



SOUTH AFRICAN AIR FORCE ASSOCIATION

THE CONSTITUTION
OF THE
SOUTH AFRICAN AIR FORCE ASSOCIATION

**INCORPORATING AMENDMENTS APPROVED BY THE 69th ANNUAL GENERAL MEETING
OF THE ASSOCIATION ON 24 MAY 2014**

PUBLISHED BY THE NATIONAL EXECUTIVE



SOUTH AFRICAN AIR FORCE ASSOCIATION

CONSTITUTION 2014

1. NAME

The name of the Association shall be "The South African Air Force Association".

2. PREAMBLE

- 2.1 The Association has been formed to perpetuate a tradition of comradeship, knowing no distinction of race, language, gender, or creed, which has developed over the years among members of the South African Air Force.
- 2.2 The Association shall be democratic and non-sectarian and shall be non-partisan in relation to party politics.
- 2.3 The Association shall have an existence separate from that of its members and shall have the right to sue and be sued in its own name as provided for in Clause 18.
- 2.4 The Association shall not be one carrying on business for gain, either by itself, or its Branches, or any of its members.
- 2.5 The Association shall not give any of its money or property to its members or office bearers, except in the case where a member or office bearer is compensated for work done for the Association and a reasonable amount therefore has been approved.

3. DEFINITIONS

- 3.1 "Association" shall mean the South African Air Force Association.
- 3.2 "Constitution" shall mean the Constitution of the South African Air Force Association as amended from time to time.
- 3.3 "Member" shall mean member of the South African Air Force Association.
- 3.4 "Membership" shall mean membership of the South African Air Force Association.
- 3.5 "Air Force members and ex-members of approved Air Forces as per Clause 3.5.3", shall mean all ranks, men and women, past and present, who served or are serving in any of the following Services or Corps:-
 - 3.5.1 South African Air Force (SAAF).
 - 3.5.2 South African Women's Auxiliary Air Force.
 - 3.5.3 Other Air Forces as approved from time to time in General Meeting.
- 3.6 "National Executive Committee" shall mean the Committee responsible for the management of the Association in terms of the Constitution.
- 3.7 "Financial Year" shall mean the period between the first day of January and the last day of December in any calendar year.
- 3.8 All reference to the male gender shall also refer to the female gender and vice versa
- 3.9 "Membership Subscription" shall mean monies payable to attain membership of the Association.
- 3.10 "Member's Levy" shall mean a levy imposed on a member by the respective SAAFA Branches, at their discretion, payable annually towards the administration of the branch.
- 3.11 "Branch Capitation Fee" shall mean a levy imposed on a SAAFA Branch by the National Executive Committee, at their discretion, payable annually towards the administration of the Association.

- 3.12 "Paid up membership" shall be based on the year preceding the year of the Branch Annual General Meeting.

4. OBJECTS

The objects of the Association shall be:

- 4.1 To maintain and foster friendship, comradeship and good fellowship among all members and persons eligible for membership.
- 4.2 To render assistance, and to give advice to members.
- 4.3 To raise, administer and disburse funds in order to carry out the objects of the Association.
- 4.4 To establish and administer or assist in the establishment and administration of grants to provide for the maintenance and general well-being of members of the Association, and of members and ex-members of the Air Force, and their dependants.
- 4.5 To establish Branches of the Association within the Republic of South Africa or elsewhere.
- 4.6 To perpetuate the memory of those who have given their lives in the service of their country in such manner as the Association shall deem fit.
- 4.7 To support the safeguarding of the Heritage of the South African Air Force.
- 4.8 To promote the interest and competence in aviation.
- 4.9 To publish bulletins, journals or publications or to enter into arrangements with existing journals or publications in order to disseminate matter in the interest of the Association.
- 4.10 To watch, safeguard, and promote the interests and image of the Association, and the SAAF, and all their members and their dependants, and to take such steps, and make such representations as are necessary for this purpose.
- 4.11 To recognise the service rendered by members to the Association in an appropriate way, through the establishment and awarding of Orders, Decorations, or Certificates of Merit.
- 4.12 To co-operate with existing organisations, Governmental or other-wise, which have the same or similar objects, and to supplement the functions of such organisations.
- 4.13 To promote friendship with members and ex-members of other arms of the South African National Defence Force and other friendly Foreign Forces, as well as persons and interest groups supporting the SAAF.
- 4.14 To create or promote, or to facilitate in the creation or promotion of any organisation, project, or scheme, for the benefit of its members, members and ex-members of the SAAF, and their dependants.
- 4.15 To acquire by purchase, exchange, lease, or otherwise moveable and immovable property of any kind.
- 4.16 To erect, construct, alter, maintain, improve, manage and control any buildings and/or other structures.
- 4.17 To sell, lease, mortgage, dispose of, give in exchange, turn to account or otherwise deal with all or part of the moveable and immovable property and rights of the Association.
- 4.18 To borrow or raise money in such manner as the National Executive Committee of the Association may deem fit, and in particular by the issue of Debentures or Debenture Stock and as security for any monies borrowed or raised to mortgage, pledge or charge the whole or any part of the property, assets or revenue of the Association present or future.

