forms the supporting documents (above) must be attached. The form Z143 must now be presented at a police station for a thumbprint and two witnesses to the effect. A competent person at the station must then certify the forms. This document and appendices must be sent to or delivered to the Department of Finance, Chief Directorate, Pension Administration (address above). It is preferable that the applicant carries out the work personally. If anybody should be of help such a person must be reliable and no one may request remuneration for such help. In the case of Club 55 Plus, the Generals and Admirals Club or any other Veteran's Club or individual ex-servicemen, Brig Gen (retired) Koot Bezuidenhout is available for aid or advice, especially where the surviving spouse experiences problems or is unable to process the application in person. He will also be available to process applications from outlying areas of the country so as to deal with the applications correctly and fast. His telephone number is (012) 6632150 or the emergency number of Club 55 Plus 0822155721.

Medical benefits:

The surviving spouse and dependents, if any are entitled to similar benefits as before the death of the civil pensioner. The membership card must be renewed in the name of the surviving spouse. Write to: The Manager, Medical contingency fund, P. O. Box 3977, Pretoria 0001. Attach a copy of the death certificate and a copy of page 1 of the ID document of the surviving spouse. A new card will be issued.

Remarriage:

- ❖ Pension benefits will be paid out for life to the surviving spouse and will not be affected by remarriage.
- ❖ Medical benefits: At remarriage medical benefits for the surviving spouse will cease except in the case where the surviving spouse is a civil pensioner in his or her own right and entitled to medical benefits by virtue of having been a member of the National Defence Force. Further information in respect of children, foster children, adopted children and students are available at the above address.

The Estate:

If not already done, the surviving spouse should have a new will and testament prepared as soon as possible. It is also important for the surviving spouse to change their status at the Department of Home Affairs to that of "single". The executor of the estate must be notified within 14 days of death. Make an appointment and go prepared with the following items. If anything else should still be required it will be the exception.

- ❖ A copy of the last will and testament.
- ❖ The ill document of the deceased
- ❖ The death certificate
- ❖ A copy of page 1 of the ID document of the surviving spouse
- ❖ A copy of page 1 of the ID documents of other beneficiaries
- ❖ Copies of marriage certificates of female beneficiaries
- ❖ Bank/Savings bank/Cheque books and all investments
- ❖ Insurance policies (except single amount investments where the surviving spouse is a direct beneficiary) -Such policies fall outside the estate
- ❖ Buying association books
- ❖ Marriage contract (if not married in community of property) and marriage certificate
- ❖ Registration certificates of vehicles
- ❖ Small arms licenses
- ❖ Conveyance documents in respect of all fixed property
- ❖ A telephone account (already paid)
- ❖ A water/lights/tax account (already paid)
- ❖ All other unpaid accounts
- ❖ Income tax particulars
- ❖ Proof of anything, which by law will add to the value of the estate (ie. Shares and promissory notes)
- ❖ Where the marriage was in community of property all investments in one's own name is also frozen. The surviving spouse should arrange with the bank for bridging finance in the interim period.
- ❖ The executor must authorize the use of vehicles registered in the name of the deceased.

Conclusion:

From the above it is clearly a good idea to do some homework while both parties are still healthy. It can prevent many problems and heartache. It is also clear which documents and information must even now be filed in an orderly fashion and the need for providing for a strong emergency fund.

Every case is unique and no attempt was made to cover all eventualities. It would not have been possible. These few pages contain enough to get ones thinking and to clear up pertinent uncertainties. Further information, help or support is as far as your telephone.

-----ooOoo-----

RIGLYNE WAT ALLES GEDOEN MOET WORD SOU 'N LEWENSMAT WEGVAL

Die afsterwe van 'n geliefde kom altyd as 'n groot skok. Jy is dan nie jousef nie en allerande probleme duik dan op wat opgelos moet word. Doen reeds tydens meer aangename tye goeie beplanning wat baie sal help as die onvermydelike gebeur. Wees dus voorbereid.

Die informasie wat hieronder verskaf word is meer van toepassing op Staatspensioenarisse maar kan ook net so goed vir ander pensioenarisse gebruik word.

Bly by hierdie riglyne en jy doen die agtergeblewenes 'n groot guns.

Hierdie is meer van toepassing op Weermagdelede maar kan met vrug deur ander persone gebruik word.

Voor Afsterwe:

Begin vandag! maak seker dat jy weet waar die volgende dokumente is. Bespreek dit met mekaar.

- ❖ Albei se IDs.
- ❖ Dat testament opgestel is en geteken is. Wees bewus waar dit gehou word.
- ❖ Huwelikssertifikaat.
- ❖ Huwelikskontrak.
- ❖ Egskeidings dokumente (skikkings ooreenkoms) indien van toepassing.
- ❖ Geboortesertifikate van minderjarige kinders indien van toepassing.
- ❖ Naam van Pensioenfonds en nommer indien van toepassing.
- ❖ Registrasie dokumente van voertuie.
- ❖ Wapenlisensie en lys van wapens. Waar is die kluis se sleutels?
- ❖ Jaglisensies.
- ❖ Handelslisensies.
- ❖ Sakekontrakte.
- ❖ Munisipale rekening insluitend erfbelasting.
- ❖ Verbandbesonderhede en dokumentasie.
- ❖ Transportakte/deeltitelakte/sertifikaat van miniraalregte.
- ❖ Huur- en verhuurkontrakte indien van toepassing.
- ❖ Aandeesertifikate.
- ❖ Effektetrustsertifikate.
- ❖ Beleggingcertifikate/besonderhede.
- ❖ Annuiteitsdokumente.
- ❖ Korttermynversekeringpolis.
- ❖ Vesekeringspolis.
- ❖ Huiseienaarsversekering.
- ❖ Begrafnispolis.
- ❖ Dokumente rakende vorige boedel indien van toepassing.
- ❖ Besonderhede van alle verenigings of vakbonde waaraan behoort word.
- ❖ Besonderhede van enige borgverpligtinge.
- ❖ Besonderhede van lenings aan iemand anders gemaak.
- ❖ Besonderhede van die bank.
- ❖ Personeelnommer van eggenoot indien nog werksaam.
- ❖ Naam en adres van Eksekuteur van die boedel.
- ❖ Selfoonkontrakte.
- ❖ Kredietkaarte van Woolworths, Edgars, etc.
- ❖ Toegangskodes (Password).
- ❖ 'n Lys van name en kontakbesonderhede van almal wie gekontak moet word indien een sou sterf. Die lys moet gereeld opgedateer word. Wat ook kan help is om albei se Selfone se "Contacts" te gebruik.
- ❖ Maak en hou afskrifte van die sertifikate en dokumente soos ID, huwelik, ens.
- ❖ Getroude kinders moet ook hierdie soort van proses deurgaen en die dokument aan ouers beskikbaar stel sou altwee van hulle gelyk te sterwe kom.

