

# 2009



**Constitution of the Southern  
African Emergency Services Institute**

# Constitution of the Southern African Emergency Services Institute

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# Constitution of the Southern African Emergency Services Institute

## 1. NAME OF THE INSTITUTE AND ABBREVIATION OF NAME

The name of the Institute is "The Southern African Emergency Services Institute". The abbreviated name is S.A.E.S.I.

## 2. DEFINITIONS

2.1 Unless the context otherwise indicates, the following words and expressions shall have the following meanings:

- 2.1.1 "**Ad hoc committee**" shall mean a committee with special terms of reference elected or appointed by the Institute Council
- 2.1.2 "**Branch**" shall mean a branch division of the Institute for a geographic area of Southern Africa as defined by the Institute Council and branches shall have a corresponding plural meaning.
- 2.1.3 "**Branch Secretary**" shall mean the person elected by the branch members responsible for administration, membership, and secretarial services.
- 2.1.4 "**Emergency Services**" shall mean any service provided for in the Fire Brigade Services Act (Act 99 of 1987) or any amendment thereof and any other applicable Emergency Service Legislation. Emergency Services shall include Fire Brigade Services, Emergency Medical Services or any other Service connected therewith.
- 2.1.5 "**Executive powers**" shall mean the necessary powers to implement the decisions and policy of the Institute Council or a Standing Committee.
- 2.1.6 "**Financial year**" shall mean a period of twelve (12) months as provided in the financial regulations of the Institute.
- 2.1.7 "**Administrative Officer**" shall mean the person employed at the Institute's Head Office responsible for administration, membership, and general secretarial services.
- 2.1.8 "**Good standing**" shall mean a member to whom paragraphs 13.3.5 to 13.3.8, 15.1.1 to 15.1.5 do not apply and who was never found guilty of any misconduct relating to the Institute or Institute Examinations.
- 2.1.9 "**Institute**" shall mean "THE SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE".
- 2.1.10 "**Institute Council**" shall mean the Institute Council constituted in terms of this constitution with the status and powers defined in paragraph 10.
- 2.1.11 "**Management Committee**" shall mean the executive committee of the Institute Council
- 2.1.12 "**Member**" shall mean any person or institution admitted to the Institute, and "members" has a corresponding plural meaning.
- 2.1.13 "**Months**" shall mean calendar months.
- 2.1.14 "**Office Bearer**" shall mean a person serving on the Management Committee and Institute Council.
- 2.1.15 "**Office Manager**" shall mean the person employed at the Institute's Head Office responsible for managing the administration and day to day running of the office.
- 2.1.16 "**Profession**" shall mean the profession of rendering Emergency Services.

2.1.17 "Qualified Member" shall mean a member with an Associate/Advanced/Higher Diploma of the Institute, or equivalent, or any other qualification determined by the Institute Council.

2.1.18 "Standing Committee" shall mean any committee appointed or elected by the Institute Council on a permanent basis to achieve a specific object or objectives of the Institute.

2.2 Unless the context otherwise indicates:

2.2.1 the singular shall include the plural, and vice versa; and

2.2.2 the masculine form shall include the feminine form, and vice versa.

2.3 In the event of any dispute as to the meaning of any other expression or word, the decision of the Institute Council on the meaning of such an expression or word shall be final. The Institute Council shall, however, be bound by any interpretation previously given to that particular expression or word by a previous Institute Council.

### 3. ADMINISTRATIVE OFFICE OF THE INSTITUTE

The administrative office of the Institute shall be at such a place as determined by the Institute Council from time to time.

### 4. BUSINESS LANGUAGE OF THE INSTITUTE

The business language of the Institute is English.

### 5. NATIONAL AND INTERNATIONAL STATUS OF THE INSTITUTE

5.1 The Southern African Emergency Services Institute is an organization established to further the Emergency Services in all its ramifications.