The intention is that the object specified in each Clause of this paragraph, except where otherwise expressed in such Clause shall in no way be limited by reference to; or interference from; the terms of any other Clause.

5. MEMBERSHIP

Membership of the Association shall be of three categories:

- 5.1 Full membership.
- 5.2 Honorary membership.
- 5.3 Associate membership.

6. QUALIFICATIONS FOR FULL MEMBERSHIP

All Air Force members and ex-members as defined in Clause 3.5, and their spouses or surviving spouses, shall be eligible for Full Membership of the Association except those who have been discharged from their respective Services or Corps for misconduct. In order that prerequisites of statutory military veteran affairs are complied with, SAAF members still in service will be recorded as such.

7. QUALIFICATIONS FOR HONORARY MEMBERSHIP

- 7.1 The Association may invite eminent or distinguished persons to 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.
- 7.2 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.
- 7.3 Honorary members may wear the SAAFA Dress and SAAFA Regalia.

8. QUALIFICATIONS FOR ASSOCIATE MEMBERSHIP

- 8.1 Persons who in terms of Clause 3.5 do not ordinarily qualify for Full membership, but, who in the opinion of a Branch Committee, could make a meaningful contribution to the Association, may be invited to become an Associate Member of the Branch.
- 8.2 The number of Associate Members may at no time exceed 35% of the total Branch membership, unless special motivation to exceed 35% is made by a Branch and the National Executive Committee approves a limit greater than 35%.
- 8.3 Associate Membership shall be reviewed annually.
- 8.4 Associate Members will pay the SAAFA Membership subscription and Member's levy as per Clause 9.1
- 8.5 Associate members shall enjoy all the rights and general benefits of a Full member, except the right to receive any benefit or financial assistance where the award and scale thereof is based purely on the personal circumstances of the specific member concerned (benevolence or other financial assistance or benefits).
- 8.6 Associate Members may be co-opted to Branch Committees, but may not hold office in the capacity of Chairman or Vice-Chairman.
- 8.7 Associate members may wear the SAAFA Dress and SAAFA Regalia.

9. MEMBERSHIP SUBSCRIPTION, MEMBER'S LEVY AND BRANCH CAPITATION FEES

- 9.1 Members admitted to Full and Associate Membership shall pay an introduction SAAFA Membership subscription of such amount as shall be determined by the National Executive Committee from time to time after notice shall have been given prior to and the amount shall have been approved at the Annual General Meeting of the Association. Thereafter, all Full and Associate Members will only be required to pay the appropriate Branch an annual Member's Levy as per Clause 9.2.
- 9.2 Full and Associate members shall pay the appropriate Branch an annual Member's Levy of such amount as shall be determined by the Branch Committee from time to time after notice shall have been given prior to and the amount shall have been approved at the Annual General

Meeting of the Branch. This amount should only be comprised of reasonable Branch administrative costs and should also include the annual Branch Capitation Fee as per Clause 9.3. Such Member's Levy shall become due and payable on 1st January in each year and in the case of a new member shall be deemed to cover only the calendar year of joining, save that any member joining the Association after 1st July in any year shall pay only half of the current approved Member's Levy for that year.

- 9.3 An annual Branch Capitation Fee shall be paid to the National Executive Committee, by each Branch, in respect of every contributing Full and Associate member of that Branch, as determined by the annual certified Membership as on 31 December of the preceding year. This annual Capitation Fee becomes due on the 1st January of the current year, with payment preferably before the National Annual General Meeting but not later than 30th June of the current year. The amount of this Branch Capitation Fee shall be determined by the National Executive Committee from time to time, and shall be approved by the Annual General Meeting of the Association, due notice having been given prior to that meeting, The Capitation Fee should include the NEC administrative costs as well as any other special obligations e.g. the Air Force Memorial Maintenance Fund.
- 9.4 No member leaving the Association for whatever cause shall be entitled to the refund of any monies paid by him to the Association.

10. APPLICATIONS FOR MEMBERSHIP

- 10.1 Applications for membership shall be addressed to the Secretary of the Branch to which the applicant desires to be admitted, on an official application form.
- 10.2 Each application shall be accompanied by the appropriate subscriptions and levies.
- 10.3 The Branch Secretary shall place the completed form of application for membership before the Branch Committee, which shall have the right to accept or reject any application for membership in its sole and absolute discretion and may call for adequate proof of qualification from an applicant.
- 10.4 The subscriptions and levies paid by a rejected applicant shall be returned to him. No rejected applicant may renew his application save after a lapse of six months from the date of the refusal of his previous application.
- 10.5 Any person accepted as a member shall be deemed to be a paid up member so long as his name remains upon the membership register. Any member whose subscriptions and levies are not more than three months in arrears shall have the rights and privileges of a member.
- 10.6 Any member who is three months in arrears with his subscriptions and levies shall be liable to have his membership terminated by the decision of the Committee of the Branch of which he is a member. If, however, a member proves to the satisfaction of his Branch that his inability to pay his subscriptions and levies is due to ill-health or unemployment or other circumstances beyond his control, he shall be entitled to remain a paid up member on such terms and for such a period as the Branch Committee may determine.
- 10.7 In the event of an eligible person wishing to apply for membership in an area in which no Branch is in existence, application shall be addressed to the Secretary of the National Executive Committee to whom payment of the appropriate subscription and levy shall also be made. The National Executive Committee shall allocate such member to the appropriate Branch.