Bespreek die volgende met mekaar as dit nog nie reeds gedoen is nie:

- ❖ Wat jou behoeftes sal wees sou jy ernstig siek word of sou jy in 'n motor ongeluk ernstig beseer word.

- ❖ Testament. Moet nie iets vir mekaar wegsteek nie.
- ❖ Stel 'n Lewendetestament op. Hierin word bepaal of 'n persoon kunsmatig aan die lewe gehou moet word al dan nie.
- ❖ Moet nie uit die graf probeer regeer nie.
- ❖ Orgaanskenking al dan nie.
- ❖ Indien verassing die keuse is, kies 'n goedkoop een. Dit word in elkgeval verbrand.
- ❖ Verassing of nie.
- ❖ Wat om met die as te maak. In 'n spesiale gedenkmuur sit of erns strooi.
- ❖ Besluit oor die ondernemer en 'n polis. Dit kan duur raak nouse dae.

Algemeen

Maak finansieële voorsiening vir minstens vier maande na afsterwe van gade deur 'n eie bank of spaarrekening te open. Indien julle binne gemeenskap van goedere getroud is word alle rekeninge gevries. Wat egter kan werk is om dadelik na die afsterwe genoeg kontant uit 'n rekening te trek (lopende, spaar, ens). Wat hier baie belangrik is, is om vroegtydig vir "Volmag" op die rekeninge te reël

Wat om te doen tydens ernstige terminale siekte?

- ❖ Maak reeds afskrifte of gesertifiseerde afskrifte van al die nodige dokumente/sertifikate.
- ❖ Begin as gesin of familie u gedagtes te formuleer tov 'n huldeblyk/begrafnisbrief.
- ❖ Besluit ferm oor die ondernemers.
- ❖ Maak jou behoeftes duidelik aan die personeel, familie of kinders waar die sieke versorg word.

By afsterwe:

- ❖ Sou die een tuis aan normale oorsake sterf neem dit net een oproep na die begrafnisondernemer. Dit impliseer dat jy reeds navorsing gedoen het en 'n besluit geneem het oor die gekose ondernemer. Hulle sal die oorskot kom haal en met meeste van die reëlings begin.
- ❖ Indien oorledene agv 'n ongeluk of onnatuurlike oorsake sterf word die SAPD geskakel. Besonderhede van die ondersoekbeampte soos telefoonnommer ens, moet verkry word asook die MR nommer vanaf die SAPD stasie. Die SAPD verwyder die oorskot en reël vir die nadoodseondersoek. Die SAPD sal die langsliewende na 'n rukkies skakel om die liggaam te identifiseer.
- ❖ Aansoek kan gedoen word vir 'n militêrebegrafnis. Praat hier met jou naaste militêre instansie of vra 'n vriend om dit namens jou te doen indien jy nie self in die weermag was nie.
- ❖ Besoek so gou doenlik die kantore van die ondernemer en bespreek die volgende:
 - ❖ Begrafnis of verassing.
 - ❖ Datum, tyd en plek van diens.(soos met predikant bespreek.)
 - ❖ Kis.
 - ❖ Begrafnisbrief.
 - ❖ Blomme. (Of jy of hulle dit sal doen?)
 - ❖ Liedere wat gesing gaan word asook die draers se name. (vir publikasie)
 - ❖ Die ondernemer sal die nodige doen tov sertifisering en kansellering van die geldigheid van die oorledene se ID deur "Oorlede/Deceased" op die voorblad te stempel en 'n paar afskrifte aan jou besorg. Hulle sal die oorspronklike doodsertifikaat aan jou besorg. In die geval van 'n onnatuurlike dood sal hierdie nie gebeur nie. Neem die doodsertifikaat wat die SAPD vir jou gee en saam met die oorledene se ID na Binnelandse sake waar die sertifisering en kansellering gedoen sal word.

- ❖ Die ondernemer sal in die geval van 'n verassing reël dat die oorskot eers na 'n mediese praktisyn geneem word vir sertifisering asook die deur 'n tweede praktisyn.
- ❖ Skakel jou predikant. En reël die volgende:
 - ❖ Tyd.
 - ❖ Teksboodskap.
 - ❖ Liedere wat gesing gaan word.
 - ❖ Verversings.
 - ❖ Militêr of nie.
 - ❖ Enige ander bystand benodig.

Hou 'n besoekersboek of telefoonoproeperekord van almal wat na die dood van 'n geliefde geskakel het, E-Pos gestuur het, blomme gestuur het, besoek afgelê het, ens. Dit sal die bedankings wat later moet volg baie vergemaklik.

Drie dringende sake wat so gou as moontlik afgehandel moet word

- ❖ Aansoek om gade se pensioen:
 - ❖ Die oorledene se pensioen staak met afsterwe. Die oorlewende is geregtig op 50 of 75% van die pensioen. Die pensioen en aansoek daarvoor het niks met die boedel te doen nie.
 - ❖ Die volgende dokumente en gegewens word benodig:
 - Oorledene se seviele pensioennummer.
 - Oorledene se inkomstebelastingnummer.
 - Doodsertifikaat sodra uitgereik.
 - Voorblad van ID met gestempel "Oorlede/Deceased" wat deur ondernemer gedoen word na afsterwe.
 - Gesertifiseerde ID van langsliewende.
 - Huwelikssertifikaat.
 - Egskeidingsbevel indien van toepassing.
 - Besonderhede van langsliewende se bankrekening waarin die pensioen inbetaal moet word. 'n "ACB systems certificate" vanaf die bank wat sertifiseer dat die rekening geldig is.
 - Die volgende dokumente is beskikbaar by die Departement van Finansies, Hoofdirektorat Pensioenadministrasie, Privaatsak X63 Pretoria te Hamiltonstraat 34 Arcadia Pretoria.
 - Z143 – aansoek om gade se pensioen. (Let op na par 3 en 4 van die dokument tov kinders en egskeidings gegewens.) Hierdie vorm word na voltooiing na 'n SAPD stasie geneem waar duimafdruk geneem word en deur twee getuies gesertifiseer word.
 - Bankbesonderhede van langsliewende.
 - Al die bogenoemde dokumentasie word gesamentlik by bogenoemde kantoor ingedien. Dit is verkieslik dat die werk deur die aansoeker persoonlik gedoen word.
- ❖ Mediese voortsettingfonds:
 - ❖ Die langsliewende en afhaklikes sal dieselfde mediese voordele geniet soos dit in die geval was voor afsterwe van die gade. Die lidmaatskapkaart moet egter henu word. Rig 'n skrywe aan:

