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Each Regional Board shall consist of the following:

- 12.2.1 Members of the Regional Executive.
- 12.2.2 The Commanding Officer of each Unit which is a Constituent Member and whose headquarters is situated within the Region concerned, or his nominee.
- 12.2.3 The Chairman or President of each regional organisation or regional substructure or branch of a national organisation which is an Associate or Honorary Member within the Regional Board and whose headquarters is situated within the Region concerned, or his/her nominee.
- 12.2.4 Each individual who is a Constituent, Associate or Honorary Member and whose place of residence is situated within the Region concerned.
- 12.2.5 The Commanding Officer of each Territorial Command or Division or equivalent formation or structure of the SANDF whose headquarters is situated within the Region concerned or his/her nominee, shall be invited to serve on the Regional Board by either the Regional Board or the National Board, acting through their respective Executives.
- 12.2.6 Specialist advisers and representatives of particular interest groups or sections of the broader community or any other individuals who may be invited to serve on the Regional Board by either the Regional Board or the National Board, acting through their respective Executives.
- 12.2.7 The Association branch chairmen elected by the relevant Association branch members.

### 12.3 Functions

The Regional Boards shall, within their own regions and subject to the directions of and any restrictions which may be imposed by the National Board or the National Executive, pursue the Mission and Aims and perform the Roles and Functions of the RFC as prescribed in this Constitution.

### 12.4 Powers

The Regional Boards shall, within their own regions and subject to the directions of and any restrictions which may be imposed by the National Board or the National Executive, exercise the powers of the RFC as prescribed in this Constitution.

### 12.5 Office-Bearers

Chairman, Vice-Chairmen and Secretary of the Regional Board shall be the Chairman, Vice-Chairmen and Secretary of the Regional Executive.

## 13. REGIONAL EXECUTIVE

### 13.1 Composition

The Regional Executive shall consist of:

- 13.1.1 a Chairman, whose appointment shall be subject to ratification by the National Executive;
- 13.1.2 a number of Vice-Chairmen, who shall be chosen to represent the various constituents in that Region;
- 13.1.3 a Regional Secretary; and

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13.1.4 a nominee elected by the branches of the Association operating in the relevant region.

The Chairman and Vice-Chairmen shall be elected annually by the Constituent Members of the Regional Board.

13.2 **Removal from Office**

Any of the aforementioned office-bearers may be removed from office at any time for any just cause by resolution of the Constituent Members of the Regional Board in a General Meeting.

13.3 **Committees**

13.3.1 The Regional Executive may establish any committees and determine the purpose, composition, functioning and authority of any such committees subject to the restraints imposed by virtue of the provisions of this Constitution.

13.3.2 The Regional Executive may co-opt any person to serve upon any such committee.

13.4 **Vacancies**

13.4.1 The Regional Executive may co-opt any person to fill a vacancy on the Regional Executive pending an Annual General Meeting.

13.4.2 In the case of the position of the Chairman becoming vacant, a replacement may be elected pending an Annual General Meeting by the remaining members of the Regional Executive. Any such election shall nevertheless be subject to ratification by the National Executive.

13.5 **Functions**

The Regional Executive is responsible for the day to day management of the affairs of the Regional Board.

13.6 **Powers**

Save to the extent specifically limited by the Regional Board, the Regional Executive is invested with all the powers of the Regional Board during such times as the Regional Board is not in session.

13.7 **Regional Secretariat**

13.7.1 There may be established in every Region a Regional Secretariat which, under the direction of the Regional Executive, shall provide secretarial and administrative services to the Regional Executive and to the Regional Board.

13.7.2 The Regional Secretariat shall be headed by a Regional Secretary who shall be appointed by the Regional Executive.

13.7.3 Other members of the Regional Secretariat, if any, shall be appointed by the Regional Executive upon recommendation by the Regional Secretary.

13.7.4 The terms and conditions of employment of the Regional Secretary and of any other members of the Regional Secretariat shall be determined by the National Executive.

14. **National Board**

14.1 **Composition**

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The National Board shall consist of the following:

- 14.1.1 Members of the National Executive;
- 14.1.2 Members of each Regional Executive;
- 14.1.3 A representative of the Sec Def, the C SANDF and a representative of each Service, appointed by these authorities, shall be invited to serve on the National Board by the National Board, acting through the National Executive;
- 14.1.4 The Chairman or President of each national or international organisation which is an Associate or Honorary Member within the National Board, or his designated representative; and
- 14.1.5 Specialist advisers and representatives of particular interest groups or sections of the broader community or any other individuals who may be invited to serve on the National Board by the National Board, acting through the National Executive.
- 14.1.6 National office-bearers of the Association elected by the Association as prescribed.

#### 14.2 Functions

The National Board shall pursue the Mission and Aims and perform the Roles and Functions of the RFC as prescribed in this Constitution.

#### 14.3 Powers

The National Board shall exercise the powers of the RFC as prescribed in this Constitution.

#### 14.4 Office-Bearers

The Chairman, Deputy Chairmen, Vice-Chairmen and Secretary of the National Board shall be the Chairman, Deputy Chairmen, Vice-Chairmen and Secretary of the National Executive.