11. PRIVILEGES

- 11.1 Membership of the Association shall entitle a member to all the privileges of the Association and of its Branches exclusive of any privileges or advantages pertaining to any Club or Institution organised in connection with a Branch for which an additional subscription may be required to be paid to the Branch.
- 11.2 Any member moving from one town or district to another and desiring to be transferred to another Branch shall after paying all subscriptions and levies due to his original Branch be so transferred. Such transfer shall be carried out by the Branch Secretary who must report it to the Secretary of the National Executive Committee and to the Secretary of the Branch to which the member desires to be so transferred.

12. PROOF OF MEMBERSHIP

Every member shall receive such proof of membership as shall from time to time be deemed necessary and/or desirable by the National Executive Committee.

13. LIABILITY OF MEMBERS

No liability shall attach to any member of the Association other than in respect of his or her unpaid subscription and any other money he or she may be owing to the Association.

14. STRUCTURE, GOVERNING BODY AND HEADQUARTERS

The Association shall consist of Branches established as per Clause 34, who, at Annual General Meeting, shall elect the National President, National Vice President and Country Vice Presidents in terms of Clause 21.1 as recommended by the Electoral College, and together with persons mentioned in Clause 21.1, shall be recognised as the National Executive Committee and shall form the governing body of the Association with its headquarters situated at such place as may from time to time be decided by Committee. The Association shall continue to exist irrespective whether membership or Branches change or whether there are different office bearers elected to office.

15. FINANCIAL CONTROL AND MANAGEMENT

15.1 The management of the South African Air Force Association shall be carried out by the National Executive Committee, acting under the authority conveyed to it by this Constitution or by any mandate, direct or implied, granted to it in General Meeting of the Association.

15.2 The management of Branches shall be carried out by Branch Committees likewise acting in terms of this Constitution and of any regulations drafted pursuant to this Constitution, or under any authority granted to such Branch Committee in General Meeting or delegated by the National Executive Committee in such manner as may be constitutionally competent.

15.3 The National Executive Committee and the respective Branch Committees may at their discretion register under and comply with such provisions of the Welfare and Fund Raising Acts as they shall deem to be necessary or expedient.

15.4 The funds of the Association shall be administered as follows:

15.4.1 There shall be constituted a Central Administrative Fund, which shall be administered by the National Executive Committee on behalf of the Association as a whole.

15.4.2 The Association, in General Meeting, or the National Executive Committee, may establish dedicated Funds for a specific purpose. The management and administration of these funds shall be subject to Rules as to the purpose, source of funds, beneficiaries, qualifications for benefits, and the eventual winding up. These Rules shall be established by the Association in General Meeting, or by the National Executive Committee from time to time, and shall be circulated to all Branches or sub-Branches.

15.4.3 The National Executive Committee may appoint sub Committees to manage and administer these Funds. These sub Committees shall be accountable for the proper management and administration of the Funds, and shall report annually to the Association in General Meeting, and periodically to the National Executive Committee as that Committee may require. These sub Committees shall also make recommendations to the National Executive Committee, or the Association in General Meeting, as to proposed alterations to the Rules of these Funds.

15.4.4 All invested funds, belonging to the Association, other than funds held by a Branch in terms of Clause 15.4.5 hereof, shall be held in trust by persons appointed in terms of Clause 16.2 of this Constitution.

15.4.5 Branch Committees shall be entitled to retain and administer funds derived from membership subscriptions and member's levy of Branch members. Funds raised by Branches from sources other than membership subscriptions and member's levy may, in addition, be held and administered by such Branches for the express purpose for which such funds were raised. These funds shall be held in trust by persons appointed in terms of Clause 41.1.

16. IMMOVABLE AND OTHER PROPERTY

- 16.1 The Association shall be empowered to acquire immovable property and hold such property either in its name directly, or through, or by means of a third party as determined by the National Executive Committee from time to time.
- 16.2 Unless otherwise determined from time to time by the National Executive Committee, all immovable and other property of the Association, other than that held by a Branch in terms of clause 46.2 shall be vested in the names of the President, Vice-Presidents, Secretary/Honorary Secretary and Honorary Treasurer for the time being as trustees provided that any two of these shall have the power at any time to act on behalf of and/or to sign all relevant documents in the name of the Association, after instructions by the National Executive Committee.

17. EMPLOYMENT OF LEGAL REPRESENTATIVES AND OTHER PROFESSIONAL PERSONS

Attorneys, Advocates, Accountants and other Professional persons may be appointed by the National Executive Committee or Committee of any Branch. Such persons may be appointed either in an honorary capacity or at fixed remuneration or on ordinary professional terms. Persons acting in an honorary capacity may on request be paid out-of-pocket expenses at the discretion of the National Executive Committee or Committee of any Branch.