Die Bestuurder Mediese Voortsettingsfonds
 Posbus 3977
 Pretoria
 0001

- ❖ Heg die volgende aan:
 - Gesertifiseerde afskrif van doodsertifikaat.
 - Gesertifiseerde afskrif van die voorblad van die bevoordeelde se ID.
- ❖ 'n Nuwe kaart sal dan uitgereik word.
- ❖ By hertroue verval die voordeel as die langsliewende nie die oorspronklike houër van die kaart was nie.
- ❖ Die boedel
 - ❖ Die Eksekuteur moet binne 14 dae van afsterwe verwittig word. Neem die volgende dokumente saam:
 - 'n Afskrif van en/of die oorspronklike testament. Die Meester van die hof verlang die oorspronklike dokument.
 - Oorledene se ID wat gestempel is.
 - Doodsertifikaat. (oorspronklike gaan na die Meester van die Hoogeregshof).
 - Gesertifiseerde afskrif van langsliewende se ID.
 - Mediesefonds nommer.
 - Forensiese verslag/ "coroner certificate with the deceased's fingerprints on".
 - Gesertifiseerde afskrif van ander begunstigdes se IDs.
 - Gesertifiseerde afskrif van huwelikssertifikaat van vroulike begunstigdes.
 - Besonderhede van Bank, Spaarrekening Tjekrekening, Kredietkaarte en alle beleggings.
 - Assuransiepolis. Behalwe enkelbedragbeleggings waar die langsliewende die direkte begunstigde is. Sulke polisse is opeisbaar buite die boedel.
 - Koopverenigingboekies.
 - Afskrif van huwelikskontrak indien nie binne gemeenskap van goedere getroud was nie.
 - Afskrif van huwelikssertifikaat.
 - Registrasie sertifikate van voertuie. Die eksekuteur moet toestemming gee vir gebruik van voertuie wat in die oorledene se naam geregistreer is.
 - Wapenlisensies indien nie in ID nie.
 - Kaart en transport van alle eiendomme.
 - Jongste telefoonrekening wat reeds betaal is.
 - Jongste munisipalerekening wat reeds betaal is.
 - Al die ander rekenings wat nog nie betaal is nie.
 - Inkomstebelasting besonderhede.
 - Enige bewys van enigiets wat volgens wet tot waardetoevoeging van die boedel mag dien wat nie reeds gedek is nie (aandele, skuldbriewe, ens)
 - Indien die huwelik binnegemeenskap van goedere was, is alle beleggings in eie naam ook gevries. In so geval moet die langsliewende met sy/haar bank onderhandel vir finansieël steun (indien nie reeds gereël nie) in die oorgangstydperk.
 - ❖ Indien die langsliewende 'n eie besigheid bestuur, reël met die bank dat die bankrekening nie gevries word nie.
 - ❖ Die langsliewende moet so gou moontlik 'n nuwe testament laat opstel.
 - ❖ Hierdie is slegs riglyne en kan met byvoorbeeld nuwe wetgewing verander.

Slot

Voorafgaande lei jou na die feit dat dit 'n goeie idee is om voor die tyd deeglike huiswerk te doen. Altwee van julle is nog gesond en gelukkig. Dit kan baie probleme en kopsere verhoed.

Dit is ook duidelik watter dokumente nodig sal word, te weet waar alle dokumente en of informasie (op 'n geordende manier) geliasseer is en om ook voorsiening te maak vir fondse vir 'n noodgeval soos met die afsterwe van 'n geliefde.

Elke geval sal uniek wees en geen waarborg kan gegee word dat bogenoemde alle omstandighede sal dek nie. Dit is suiwer 'n riglyn.

Die belangrikste aspek is om **nou te begin**.

FUNERAL BENEFIT FOR MEMBERS OF THE GEPF

Members of the GEPF qualify for a funeral benefit that can help pay the funeral costs. This benefit is also payable for the death of a spouse, life partner or eligible child of a member or pensioner. From 2017 the value of this benefit is R15,000 for the funeral of member or pensioner's spouse or life partner.

The person submitting the claim to the GEPF must complete the following forms and make copies of the specified documents, as follows:

- ❖ The funeral Benefit Claim form (Z300 form).
- ❖ For the payment into a bank account, the Banking Details form (Z894) should be completed.
- ❖ A certified copy of the ID document or valid passport of the applicant and the person who died.
- ❖ A certified copy of the death certificate.
- ❖ Proof of marriage, if applicable.

The forms above can be downloaded from the GEPF website. The GEPF claim that correctly submitted claims can be paid out within 72 hours of receipt of the claim. Assistance with claims can be obtained through the toll-free Call Centre at 0800 117 669. More detailed information is available on their website www.gepf.gov.za.

GEPF will accept a claim from the following people, in order of preference:

- ❖ A member;
- ❖ A pensioner;
- ❖ The spouse of a member or pensioner;
- ❖ A major child of member or pensioner;
- ❖ The guardian of a minor child of a member or pensioner (minor children cannot administer their own affairs and so the guardian acts on their behalf);
- ❖ The parent or parent in-law of a member or pensioner;
- ❖ A brother/sister or brother-in-law/sister-in-law of a member or pensioner; and/or
- ❖ The executor of the estate of the deceased.

Note: No payment will be made to a funeral undertaker.

FUNERAL BENEFIT FOR MILITARY VETERANS

A military veteran qualifies for burial support at the expense of the State if he or she, at the time of his or her death:

- Was not employed and received a pension from the State; or
- Was employed and had an annual income of less than R125 000, and
- Was listed as a military veteran in the national military veteran's database.