5.2 The Institute Council shall have the right to grant any category of membership to persons or institutions anywhere in the Southern African countries, and to group such a member with a specific branch or directly with the Institute's Head Office for administrative purposes.

5.3 The Institute shall function on a non-political, non-racial and gender equal basis.

5.4 The Institute shall not function as a trade union of employees or as an employers' union.

### 6. OBJECTIVES OF THE INSTITUTE

The Institute is a non-profit organization and, in so far as they are not contrary to any legislation or any government regulation, its objects are:

6.1 to be recognised as an established professional body that will:

6.1.1 exercise and maintain control over the standards within the field of practice of Emergency Services;

6.1.2 promote the image of the profession;

6.1.3 establish and maintain the Emergency Services profession as a profession in its own right;

6.2 to serve as a central point for the collecting of information in connection with Emergency Services and at its discretion to distribute the information, after scrutinising, collating or summarising, for the promotion of Emergency Services;

6.3 to collect, collate, co-ordinate and distribute data, ideas, knowledge, methods and techniques by any means suitable for the purpose of improving the efficiency of and promoting uniformity within Emergency Services and to develop and promote matters of mutual interest to members and communities;

6.4 to publish and distribute books, pamphlets, periodicals and articles in support of the activities and objectives of the Institute;

6.5 to capacitate members through training and development;

- 6.6 to serve as the officially recognised spokesperson of the organised Emergency Services professions in Southern Africa and to state its case in negotiations with the authorities and other organisations, where the interest of Emergency Services within the various community structures which the profession serves, are, or could be affected;
- 6.7 to determine a code of ethics and professional standards of work and conduct for its members, to promote, monitor, stimulate and encourage observance thereof and to create an esprit de corps for members of the Institute;
- 6.8 to conduct research, convene conferences, symposia, seminars and forums; arrange for the presentation of lectures and papers to the members the Institute or the community and relevant structures in order to stimulate, promote, encourage and facilitate discussion, study and research relating to Emergency Services issues;
- 6.9 to actively participate in the formulation of Emergency Services legislation and policy and to support, or oppose any other legislation which has a bearing on the Institute, the profession and its members;
- 6.10 to strive for closer co-operation with national and international organisations and institutions involved in, and who have similar objectives to, or could positively contribute to the field of Emergency Services;

It is hereby declared and recorded that nothing in these objectives or in any function or activity carried out by the Institute, in any respect is, or is intended to contradict or be in conflict with the provisions of any legislation which applies or has reference to Emergency Services and that they do not interfere with or replace any command or control, or other functional power introduced in terms of such legislation.

## 7. MEMBERSHIP OF THE INSTITUTE

The following membership categories are provided for in this constitution:

- (a) Member of the Institute.
- (b) Corporate Member of the Institute.
- (c) Fellow Member of the Institute.
- (d) Life Member of the Institute.
- (e) Honorary Member of the Institute.

### 7.1 Member of the Institute

Membership can/may be conferred on persons who:

- 7.1.1 apply on the official application form of the Institute;
- 7.1.2 have been nominated by two members of the specific Branch, supported by the Branch Committee;
- 7.1.3 undertake to uphold the Institute's Constitution.

### 7.2 Corporate Member of the Institute

7.2.1 Corporate membership can/may be awarded to a private institution or organisation who has:

- 7.2.1.1 has interests similar to that of the Institute;
- 7.2.1.2 has furthered and shall continue to further the interests of the Institute;
- 7.2.1.3 by virtue of the membership conferred on it, will apply and further the objectives of the Institute;
- 7.2.1.4 will abide by the standards and instructions laid down by the Institute;
- 7.2.1.5 has been recommended for membership by their local branch.

7.2.2 Corporate membership can/may also be awarded to Governmental Institutions which have an established Emergency Service and actively furthers the objectives of the Institute;

### **7.3 Fellow Member of the Institute**

7.3.1 Fellow membership may be conferred by the Institute Council on members of the Institute who have actively and effectively furthered the objectives of the Institute.