18. LEGAL ACTION

The Association will sue or be sued in the name of "The South African Air Force Association". Any power of attorney or resolution to sue or defend shall be signed by the President or, in his absence, the Vice-President of the Association.

19. NOTICES

All notices shall be sent by post, fax or electronic means to the Member or person for whom they are intended at his last known address and shall be deemed to have been received by such Member or person if sent by post, seven days after the date of posting, and if sent by fax or electronic means, three days after the date of transmission.

20. DISSOLUTION OF THE ASSOCIATION

- 20.1 The Association may be dissolved if at least two-thirds of the members present and entitled to vote at a General Meeting of members convened for the purpose of considering such dissolution, vote in favour thereof. Not less than twenty-one (21) days notice shall be given of such meeting and the notice convening the meeting shall clearly state that the question of dissolution of the Association and disposal of its assets will be considered. If there is no quorum at such a General Meeting, the meeting shall stand adjourned for not less than one week and the members attending such adjourned meeting shall constitute a quorum (see Clause 32.5).
- 20.2 The Association shall only be dissolved after all Branches and sub-Branches have been dissolved as per Clause 40.
- 20.3 On dissolution of the Association, members and office bearers shall have no rights over any of the assets of the Association. All assets or sufficient thereof in the view of the National Executive Committee, shall be realised to enable it in the first instance to the discharge of all its debts and liabilities and any residue thereafter remaining shall not be paid to or distributed amongst its members but shall be applied to such one or more of the following objects as the meeting referred to in Clause 20.1 above, may decide:
- 20.3.1 To safeguard the interests of and render assistance to the dependants of deceased or disabled members.
- 20.3.2 To establish and administer or assist in the establishment and administration of bursaries, grants and loans to provide for the education, maintenance and general well-being of members, ex-members of the SAAF, and their dependants.
- 20.3.3 To perpetuate the memory of those who gave their lives in the service of their country, in such manner as the said meeting shall deem fit.
- 20.3.4 To support some other Welfare Organisation, or Organisations, having similar objects to those of the Association.

21. CONSTITUTION OF NATIONAL EXECUTIVE COMMITTEE

- 21.1 The National Executive Committee, the Governing Body of the Association, shall consist of a President, a Vice President, Country Vice Presidents, Secretary/Honorary Secretary and Honorary Treasurer plus one representative nominated by each Branch, plus such members as may be co-opted in terms of Clause 22.1.5, to be nominated and appointed each year at the Annual General Meeting of the Association.
- 21.1.1 The office of National President and National Vice President shall be subject to an annual review by the Electoral College for a maximum period of three years. The incumbents will after this period be eligible for a second term of office. A third term is excluded by this Clause.
- 21.2 The number of Country Vice Presidents, and their respective duties, will be determined from time to time by the National Executive Committee, and approved by the Association in General Meeting.
- 21.3 Nominations:
- 21.3.1 Nominations for National President, National Vice President and Country Vice Presidents shall be conducted in accordance with Clause 24 prior to presentation to the Annual General Meeting of the Association.
- 21.3.2 Nominations for Secretary/Honorary Secretary, Honorary Treasurer and co-opted members shall be received and considered by the National Executive Committee prior to presentation to the Annual General Meeting of the Association.
- 21.4 Branches may also nominate persons to serve as Country Vice-Presidents. Such nominations shall be sent by the Branch, together with the reasons therefore and the nominees acceptance, to the National Executive Committee, not later than 31st January in each year. These nominations, if considered fit by the National Executive Committee shall be circulated to all Branches with the notices of the Annual General Meeting.
- 21.5 Representatives nominated by Branches shall hold office for one year after which they shall retire but may be re-nominated. Their year of office shall be concurrent with the period between one Annual General Meeting of the Association and the next such meeting.

22. POWERS OF NATIONAL EXECUTIVE COMMITTEE

- 22.1 The National Executive Committee, subject to such decisions as may be passed at any General Meeting, shall have power to do all such acts or things in connection with the management of the affairs of the Association or in the furtherance of its objects, as are not by these rules required to be done by the Association in General Meeting or by Branches in terms of Clause 46, and without prejudice to the general powers thus conferred upon it and so as not to in any way limit or restrict these powers, it is expressly declared that the National Executive Committee shall have the power:
- 22.1.1 To make, amend and repeal bye-laws for the administration of the Association and generally for all matters connected with the Association provided that such bye-laws are not inconsistent with the Constitution of the Association.
- 22.1.2 To appoint (and at their discretion remove or suspend) such agents, secretaries, officers, clerks and servants for permanent, temporary, or special services, as they may think fit, or to invest them with such powers as they may think expedient, and to determine their duties and fix and vary their salaries or emoluments (if any) and to require security in such instances and to such amounts as they may think fit.
- 22.1.3 To refuse to admit to membership of the Association without assigning any reason therefor any person whose application for membership has been referred to it by a Branch, or whose application has been made in terms of Clause 10.7
- 22.1.4 To investigate the affairs of any Branch when, in their opinion, such a course seems necessary, or upon a requisition so to do by the members of such Branch made in General Meeting.
- 22.1.5 To co-opt as members of the National Executive Committee, not more than six additional members.