Despite the sub regulation requiring the military veteran to be listed on the national veterans database, the Department may, after considering evidence from either the demobilisation records, the certified personnel register or service certificates provided by a military veteran's relevant recognised association, provide burial support for the military veteran who was not listed in the national military veterans data base at the time of his or her death provided it is proven by documentary evidence that he or she would have qualified to be listed in that data base had he or she registered before his or her death.

Amount of burial support benefit is R25 000. More detail and the application forms are available on the Department of Military Veteran website www.dmv.gov.za.

CHAPTER 11

SAAF ASSOCIATION MEDICAL LIAISON OFFICERS

Increasing financial pressure, together with a shortage of medical staff, being mainly due to many being deployed on operations and/or other commitments, have led the SA Military Health Service (SAMHS) to initiate stringent controls in the authorisation of medical services to both Regular Force patients and beneficiaries of the Regular Force Medical Continuation Fund (RFMCF) who have a VPA number. Many patients needlessly exploit the services provided leading to fruitless expenditure. In addition, the late payment of accounts to private medical doctors/dentists/institutions has led to some of them refusing to treat VPA patients creating further problems. All these factors lead to beneficiaries of the Regular Force Medical experiencing difficulties in obtaining medical treatment as required. These problems have, in the past, been discussed, as they arise, by the SAAF Association Medical Liaison Officer (MLO) with senior staff members of the SAMHS who generally take the necessary remedial action. The number of complaints has led to the MLO experiencing a considerable work load.

It is felt that, in many instances; problem cases with medical treatment can be identified earlier and if so can then be resolved locally sooner by the appropriate branch medical liaison officers (BMLOs). It is, therefore, requested that each branch appoint a BMLO and inform NEC of the name and contact details of appointees. Appointees should have the interest of fellow SAAFA members at heart and should be prepared to spend a few hours periodically to see to their needs.

Functions of Branch Medical Liaison Officers

The functions of branch medical liaison officers are to:

- ❖ Establish a good working relationship with the officer commanding the nearest Area Military Health Service Unit (AMHU). This can be achieved through meetings and, perhaps, inviting him/her to a branch function. The list of contact persons can be obtained for the SAAFA National Headquarters.
- ❖ An effort should also be made to identify who in the SAMHS deals with claims submitted for approval before being passed to SAMHS HQ for finalisation. It is however imperative that such claims be processed via the local AMHU according to normal Command and Control practice.
- ❖ Explain to the OC of the appropriate AMHU that the object of establishing contact is to foster mutual co-operation that will be to the benefit of both the beneficiaries of the fund and medical staffs. This co-operation should ensure that the any problems experienced by the beneficiaries in obtaining medical treatment are resolved *in situ* on a joint basis with the minimum of friction. It will also ensure that any unsatisfactory behaviour by VPA patients that may be resented by medical staffs will be resolved by the BMLO discussing the problem with patient concerned.
- ❖ Establish which branch members belong to the RFMCF and notify them that you will represent them if problems arise with their medical treatment or the payment of accounts by the RFMCF for medical treatment under the provisions of the continuation fund. This should however be based on an appropriate awareness and understanding of the terms and conditions contained in the RFMCF Guidelines. Electronic copies can be obtained from the SAAFA National Headquarters.
- ❖ Through VPA patients, who may have experienced problems with the late payment of their accounts, try to establish which particular private doctors/dentists/institutions are refusing to treat such patients for this reason. If at all possible try to make contact with such creditors and explain that the SAAFA has a system in place that will try to expedite payments. This

will create understanding which in turn will be conducive to better interaction between Health Practitioners and the respective AMHUs.

- ❖ Notify VPA patients of the details regarding the RFMCF as set out below, as well as of the possible difficulties that they may face in obtaining appropriate medical services. In addition, ensure that they fully understand how to obtain any necessary medical health services required and what limitations are in place.
- ❖ If problems are encountered, try to deal with them through the local AMHU and the personnel there with whom contact has been established. If this fails, notify the SAAFA MLO through the SAAFA National Headquarters.
- ❖ Encourage beneficiaries to notify cases when they have been well treated by medical staffs. Such cases should be brought to the attention of the OC of the AMHU to foster good relations. Also report these to NEC so that similar action can take place at Surgeon General level.
- ❖ If approached by a member belonging to one of the other veteran's organisations who is a beneficiary of the RFMCF, assist them as you would a SAAFA member.

BMLOs should be aware of the fact that their positive actions in establishing a sound working relationship with the local SAMHS OCs and staffs can go a long way to ensuring that RFMCF members are provided with the adequate medical services to which they are entitled. It is also likely that such problem solving done at a local level will achieve more rapid and successful results than those achieved by the SAAFA MLO consulting with SAMHS HQ staffs. Such action is also likely to lessen the resentment felt by local SAMHS staffs when SAMHS HQ staff officers criticize their failures or shortcomings.

BMLOs are requested to liaise with Branch members who belong to the RFMCF (i.e. those with VPA numbers) to establish what problems, if any, they are experiencing at local level in obtaining satisfactory medical treatment. They are requested to inform NEC and the SAAFA MLO of any such problems via their NEC representative in accordance with normal escalation practice (first try and sort it out at local level before escalating it).

Problems encountered with medical treatment

With the continuing financial and staff problems faced by the SAMHS it is to be expected that a number of problems that have already arisen in the treatment of members of the RFMCF will only increase in future. Some of the problems regularly encountered are:

- ❖ Difficulty in arranging appointments with SAMHS medical personnel in the area concerned.
- ❖ Problems in obtaining authority to consult private practitioners or institutions of health care in areas remote from a local SAMHS facility.
- ❖ Problems in having necessary medication delivered from SAMHS in remote areas.
- ❖ Problems with the late or long delayed payment of medical accounts submitted by private practitioners, medical institutions or ambulance services. In particular when services have been refused due to the non-payment of accounts.
- ❖ Members having to travel long distances for appointments/operations/procedures at No 1 or No 2 Military Hospitals when such treatment could have been done locally. In many cases this has led to high travelling and accommodation costs for patients who can ill afford such outlays. The RFMCF will recompense for travelling costs only if the patient is admitted to hospital and does not cover accommodation costs if the patient and accompanying spouse have to stay overnight. In such cases assist with obtaining the necessary authority through the nearest SAMHS Unit for treatment by local private medical practitioners/institutions.

- ❖ Allergic reactions to generic medicines prescribed to replace more expensive regular brands.
- ❖ Inadequate or inappropriate medical treatment provided to patients.