### 15. NATIONAL EXECUTIVE

#### 15.1 Composition

The National Executive shall consist of:

- 15.1.1 a Chairman;
- 15.1.2 such number of Deputy Chairmen as may be decided by the National Board;
- 15.1.3 such number of Vice-Chairmen as may be decided by the National Board;
- 15.1.4 a National Secretary; and
- 15.1.5 the Chairman of the Association.

The Chairman, Deputy Chairmen and Vice-Chairmen shall be elected for a period of 3 years by the Constituent Members of the National Board.

#### 15.2 Removal from Office

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Any of the aforementioned office-bearers may be removed from office at any time for any just cause by resolution of the Constituent Members of the National Board in a General Meeting.

**15.3 Committees**

15.3.1 The National Executive may establish any committees and determine the purpose, composition, functioning and authority of any such committees subject to the restraints imposed by virtue of the provisions of this Constitution.

15.3.2 The National Executive may co-opt any person to serve upon any such committee.

**15.4 Vacancies**

15.4.1 The National Executive may co-opt any person to fill a vacancy on the National Executive pending an Annual General Meeting.

15.4.2 In the case of the position of the Chairman becoming vacant, a replacement may be elected pending an Annual General Meeting by the remaining members of the National Executive.

**15.5 Functions**

The National Executive is responsible for the day to day management of the affairs of the National Board.

**15.6 Powers**

15.6.1 Save to the extent specifically limited by the National Board, the National Executive is invested with all the powers of the National Board during such times as the National Board is not in session.

15.6.2 In as much as it may seem to the National Executive to be desirable, necessary or expedient, in the course of and for the purpose of bringing about the transformation of the RFC in accordance with the transformation of the SANDF and/or the ResF, any provision of this Constitution which creates any barrier or hindrance to any proposed action intended to contribute to the intended transformation process, shall and may be disregarded.

15.6.3 Any action taken by the National Executive in accordance with the provisions of clause 15.6.2 shall be deemed to be lawful and in accordance with the provisions of this Constitution.

15.6.4 This Constitution shall, upon completion of the transformation process and in any event within a reasonable time after the 27th April, 1999, be redrafted in accordance with such need for amendment as may become evident during the said transformation process.

**15.7 National Secretariat**

15.7.1 There shall be established a National Secretariat which, under the direction of the National Executive, shall provide secretarial and administrative services to the National Executive and to the National Board.

15.7.2 The National Secretariat shall be headed by a National Secretary who shall be appointed by the National Executive.

15.7.3 Other members of the National Secretariat, if any, shall be appointed by the National Executive upon recommendation by the National Secretary.

15.7.4 The terms and conditions of employment of the National Secretary and of any other members

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of the National Secretariat shall be determined by the National Executive.

**MEETINGS****16. NATIONAL AND REGIONAL BOARD MEETINGS****16.1 Ordinary Meetings**

The National and Regional Boards shall meet as often and at such places and times as may be decided by such Councils for the transaction of ordinary business.

**16.2 General Meetings**

16.2.1 A General Meeting of any Regional Board or of the National Board may be called by the Chairman of any such Council at any time, and shall be called by such Chairman when requisitioned thereto in writing by at least 30 percent of the constituent members of such Council for the purpose of taking a decision upon any resolution the particulars of which must be set out both in the written requisition and in the subsequent notice convening the General Meeting.

16.2.2 No decision may be taken upon any resolution at any General Meeting of which notice has not been given in the notice convening the meeting.

**16.3 Annual General Meetings**

16.3.1 Each Regional Board shall hold an Annual General Meeting of its Constituent Members during the second quarter of each calendar year for the purposes prescribed in this constitution. The National Executive shall co-ordinate the dates of Regional Annual General Meetings in such a way that none of them shall coincide.

16.3.2 The National Board shall hold an Annual General Meeting of its Constituent Members during the third quarter of each calendar year for the purposes prescribed in this Constitution.

**16.4 Notice of Meetings**

16.4.1 Not less than 14 days' written notice shall be given of any Ordinary Meeting.

16.4.2 Not less than 30 days' written notice shall be given of any General or Annual General Meeting.

16.4.3 Notice given by telefax shall constitute written notice for the purposes of this clause.

16.4.4 Every notice of meetings shall be accompanied by the agenda of items for discussion at such meetings and by written notice of any special resolutions which are to be moved at such meetings.

**16.5 Quorum**

16.5.1 At any Ordinary, General or Annual General Meeting of a Regional or the National Board a quorum shall be constituted by not less than 10 of the Members of such Council who are present or represented in person or by proxy, provided that proper notice has been given of such meeting in terms of this Constitution.

16.5.2 In the event that there is no quorum or if proper notice has not been given, the meeting shall be adjourned so that proper notice may be given. If there is still no quorum at the adjourned meeting then the Members who are actually present in person or by proxy shall constitute a

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quorum.

**16.6 Chairman of Meeting**

The Chairman of any Ordinary, General or Annual General Meeting of a Regional or the National Board shall be the Chairman of such Board or, failing him, a Deputy Chairman in the case of the National Board, or otherwise one of the Vice-Chairmen of any such Board, or failing any of them, the Chairman shall be elected by those present from among themselves for the purpose of that particular meeting only.