- 22.1.6 To appoint sub-Committees and to delegate such powers thereto as they may determine.
- 22.1.7 At any time to summon an Extraordinary General Meeting of the Association.
- 22.1.8 To expel any member guilty of misconduct or any act which in the opinion of the National Executive Committee renders him/her undesirable for continued membership, after such member has been notified of this intention, and has been given the opportunity to defend himself/herself.
- 22.1.9 To approve and regulate or disallow the formation by Branches of any Club or Institution to be run in conjunction with a Branch.
- 22.1.10 To close any Branch when such a course is, in their opinion, in the best interests of the Association.
- 22.1.11 To fill any vacancies that may arise in the National Executive Committee to hold office until the next Annual General Meeting.
- 22.1.12 To receive and authorise the expenditure of money in accordance with the objects of the Association.
- 22.1.13 To institute, conduct, defend, compound or abandon any legal proceedings by and against the Association or its officers or otherwise, concerning the affairs of the Association, and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Association.
- 22.1.14 To open a banking account in the name of the Association and to operate on and overdraw the same, and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Association. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least two members of the National Executive Committee.
- 22.1.15 To establish or support or aid in the establishment and support of associations, institutions, trust funds calculated to benefit the Association, its members, or their dependants, and to grant pensions and allowances and to make payments towards insurance's and to subscribe or guarantee money for charitable or benevolent purposes, or for any exhibitions.
- 22.1.16 To apply or assist a Branch of the Association to apply to the appropriate Licensing Authorities for the grant of any Licences, including Liquor Licences, required in connection with the carrying on of any Club, Canteen, Recreational or other similar Institution.
- 22.1.17 To commission and supply to the Branches for their use and for the use of members such insignia designating the Association and membership thereof as shall from time to time be authorised by the Association in General Meeting assembled. Alteration to any such insignia may only be authorised at any Annual Meeting or Extraordinary Meeting of the Association after due notice has been given on the same basis as is laid down in Clause 31 hereof.
- 22.1.18 To consider and approve nominations of members for an appropriate award in recognition of services rendered to the Association.

23. CONSTITUTION OF THE ELECTORAL COLLEGE

The Electoral College shall be chaired by the Immediate Past President of the Association and shall consist of Past Presidents as members, with a minimum of four active Past Presidents being present at any meeting.

24. POWERS OF THE ELECTORAL COLLEGE

- 24.1 The Immediate Past President, in his capacity as Chairperson of the Electoral College shall in January each year call for nominations from all SAAFA Branches for the appointments of National President and National Vice President, which nominations should be received by 15 February to be given consideration.

- 24.2 The Electoral College shall subsequent to receipt of nominations meet to consider and adjudicate those nominations received and provide the National President the names of the proposed nominees for the posts of National President, National Vice President and Country Vice President.
- 24.3 The Electoral College Chairperson, shall, after disclosure to the National President, present the findings to the National Executive Committee prior to Branch Chairpersons being informed.
- 24.4 At the Annual General Meeting of the Association of that year, the Electoral College Chairperson shall present the names of the nominees to all those assembled whose task it will be to ratify the appointments.
- 24.5 The induction of the successful nominees shall follow during the course of the Annual General Meeting of the Association.
- 24.6 The Electoral College shall, when requested be convened by the Immediate Past President to sit and act as the Committee responsible for discipline, mediation, arbitration and appeals, and whose decision will be final without there being further right of appeal.

25. MEETINGS

- 25.1 The National Executive Committee shall meet as often as they may deem fit. At least seven days notice in writing of such meeting shall be given. Proper minutes shall be kept of such meetings and of the meetings of any sub-Committees appointed.
- 25.2 Voting at meetings of the National Executive Committee shall be conducted as follows:
 - 25.2.1 Every office-bearer and duly nominated or co-opted member of the National Executive Committee shall be entitled to one vote in respect of all matters other than those referred to it in terms of Clause 25.2.2 hereof.
 - 25.2.2 When a matter has been specifically referred to Branches by the National Executive Committee, the voting on the issue shall be treated as at an Extraordinary General Meeting and voting shall be conducted on that basis. The delegate for each Branch shall only vote on behalf of that Branch if he/she holds the written directive of the Branch, supported by a copy of the relevant resolution from the Branch Committee.

26. RELINQUISHMENT OF MEMBERSHIP

A member shall cease to be a member of the National Executive Committee if:

- 26.1 He/she resigns his/her office in writing.
- 26.2 He/she becomes of unsound mind.
- 26.3 He/she be removed from office by a three-fourths majority of votes at an Extraordinary General Meeting, after being allowed to defend himself/herself.
- 26.4 He/she ceases to be a member of the Association.
- 26.5 He/she absents himself/herself without leave from three consecutive meetings of the National Executive Committee.
- 26.6 He/she becomes insolvent and his/her seat is declared vacant by a majority of the members of the National Executive Committee.

27. RIGHTS OF PAST PRESIDENTS AND PAST VICE-PRESIDENTS

Every Past President or Past Vice-President whose office has not been terminated in terms of Clauses 26.1, 26.2, 26.3, 26.4, or 26.6 hereof, shall be entitled to attend all Annual and Extraordinary General Meetings.