In addition to the above, SAMHS staffs are not always fully aware of the procedures to be followed in the treatment of RFMCF members. In this connection it is pointed out that retired members have to be treated in exactly the same manner and enjoy all the benefits provided to serving members of the SANDF.

Procedure for VPA members to obtain spectacles

The VPA member should visit the nearest Sickbay or AMHU. Personnel at the Sickbay or AMHU will phone the VPA Fund office to inquire about the last date on which the specific VPA member received a service re spectacles. If the member qualifies for a retest, the Sickbay/AMHU will complete a form DD2703 for an eye test.

The member can determine which optometrist he/she wants to consult. The member makes an appointment with a chosen optometrist. The DD2703 must be taken along for the retest.

After the eyesight test, the member has to return to the Sickbay/AMHU with the completed DD2703 where a doctor has to confirm that his/her eyesight has changed. (Previous and current eyesight tests are compared to confirm whether he/she qualifies for new lenses). If the member has a cataract operation and has consulted an optometrist within the two year limit, the Sickbay/AMHU should also complete a Form DD63 for new lenses to be acquired.

If the member qualifies for new lenses and perhaps new frames, the Sickbay/AMHU will issue a second form DD2703 and a Form DD63 (if necessary) which he/she takes back to the optometrist.

- ❖ Eyesight tests are done every second year.
- ❖ Replacement of lenses can done every second year if the member's eyesight has deteriorated by a factor of 0.5 or more – otherwise every four years.
- ❖ Frames for spectacles can be replaced every four years – a nominal amount is allocated for the frame, the balance being for own account.
- ❖ The SANDF will not authorise payments for the fitting cost of a rimless frame when used for a second time.

Medical treatment of veterans with MPO numbers

BMLOs should note that there are those members of the SAAFA who are veterans and have MPO numbers that are entitled to medical treatment. However, this is restricted to the particular type of medical treatment as authorized by the Department of Finance at the time of demobilization. For example, an amputee is entitled to a periodic prosthesis replacement at Government expense.

The scheme is administered on behalf of the Department of Finance by the SA Military Health Service which will recover any costs involved from the former.

Further details are available from the local SA Legion Branch. Alternatively SAMHS HQ, can be contacted on 012 671 5012.

Background information to the RFMCF

The following information is provided as background material to enable BMLOs to carry out their functions effectively:

- ❖ The RFMCF is not a Medical Fund in terms of the legislation governing such organisations. It is governed in terms of Military Regulations by a Management Board under the chairmanship of the Surgeon General. At present there are sufficient funds available to see to the needs of the beneficiaries for the foreseeable future. The beneficiaries are those members who contributed to the fund until the age of 60. The beneficiaries also include those members who retired prior to 60 but who have contributed up to the age of 60, or are still contributing until 60, to the fund. These members receive the same benefits as the over sixties, but the medical expenses of those who are under 60 are met by the SAMHS and not by the RFMCF.
- ❖ VPA members are entitled to free medical treatment (consultations, prescriptions, tests, hospitalisation, dental treatment, and ambulance services etc.), either at SAMHS establishments, or through private medical or dental institutions/practitioners subject to the appropriate approvals. In essence they receive the same medical benefits as Regular Force members.
- ❖ All medical and dental services provided by SAMHS personnel or establishments are subsidised by SAHMS out of its own budget with the RFMCF paying only a small nominal amount for such services rendered. This places a considerable financial burden on SAMHS.
- ❖ The total costs of all medical and dental services provided by private medical or dental practitioners/institutions or ambulance services to VPA members are met by the RFMCF *after* authorisation by SAHMS. Since such authorisation has to go through the normal command channels, this is sometimes the cause of delays in payments being made to creditors by the RFMCF. The rules (Procedures) for *post facto* approvals are clearly indicated in the RFMCF Guidelines and currently any case of non-compliance will almost always result in such a claim not being approved. Such expenses will then be for the personal account of the patient.
- ❖ As a general rule, all beneficiaries of the fund should, whenever at all possible, use the nearest SAMHS facilities unless duly authorised.
- ❖ Only patients living at least 50 km or one hours travel away from SAMHS facilities may be granted authority to use private medical/dental/institutions. Authority can be obtained through the nearest SAMHU office. Consultations with specialists, operations and medical procedures such as scans etc. will still be done at a military hospital. Beneficiaries have to meet their own subsistence and travelling expenses between their place of residence and the military hospital. However, an application can be made through the nearest SAMHU, if such expenses will cause financial hardship, for the RFMCF to cover these expenses.
- ❖ In a life or limb threatening emergency, use may be made of private medical facilities if the patient cannot be taken to a SAMHS facility in time, or no SAMHS assistance is immediately available. The rule in such cases is “use whatever assistance is immediately available”. An attempt should be made to obtain authority from the nearest AMHU prior to using private facilities, or failing this, as soon as possible thereafter. A private ambulance may, for example, be used to convey a patient to a military hospital, or private hospital or clinic, if no SAMHS ambulance is available. It is extremely important to adhere to the conditions of authority in such cases.
- ❖ Beneficiaries in remote areas or those chronically ill can arrange through the nearest AMHU for prescription medicines to be delivered to their homes.

For easy reference the names of BMLOs and contact numbers will be published together with a list of AMHUs and their contact numbers in the National Newsletter

As previously indicated it is considered necessary for each Branch to appoint a MLO, even if only a few of its members belong to the Regular Force Medical Continuation Fund. Even if only one problem is dealt with annually, worthwhile results to the benefit of the beneficiary concerned can be achieved. BMLOs should also make an effort to ascertain whether any beneficiaries of the Fund are satisfied with the quality of medical service provided and to report this to the SAMHS OC concerned. BMLOs should, if at all possible, report each quarter commencing January of each year both to the National HQ and to the SAAFA MLO on the results achieved through liaising with the local SAMHS OC. Both positive and negative aspects should be covered. Such reports will enable us the SAAFA MLO to liaise on a more effective basis with the appropriate staff at SAMHS HQ.

CHAPTER 12

SOUTH AFRICAN NATIONAL FLAG

A guide to the correct usage of and respect for the South African National Flag.

The National Flag of the Republic of South Africa must at all times be treated with dignity and respect. What do dignity and respect mean? In the Regulations Regarding the Flying of the national Flag published just before the flag was adopted in 1994, the dos and don'ts are clearly spelled out.