**16.7 Voting**

16.7.1 All resolutions shall be decided by majority vote.

16.7.2 Each Constituent, Associate and Honorary Member shall have and exercise one vote only in relation to those matters in respect of which he/she is entitled to vote.

16.7.3 In the event of the votes for and against a resolution being equal, the Chairman of any meeting shall have a casting vote in addition to any other vote to which he may be entitled.

16.7.4 No Member may exercise more than one vote in his or its own name, regardless of the fact that such Member may be a Member in more than one category.

**16.8 Minutes**

The Regional or National Secretariat, as the case may be, shall be responsible for keeping a minute of the deliberations and resolutions of the National and Regional Boards. Such minutes need not be verbatim unless required by any such Council.

**17. NATIONAL AND REGIONAL EXECUTIVE MEETINGS****17.1 Frequency and Venue**

The National and Regional Executives shall meet as often and at such places and times as may be decided by such Executives for the transaction of their business.

**17.2 Notice of Meetings**

Wherever practicable-

17.2.1 not less than 7 days' notice shall be given of any meeting of a Regional or the National Executive;

17.2.2 the notice of meeting shall be accompanied by an agenda of the items for discussion at such meeting.

**17.3 Quorum**

At any meeting of the National or any Regional Executive a quorum shall be constituted by those members of such Executive present in person, provided that proper notice of the meeting has been given.

**17.4 Chairman of Meeting**

The Chairman of any meeting of the National or any Regional Executive shall be the Chairman of such Executive or a Deputy Chairman in the case of the National Executive or, failing them, one of the Vice-Chairmen.

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17.5 **Voting**

17.5.1 All resolutions shall be decided by majority vote.

17.5.2 Each member of the National and Regional Executive shall have and exercise one vote only in any of the deliberations of such Executives.

17.5.3 In the event of the votes for and against a resolution being equal, the Chairman of any meeting shall have a casting vote in addition to his vote as a member of the Executive concerned.

17.6 **Minutes**

The Regional or National Secretariat, as the case may be, shall be responsible for keeping a minute of the deliberations and resolutions of the Regional and National Executives. Such minutes need not be verbatim unless required by any such Executives.

**GENERAL PROVISIONS**

18. **FINANCIAL MANAGEMENT**

18.1 **State Funds**

The handling of State funds is governed by the appropriate national legislation and instructions and no state funds may be allocated directly to the RFC. Any official expenditure required for the RFC will be negotiated with and separately budgeted for by the applicable SANDF authority.

18.2 **RFC Funds**

18.2.1 The holding, raising and acquisition of private funds for the furtherance of the Mission and Aims of the RFC shall be co-ordinated by the National Executive.

18.2.2 No public or private appeal for funds may be made by any Member, Regional Board, Regional Executive or Committee without the prior approval of the National Executive.

18.2.3 All private funds raised, donated to or otherwise acquired by the RFC shall be applied by the RFC solely in the furtherance of its Mission and Aims and for no other purpose.

18.3 **Auditors**

The books of account of the National and Regional Boards shall be audited annually by auditors appointed for this purpose by the National Board in Annual General Meeting and the auditors shall report thereon to the National and Regional Boards at their respective Annual General Meetings. Consolidated audited financial statements of the National and Regional Boards shall be submitted to the National Board for approval at its Annual General Meeting.

19. **DISSOLUTION**

The RFC is only dissolved in terms of statutory amendments to be effected to section 48 of the Defence Act, 2002 (Act No. 42 of 2002), and in which provision is made for the treatment and administration of all then existing assets, rights, liabilities and obligations of the RFC.

20. **LIMIT OF RIGHTS AND LIABILITY**

Membership of the RFC does not and shall not give any Member any proprietary right, title or claim to or interest

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in any of the property or assets of the RFC, nor does any Member by such membership incur any personal financial liability or responsibility in respect of any claim made against the RFC from any cause whatsoever, and the RFC indemnifies any such Member against any such claim arising out of any act or omission of such Member acting bona fide in the course and scope of any authority granted to him under or by virtue of this Constitution.

21. **AMENDMENTS TO THE CONSTITUTION**

21.1 This Constitution may be amended by a resolution passed by at least 75 percent of the Constituent Members present at a General or Annual General Meeting of the National Board of which at least 30 days written notice, specifying the precise terms of the proposed amendment, has been given.

21.2 Any amendments to the Constitution should be submitted to the MOD/DOD.

The original English version of the Constitution of the Part Time Force Council dated 8 May, 1995, was confirmed by the undersigned members of the National Executive of the said Council and, together with the approved amendments, shall be deemed to be the official version of the Constitution.

Signed Col I Deetlefs 8 . 5 . 95

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Col I Deetlefs - Chairman Date

Signed Lt Col J L Job 8 . 5 . 95

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Lt Col J L Job - Deputy Chairman Date

Signed Col J D Vos 8 . 5 . 95

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Col J D Vos - Vice Chairman Date