28 HONORARY APPOINTMENTS

The National Executive Committee, on recommendation of the Electoral College, may in their discretion approve and appoint Patrons and Honorary Life Vice Presidents of the Association, and on recommendation of a SAAFA Branch, may in their discretion approve and appoint Honorary Life Members of the Association, and shall report to the Association on such appointments annually at the Annual General Meeting of the Association.

- 28.1 A Patron of the Association shall be a distinguished person who is able to promote and aid the objects of the Association, by virtue of his/her standing in public life. Such persons shall hold office for one year after which such office shall lapse provided, however, that they may be re-nominated for further periods of one year at the discretion of the National Executive Committee. Such year of office shall be concurrent with the period between the Annual General Meeting of the Association and the next such meeting.
- 28.2 A Honorary Life Vice President shall be a Past Vice President of the Association who after completing a term in office has continued serving the Association in an exemplary manner. Such appointment shall be of a permanent nature.
- 28.3 An Honorary Life Member shall be a Full Member of the Association and shall enjoy all the rights and liabilities of a Full Member. Such appointment shall be of a permanent nature, and the respective SAAFA Branch shall remain responsible for the payment of Capitation Fees.

29. ANNUAL GENERAL MEETING

- 29.1 The Annual General Meeting of the Association shall be held not later than six months after the close of the financial year in each year. Notices convening the Annual General Meeting shall be circulated at least 30 days prior to the Meeting. The business to be transacted shall include:
- 29.1.1 To confirm the minutes of the previous Annual General Meeting and Special General Meetings held during the year.
- 29.1.2 To receive and consider the Annual Report and Annual Accounts of the Association together with the Auditor's report thereon.
- 29.1.3 To elect members of the National Executive Committee for the ensuing year as well as Auditors.
- 29.1.4 To consider any matter referred to it by the National Executive Committee or by a Branch.
- 29.1.5 To consider and deal with any general business.
- 29.2 The venue of the Annual General Meeting shall be as far as possible in rotation at the localities of the various Branches and at each Annual General Meeting the venue of the next Annual General Meeting shall be decided.

30. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting of the Association may be summoned at any time by the National Executive Committee on 14 days notice in writing to the Branches. The Secretary shall summon an Extraordinary General Meeting upon receipt of a requisition received from not less than one-third of existing Branches. The requisition must state the business to be transacted and be accompanied by certified copies of the resolution passed at the Extraordinary General Meetings called for the purpose by the Branches in question.

31. AGENDA FOR GENERAL MEETINGS

Notices convening General Meetings of the Association shall state the nature of the business to be transacted at such meetings.

32. VOTING AND QUORUM

Voting at the Annual General Meetings and Extraordinary General Meetings of the Association shall be conducted as follows:

- 32.1 Each Branch of the Association shall nominate a delegate or proxy to vote on their behalf.
- 32.2 The voting strength of each Branch will be assessed on the figures of paid-up Full and Associate membership, as certified by the Branch as at 31st December of the previous year as follows:
- 32.2.1 There shall be one vote allocated to each Branch.
- 32.2.2 In addition there shall be one vote per twenty (20) members or part thereof provided that part is greater than ten (10) members.

- 32.3 On a resolution put to the meeting, it shall be deemed to be carried or rejected if on a show of hands the delegates are unanimous in their decision. If such is not the case, the matter will be put to a vote, and each nominated delegate or proxy will vote for, or against, the resolution. The votes will be counted in accordance to the voting strength of each branch as per Clause 32.2 above.
- 32.4 Proxies will be allowed to vote only if they have authority in writing signed by the Chairman of the Branch or his/her Deputy. On matters affecting the Constitution, a delegate or proxy must be instructed in writing by the Branch on each specific resolution.
- 32.5 The number of delegates required to constitute a quorum at General Meetings of the Association shall be the representatives of one-third of the total of properly constituted Branches as at 31st December of the previous year.

33. ALTERATION OF CONSTITUTION

- 33.1 Amendments to the Constitution shall only be made by the Association under the authority of a two-thirds majority of votes at an Annual General Meeting or Extraordinary General Meeting duly called for the purpose of voting on the desirability or otherwise of such alteration provided that written notice of intention to move the amendment, giving details of such amendment must be given to the National Executive Committee at least sixty days prior to the date of such meeting. It shall be the National Executive Committee's duty to transmit the terms of the proposed amendment, on receipt, to all Branches for discussion and instruction of Delegates to the meeting concerned.
- 33.2 Proposed amendments may only be submitted by the National Executive Committee or a Branch of the Association. Amendments submitted by a Branch must have been ratified by the Branch Committee and recorded in the minutes of a monthly committee meeting.

34. ACCOUNTS

The Annual Accounts of the Association, as administered by the National Executive Committee shall be signed by the President and the Honorary Treasurer and shall be presented to the members at the Annual General Meeting, together with the Auditor's report in respect thereof.

35. ANNUAL REPORT

All Annual Reports of the National Executive Committee shall be presented to the members at the Annual general Meeting.