- ❖ The National Flag must never:
 - ❖ Be allowed to touch the ground or floor.
 - ❖ Be used as a table cloth, or draped in front of a platform.
 - ❖ Be used to cover a statue, plaque corner stone etc. at unveiling or similar ceremonies.
 - ❖ Be used to start or finish any competition, race or similar event.
 - ❖ Be manufactured or used as underclothes, bath and floor mats or any similar demeaning application.
 - ❖ Be used for any commercial advertising in a manner that will distort or show disrespect to the flag.

- ❖ There are a number of Traditional Rules of Respect that should be observed at all times when handling or displaying the National Flag:
 - ❖ The National Flag should always be hoisted at the start of the working day and lowered again before or at sunset. It is not to remain flying at night unless suitably illuminated. In South Africa, this rule still applies to Government designated flag stations, while through common usage the flag can be displayed twenty-four hours a day outside of official stations.
 - ❖ The flag should be hoisted briskly and lowered ceremoniously.
 - ❖ Whenever a person sees an official flag hoisting or lowering ceremony in progress, he or she should come to a halt and stand respectfully to attention for the duration. If a hat is worn, it should be removed and the right hand should be placed over the heart in salute. Persons in uniform should salute in the manner prescribed by their service. The same rules apply when the National Anthem is being played or sung.
 - ❖ The National Flag should never be depicted, displayed or flown upside down. Flying a flag upside down is the traditional sign of surrender! **The flag is right way up when the red stripe is upper most.**
 - ❖ It is also insulting to display the National Flag in a frayed or dirty state. The same rule applies to the flagpole and halyards used to hoist the flag – they should always be in a proper state of maintenance.
 - ❖ The National Flag may never be defaced by placing slogans or any writing or design directly on the field of the flag.

- ❖ The correct display of the National Flag.
 - ❖ When two National Flags are fully spread out horizontally on the wall behind a podium, their hoists should be towards each other with the red stripe upper most.
 - ❖ When the National Flag is displayed on a short flag pole, this should be mounted at an angle to the wall with the flag draped tastefully from it.

- ❖ When two National Flags are displayed on crossed staffs, the hoists must be towards each other and the flags must be fully spread out.
- ❖ The National Flag must never be used as a cloth to cover tables, or lecterns, or podiums or draped from railings.



- ❖ Displaying the National Flag in company with Other National Flags.

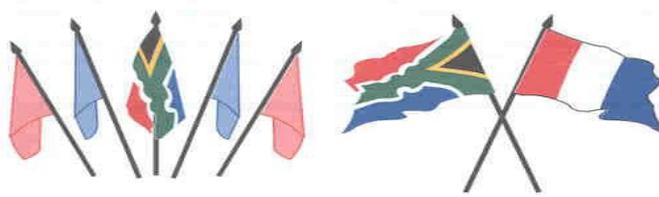
When the National Flag is flown outdoors in company with the National Flags of other countries the following rules apply:

- ❖ The National Flag must always occupy the position of honour. This means it must be the flag furthest to the right (observers left) of all flags on display, with the flags of other countries being arranged alphabetically.
- ❖ All the flags should be approximately the same size with no flags being larger than the National Flag.
- ❖ Each country's flag should be on a separate pole with no national flag being flown on top of another from the same pole.
- ❖ The National Flag must always be hoisted first and lowered last.
- ❖ If the National Flag is displayed on crossed poles, the flag's pole should be in front and the flag to the right (observers left) of the other flag.

- ❖ Displaying the National Flag in company with Non-National Flags.

When the National Flag is displayed in company with other flags that are not national flags such as corporate flags and advertising banners, it should:

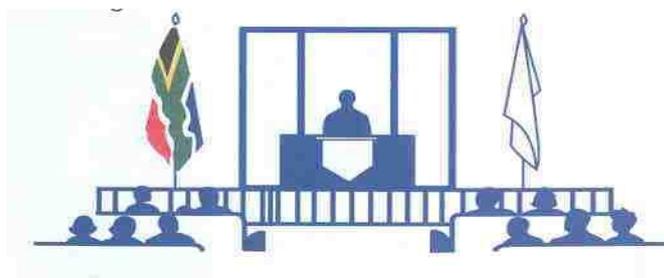
- ❖ If on separate staffs, be in the middle, or the furthest left from the viewpoint of the onlookers, or at least one flag breadth higher than the other flags in the group, or the flagpole must be in front of the other poles in the group.
- ❖ If on the same staff, it must be the upper most flag.
- ❖ If carried in procession with other flags, it must be at the head of the marching procession.
- ❖ If it is carried with a row of flags in line abreast, it must be carried to the marching right of the procession.



❖ Displaying the National Flag indoors.

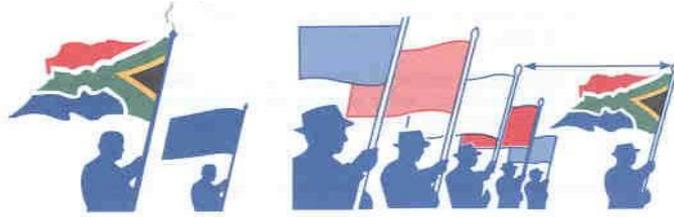
Whenever the National Flag is displayed indoors in halls at public meetings or gatherings of any kind, it should:

- ❖ Always be on the right (observers left) as this is the position of authority. So when the National Flag is displayed next to a speaker in a hall or other meeting place, it must be placed on the speaker's right hand, and when displayed elsewhere in the hall, it should be to the right of the audience.
- ❖ Be displayed completely spread out with the red stripe on top. If hung vertically on the wall behind the podium, the red stripe should be to the left of the onlookers facing the flag with the hoist cord at the top.



❖ Parades and Ceremonies.

- ❖ The National Flag, when carried in a procession or parade or with another flag or flags, should be on the marching right or alone in front in the centre.
- ❖ The National Flag may form a distinctive feature of the unveiling of a statue, monument or plaque, but should never be used as the covering for the object.
- ❖ As a mark of respect to the National Flag, it should never be dipped to a person or thing. Regimental Colours, Organisational or Institutional flags may be dipped as a mark of honour.
- ❖ During a ceremony where the National Flag is hoisted or lowered or when the National Flag is passing in a parade, all persons present, except those in uniform, should face the national flag while standing at attention with the right hand over the heart. Hats should be removed and held in the right hand at the left shoulder with the hand over the heart. Those present in uniform should salute.
- ❖ The same rules apply when the National Anthem is played.



❖ Half Masting.

The South African National Flag should be half-masted as a sign of mourning only on instruction from The Presidency, who will also give a date ending the mourning period. When the National Flag is to be flown at half-mast it must first be raised to the top of the mast and then lowered to half-mast. Before being lowered at sunset or at the appropriate time the National Flag is first raised to the top of the pole and then lowered. ONLY the National Flag is half-masted. All other flags remain at normal height.

❖ Disposal.

When no longer in a fit condition to be used, a flag should be disposed of in a dignified manner, preferably by burning.

CHAPTER 13

BENEVOLENCE

- Appendix A: Example of an Application Form for Assistance.
Appendix B: Johannesburg Branch Eagle Assistance Fund Application.
Appendix C: Selected Institutions Offering Pensioner Discounts

BACKGROUND

When the SAAF Association was first founded in 1945 its member's main concern was the wellbeing of the families of airmen that had paid the supreme sacrifice during the war and the wellbeing of demobbed airmen. While other objectives were later added, benevolence has been the cornerstone of the Association throughout the years. For a very lengthy period the management of the financial support to those in need was centralised at the National Office. When the SAAF Association suffered huge financial losses around 2006 it was no longer possible to distribute financial support from the central account. The SAAF Association was forced to rely on Branches to raise their own funds to support those in need in their particular areas. This chapter of the MOA attempts to provide guidance to Branches based on lessons that have been learnt.

EVALUATION

When a Branch is approached to provide assistance it is essential to conduct an evaluation of the financial situation of the potential beneficiary. While it may feel invasive it is very important to protect the interests of the Branch and to ensure that the good will is not misused. If the services of a qualified social worker are available, such a person's inputs can be invaluable. Appendix A captures the elements that can be considered when determining the level of support needed. The following aspects should be considered:

- Disabilities.
- Medical record.
- Assistance from family members.
- Special needs and circumstances.
- Supportive arguments to income and expenditure.

FUNDING

The main burden for generating funds for benevolence now falls on the Branch and various initiatives need to be launched to satisfy the requirement. Additional sources of funding are as follows:

- SAAFA National Office Annual Award. In recent years the SAAFA central fund has recovered to a point where NEC is able to allocate a modest annual financial allocation to all recipients. This allocation is made to Branches in November each year.
- Johannesburg Branch Eagle Assistance Fund. This fund makes once-off payments to a recipient which has proven to be very useful when a Branch first acquires a beneficiary and can be used to address an immediate need.
- CMVO Benevolence Fund. The CMVO has a fund that is used for all veterans in need, but it needs to be noted that it can only make once-off modest allocations.

While SAAFA does not qualify to issue tax certificates to entities that are willing to make welfare donations to Branches, it is registered as a Non-profit Organisation (NPO) and Public Benefit Organisation. These numbers are captured on the official SAAFA letterhead and a copy of the NPO certificate is available from the National Office for donors that have a need for this certificate. When payments are made to recipients it is important that existing state old age pensions are not

compromised when making payments as there is a risk that these can be reduced due to the additional income.

PROTECTION OF OLDER PERSONS

While dealing with persons in need it is important to be aware of the legislation to is aimed at protecting their wellbeing, namely the Older Persons Act, 2006 (Act 13 of 2006). This act's intension is to protect, promote and maintain the status, rights, well-being and security of older persons. The act covers males over the age of 65 years and females over the age of 60 years and aims at combating the physical, sexual, psychological and/or economic abuse of older persons. Our members may find themselves in situations where they are in the care of individuals, institutions or persons employed to perform this function. Where abuse is identified it is important that a report is immediately made to the police or Department of Social Development. It is important to note that failure to report an abuse of an older person amounts to a crime punishable by the law.

OTHER ASSISTANCE

Considering that the vast majority of members are pensioners it is worthwhile to consider other opportunities to enrich the lives of the older generation. One such organisation is the South African Association of Retired Persons based in Cape Town. Not only do they facilitate savings on short term insurance, optometrist services and holidays, they provide access to free wills, life style advice, social clubs and distribute regular informative newsletters. Membership is free and they can be contacted by telephone (021 592 1279), email (info@saarp.net) and have a website (www.saarp.net).

Members experiencing financial difficulties are encouraged to explore all opportunities of assistance. Many of the municipalities offer more affordable services to those that pass the means tests. There are many opportunities for pensioners to stretch the buying power of their pensions. Appendix C is a list of national entities that offer discounts to pensioners. Branches are encouraged to explore opportunities with local businesses to expand this list.

EXAMPLE OF A NEW APPLICATION FOR ASSISTANCE TO THE AGED

Applicant's Personal Particulars

Title: Surname: Initials:
 Full Names: ID Number:
 Marital Status: Married Single Widow Widower SAAFA Member: Yes No

Applicant's Air Force Service Particulars (in the case of a widow, deceased spouse's record):

Air Force served in: SAAF Other: Service/Force No:
 Period of service: Air Force seconded to:
 Name of last SAAF Base/Unit/Squadron where service was rendered:
 VPA Number (if applicable):

Postal address and telephone numbers of the applicant:*P.O. Box 33671, Pretoria, 0001. 012 6679145*....

Postal address and telephone numbers of next of kin/family: *441 17th Avenue, Rietfontein. 0181. 012 9893701*.

Applicant's Current Medical History:

...Ivan continues to suffer from hypertension, arthritis, high blood pressure and has recently suffered a stroke, resulting in his hearing, speech and mobility being severely impaired. His deteriorating condition is causing adverse effects on his caring wife, Thelma, who provides constant attention and care. The medical insurance excludes virtually all except hospital cover. Medical expenses such as chronic medication he requires and all the other medication he and his wife have to take is borne by his son, Timothy, who is occasionally reimbursed by SAAFA.

Motivation supporting the application (please add additional pages if necessary):

...Ivan celebrates his 89th birthday in November and it is strongly recommended that the twilight years of this family should be as tranquil as possible; that NEC and the Branch join forces to maintain or even extend the present level of assistance to incorporate the subsidizing the cost of a regular visit by a "Home-care nurse" to relieve 81 year-old Thelma and son of the physical and emotional strain of medical and hygiene care which is needed to sustain Ivan.

Pensions received by applicant:

Receives a: War Veteran's Pension Old Age Pension Company Pension GEPP

If not receiving a pension, give reasons;*Not Applicable*.....