36. FORMATION OF BRANCHES AND SUB-BRANCHES

- 36.1 Subject to the provisions of Clause 40.2 a Branch or sub-Branch may be formed in any district or town where there is a sufficient number of members of the Association desirous of forming themselves into a Branch or sub-Branch
- 36.2 These members of the Association wishing to form a Branch or Sub Branch shall submit an application with all the relevant information to the National Executive Committee who shall authorise or not the establishment of such a Branch or Sub Branch

37. CONSULTATION WITH NEIGHBOURING BRANCHES

Branches in the vicinity of the proposed new Branch must be notified and asked if they object to the formation of the new Branch and if so to give fully the grounds for such objection.

38. INAUGURATION OF BRANCH

On authority being duly received from the National Executive Committee, the petitioners shall hold an inaugural meeting at which members present shall move a resolution to the effect that those present desire to be formed into a Branch and will accept the rules of the Association. The meeting will then proceed to the election of the Branch officials and Branch Committee.

39. APPROVAL BY NATIONAL EXECUTIVE COMMITTEE

On receipt of the minutes of the Inaugural Meeting, the National Executive Committee will either give their approval for the formation of the Branch or approve subject to conditions being fulfilled or, in their absolute discretion, withhold such authority.

40. AMALGAMATION, DIVISION OR DISSOLUTION OF BRANCHES

- 40.1 Branches and sub-Branches may be amalgamated, divided or disbanded by a resolution of a General Meeting of the sub-Branch, Branch or Branches concerned, subject to the approval in writing of the National Executive Committee.
- 40.2 Where, in the opinion of the National Executive Committee, there are, in any district, town, village or area insufficient members of the Association to justify the formation or continuation of a Branch, the National Executive Committee may constitute a sub-Branch of the Association and may allocate such members or sub-Branch to any established Branch which by reason of locality, similarity of interest, convenience or otherwise, is best able to cater for the interest of such members, and they shall thereupon become members of such established Branch. In order to cater more effectively for the interests of such members, the Branch concerned may appoint sub-Committees or representatives of the sub-Branch with such delegated powers as it thinks fit. The Branch concerned may frame Regulations and Bye-Laws in respect of such sub-Committees or representatives.
- 40.3 In order to effect the dissolution of a Branch or sub-Branch by its members the procedure laid down under Clause 20.1 shall mutatis mutandis apply.
- 40.4 In the event of the dissolution of a Branch or sub-Branch, the assets thereof shall be applied, in the first instance, to the discharge of all debts which might then be owing by the Branch or sub-Branch, and thereafter any residue remaining shall be transferred to the Association for allocation or use by the National Executive Committee in whatever manner it thinks fit. Should two Branches or sub-Branches and or Branches and sub-Branches be amalgamated in terms of Clause 40.1 hereof, then each Branch will be responsible for its own liabilities as at date of amalgamation, and after discharge thereof, any assets remaining shall be pooled for the benefit of the newly-formed Branch. In the event of the division of a Branch, then the question of the allocation of any assets remaining after the discharge of the liabilities of that Branch will be a matter to be dealt with by mutual consent of the newly formed Branches, and should such consent be lacking then by decision of the National Executive Committee.

41. ADMINISTRATION OF BRANCH

- 41.1 The administration of each Branch shall be vested in a Branch Committee, which shall consist of a Chairman, Vice-Chairman, Secretary/Honorary Secretary, Honorary Treasurer and three Members, or such other number as the Branch may determine in General Meeting. The Committee shall be elected at the Annual General Meeting of the Branch and shall be subject to the same rules as to retirement and re-election as the National Executive Committee.
- 41.2 The number of members required to constitute a quorum at General Meetings of a Branch shall be seven paid-up members.
- 41.3 If any Branch becomes involved in any activity which might reasonably result in a claim for damages or otherwise being made against the Branch or the Association that Branch shall ensure that such activities are conducted through, or in conjunction with a person or body properly qualified for that purpose and, that before giving effect thereto such Branch shall submit its proposals to the National Executive Committee for approval.
- 41.4 The Annual Accounts of the Branch shall be signed and certified by the Chairman and the Honorary Treasurer, and presented to the members of the Branch at the Branch Annual General Meeting. The Balance Sheet of the Branch shall be in the hands of the National Executive Committee within 14 days of the Branch Annual General Meeting.
- 41.5 The Annual Report of the Chairman shall be presented to the members of the Branch at the Branch Annual General Meeting.

42. GENERAL MEETINGS

Annual General Meetings of the Branches shall be held not later than the 31st of March each year. Notice of any such Meetings shall be posted to each member at his/her address at least 10 (ten) days before the date of the Meetings, and each notice shall state the business to be transacted.

43. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting of the Branch may be summoned at any time by the Branch Committee, or upon receipt of a requisition signed by no less than 7 members of the Branch. Notice of such a meeting, together with the business to be transacted, must be circulated to the members at least 14 days prior to the meeting.

44. VOTING

At all General Meetings of the Branch, each paid up member present shall have one vote and no more. The presiding member shall however, in the case of equality have a casting vote in addition to a deliberative vote.

45. REGULATIONS TO BE SUBMITTED FOR APPROVAL

Any Branch may make rules and regulations for the efficient administration of Branches, provided that such further rules or any amendments shall be submitted to and approved by the National Executive Committee prior to being adopted by the Branch in General Meeting.

46. POWERS OF BRANCHES

46.1 Each Branch shall have the power to do all such acts or things in connection with the management of its affairs and the affairs of the Association in its area or in furtherance of its business as are not by these Rules required to be done by the Association in General Meeting and the National Executive Committee, and without prejudice to the general powers thus conferred upon it and so as not in any way to limit or restrict these powers it is expressly declared that each Branch in respect of its Members and its particular area shall have power:

46.1.1 To make, amend and repeal bye-laws for the administration of the Branch and generally for all matters connected with the Branch, provided that such bye-laws are not inconsistent with the Constitution of the Association, or any regulations formulated in terms of Clause 45.

46.1.2 To appoint (and at their discretion remove or suspend) such agents, secretaries, officers, clerks and servants from permanent, temporary or special services, as they may think fit, and to invest them with such powers as they may think expedient, and to determine their duties and fix and vary their salaries or emoluments (if any), and to require security in such instance and to such amounts as they may think fit.

46.1.3 To refuse to admit to membership of the Association any person without assigning any reason therefore.

46.1.4 To co-opt as members of the Branch Committee not more than six additional members.

46.1.5 To appoint sub-Committees and to delegate such powers as they may determine.

46.1.6 At any time to summon an Extraordinary General Meeting of the Branch.

46.1.7 To approve and regulate or disallow the formation of Clubs to be run in conjunction with a Branch.

46.1.8 To fill any vacancies that may arise in the Branch Committee to hold office until the Next Annual General Meeting.

46.1.9 To raise, receive and authorise the expenditure of money in accordance with the objects of the Association, and to levy their Members in accordance with the levies determined as per Clause 9.2.

46.1.10 To institute, conduct, defend, compound or abandon any legal proceedings by and against the Branch, or its officers or otherwise, concerning the affairs of the Branch, and also to compound and allow time for payment or satisfaction of any debts due and of any claim or demands by or against the Branch.

46.1.11 To open banking, building society, deposit or such other accounts as may be deemed necessary and to operate and overdraw the same, and to draw, accept, endorse and make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business of the Branch. Such bills of exchange, cheques and other negotiable instruments shall be signed by at least two members of the Branch Committee.

46.1.12 To establish or support or aid in the establishment and support of associations, institutions, housing schemes, trust funds, calculated to benefit the Branch and its Members and their dependants, and to grant pensions and allowances, and to make

payments towards insurance, and to subscribe or guarantee money for charitable or benevolent purposes or for any exhibitions.

46.1.13 To apply to the appropriate licensing authorities for the grant of any licence, including liquor licences, required in connection with the carrying on of any Club, Housing Scheme, Canteen, Recreation or other similar Institution.

46.1.14 To borrow money for the effective carrying out of the objects of the Branch upon security of property movable or otherwise.

46.1.15 There shall be no recourse against the Association or any Branch of the Association, in respect of the debts of any other Branch.

46.2 All invested funds, immovable, and other property of each Branch of the Association shall be vested in the names of the Chairman, Vice-Chairman, Secretary/Honorary Secretary and Honorary Treasurer of such Branch for the time being, provided that any two of these shall have the power at any time to act on behalf of and/or sign all relevant documents in the name of the Branch, after instruction by the Branch Committee.

47. EXPULSION OF MEMBER OF BRANCH

47.1 Any member of a Branch may be expelled from membership of the Association by a resolution passed by a three-quarter majority of those present and voting at any General Meeting of that Branch.

47.2 Before taking any action against any member referred to in sub-Clause 47.1, the Chairman of the Branch concerned shall inform the member of the proposed expulsion and where possible the reasons therefor and invite the member to make written representations that the member may wish to make to the Committee of the Branch within a period of not more than 14 days. Such representations shall be disclosed to members attending the meeting at which the vote of expulsion is to take place, and may be supplemented in oral form by the particular member, should that member elect to do so, prior to a vote being taken on the proposal.

47.3 Such member can appeal in writing to the National Executive Committee against such expulsion. On such appeal, the Branch Secretary shall submit a full report of the reasons for such expulsion to the National Executive Committee which will take such action as it may deem fit.

48. NOTIFICATION OF MATTERS TO THE NATIONAL EXECUTIVE COMMITTEE

The Secretary of a Branch shall forward to the Secretary of the Association copies of the Minutes of all Committee and General Meetings of the Branch without delay.

49. CONFLICT IN WORDING OF THE CONSTITUTION

In the event of any conflict in the wording of the English version and the Afrikaans translations of the Constitution, the wording of the English version shall be accepted.

50 AUTHENTICATION

Signed at the South African Air Force Association, National Headquarters, Swartkop, Pretoria on

this _____ day of _____ 2014.

H.T. Paine
National President

T.E.G. Borrill
National Vice-president

S.L. Geddes
National Secretary

Members of the National Executive