Assistance received by applicant from Veteran's Organizations:

Receives assistance from: National War Fund Other Veteran's Org (eg CEL):

Has application been made for assistance from any other Veteran's Organization: YES NO

Please turn over

Please turn over

Title: Surname: Initials: **Assistance received by applicant from Family Members:**If this assistance is not permanent of nature it is not to be included in the fixed income statement below:... **Nothing financial only cost of medication and free occupancy of a Granny-flat on son's home property**.....**Income received by applicant from Part-time Employment/Business:**If this income is not permanent of nature it is not to be included in the fixed income statement below:... **Not applicable**.....**Applicant's Assets:** (give short description and monetary value)

Property fixed and moveable, investments, etc.

..... **Not applicable**.....

Is the applicant receiving a fixed income from the above:

YES	NO
-----	----

If YES, please enter under "Other fixed income" in the fixed income statement below.

Applicant's fixed Monthly Income/Expenses: NOTE: SAAFA ASSISTANCE MUST NOT BE INCLUDED

FIXED MONTHLY INCOME			FIXED MONTHLY EXPENSES		
Pensions - War Veterans			Rent		
Old Age	750	00	Rates and Taxes	350	00
Company			Water and Lights	400	00
Medical Disability			Food	850	00
Nation War Fund			Medical - Medical Aid	1100	50
GEPF			Doctor's visits	90	00
Income - Investments			Chronic Medicines		
Property			Communications - Telephones		
Annuities			Television		
			Insurance - Life/Endowment		
	680	00	Annuities		
			Short term	280	00
			Servants	80	00
			Liabilities: - Loans		
			Bond payments		
			HP's		
			Other fixed expenses (specify)		

TOTAL TOTAL

TOTAL SAAFA ASSISTANCE RECEIVED PER MONTH

R **Certification:**

We the undersigned hereby certify that:

All aspects reflected in this application have been thoroughly investigated and found to be correct.

..... **R.F. PIETERSEN**.......... *R.F. Pieteresen*.....

..... 17/10/2006.....

Branch Welfare Member

Signature

Date

..... **C.S.P. HEFER**.......... *C.S.P. Hefer*.....

..... 17/10/2006.....

Branch Chairman

Signature

Date

Johannesburg Branch Eagle Assistance Fund Application



SA AIR FORCE ASSOCIATION
(JOHANNESBURG BRANCH)



**EAGLE
ASSISTANCE FUND**

P O Box 66266
BROADWAY
2020

Tel: 011 616 7406
Fax 086 514 8139
e-mail: info@jhb.saafa.co.za

APPLICATION FOR GRANT

NAME OF APPLICANT.....

AMOUNT REQUIRED
LESS CONTRIBUTION BY BRANCH

R
R

GRANT APPLIED FOR

R

IS APPLICANT SAAFA MEMBER? YES / NO

IS APPLICANT EX SAAF YES / NO

IF DEPENDANT, RELATIONSHIP TO THE ABOVE

MOTIVATION:
(As fully as possible with supporting documentation)

SIGNED _____
 CHAIRMAN
BRANCH _____

Banking Details of Branch or Applicant: _____

SELECTED INSTITUTIONS OFFERING PENSIONER DISCOUNTS

Name	Detail
Post Office post box rental	Discounted rate for pensioners.
SABC television licence	Over 70 qualify for a rebate, as do those eligible for a government pension or disability grant.
Makro	Over 60 get 10% discount on Tuesdays, Makro card to be endorsed.
Hertz car hire	55 and older can hire a A group vehicle for approximately R200 per day, with numerous waivers.
Mango	10% discount for over 60 on Tuesday, Wednesday & Saturday.
SAN Parks	Discounts of up to 40% for camping and accommodation, excluding certain months, Fridays, Saturdays and long weekends. Booking cannot be done online.
Ster Kinekor	50% discount for over 60 years on weekdays and weekends up to and including the 5.30 pm shows.
Nu Metro	Over 60 get up to 50% discount, ID required. Note that all get the discount on Wednesdays.
Game	Over 60 qualify for a Senior Citizen Discount Card, to be used on Wednesday. First R1,500 qualifies for 10% discount, but not on groceries, liquor, insurance, cell phones, airtime and contracts.
Pick and Pay, selected only	Hypermarkets, family markets and supermarkets decide on their own pensioner policies, some issue special booklets with coupons, some have pensioner days with 5% discounts, ID required.
Clicks	Over 60 and ClubCard member you can opt for Clicks ClubCard Seniors programme and earn double points on the 2 nd Wednesday of each month.
Intercape	15% discount available on Sleepliner for over 60 and seat on the lower deck guaranteed (no stairs and close to toilet).
AA	Substantial discount on membership on AA Alliance option, including 3 call-outs per year.
Dion Wired Stores	Over 60 get 10% discount on Tuesday for purchases not exceeding R1,000 and excluding specials.
Dischem	Pensioners get Double Points Day twice a month and there is a +60 Pensioners tea once a year where a hamper of products is given out.
Torga Optical	Over 60 get free eye testing and discounts on frames and lens.
Tsogo Sun Hotels, including Southern Suns and resorts, The Palazzo, Suncoast Towers and Beverly Hills	Over 63 get 50% discount on the Best Available Rate of the day, subject to availability. Phone 086 144 7744 to secure a booking.
Weighless	Ladies over 60 and men over 65 qualify for a discount. Those belonging to Vitality Discovery qualify for an additional discount.
Shosholozza Meyl	Pensioners qualify for a 25% discount on all trips.
Greyhound bus	Over 60 qualify for 5% discount on all days of the week.
Orion Hotel Group	Over 60 get 40% discount on B&B rates.
Car magazine	30% discount of annual subscription of 12 issues.
Getaway magazine	30% discount of annual subscription of 12 issues.
Leisure Wheels	30% discount of annual subscription of 12 issues.
Sunday Times	Pensioners get discount on subscription.
Spur Steak Ranches, selected	Senior Menu available for over 65.
Tiger Wheel & Tyres	Discounts on tyres, selected products and services for over 60 on Tuesdays.
Property rates	Discounts vary from 40% to 100%, depends on means test.
V & A Waterfront	"Especially for You" special offers available at V & A Waterfront info centre, ID required. Free parking anywhere at the V & A from Monday to Friday 09h00 to 12h00. City Sightseeing pensioner tickets at 50%.
Metrorail	On Tuesdays train travel is free for over 60 within the Metropole area 09h00 to 14h00, ID required.