7.3.2 Such membership shall be recommended by 2 (two) Fellow or Life Members.

### **7.4 Life Member of the Institute**

7.4.1 Life membership may be conferred by the Institute Council on any individual member of the Institute in good standing who has over many years as a member of any Emergency Service, rendered outstanding service to the Institute.

7.4.2 Life membership shall be confirmed at retirement and such members do not pay membership but shall enjoy all the rights and privileges as conferred on that category of membership.

7.4.3 Life members may be elected to the Institute Council without any financial implications to Institute.

7.4.4 A Life Member shall be:

7.4.4.1 entitled to vote;

7.4.4.2 eligible for holding an office in the Institute, except that of the Presidency.

### **7.5 Honorary Membership**

7.5.1 Honorary membership can/may be conferred by the Institute Council on any person, excluding a member of a service, who in the opinion of the Institute Council has made a significant or valuable personal contribution to the Emergency Services profession. It shall not be conferred on members in other membership categories.

7.5.2 An Honorary member shall not be:

7.5.2.1 entitled to vote;

7.5.2.2 eligible for holding an office in the Institute.

7.5.3 Honorary members shall not pay any subscriptions.

### **7.6 General Membership Rules**

#### **7.6.1 Number of Members**

The number of members of the Institute is unlimited.

#### **7.6.2 Nominations**

7.6.2.1 Nominations for Corporate members, Life members and Honorary members shall be made in writing to the Office Manager and signed by two (2) serving Institute Council members.

7.6.2.2 Nominations for Fellow members shall be made in writing to the Office Manager and signed by two (2) Fellow members.

7.6.2.3 Care shall be taken that:

7.6.2.3.1 The requirements of the Constitution have been adhered to.

7.6.2.3.2 Motivation by the branch has thoroughly been discussed at branch level before sending it to Office Manager.

- 7.6.2.3.3 All nominations and motivations are received by the Office Manager and forwarded to the Administration Committee ninety (90) days before the next Institute Council meeting.
- 7.6.2.3.4 The Administration Committee will submit all nominations as received from branches, at the first forthcoming meeting of the Management Committee together with a recommendation.
- 7.6.2.3.5 The Management Committee will submit all nominations and recommendations as received from the Administration Committee at the first forthcoming meeting of the Institute Council for approval.
- 7.6.2.4 No discussions on Fellow, Life or Honorary membership nominations will be allowed during Institute Council meetings.
- 7.6.2.5 Only written appeals against nominations received by the Management Committee will be dealt with before the Institute Council meeting.
- 7.6.2.6 The membership category referred to in paragraph 7.6.2.1 and 7.6.2.2 shall be conferred only by a two-thirds majority vote at an Institute Council meeting.

## **7.7 Proof of Membership**

- 7.7.1 Proof of membership will be signed by the Office Manager and the President for the following categories:
  - 7.7.1.1 Corporate members.
  - 7.7.1.2 Fellow members.
  - 7.7.1.3 Life members.
  - 7.7.1.4 Honorary members.
- 7.7.2 Proof for the balance of membership is dealt with under the Branch Regulations.
- 7.7.3 A register of members complete with all relevant information shall be maintained by the Office Manager of the Institute.

## **8. BRANCHES OF THE INSTITUTE**

- 8.1 Branches for defined geographical areas of Southern Africa may be established only with the approval of the Management Committee.
- 8.2 The Management Committee shall appoint a Demarcation Committee from time to time to advise the Institute Council on the demarcation of branch boundaries and the establishment of new branches.
- 8.3 All members of the Institute shall fall under a specific branch and every branch shall have at least thirty (30) members. If an existing branch no longer meets these requirements, or have proven to be inactive for 18 months or more, such a branch shall be incorporated into another branch.
- 8.4 The election of Branch Committees is as prescribed in the Branch Regulations.
- 8.5 Within a Country's boundary a branch/es (where there is more than one branch in a Country) may establish a workgroup or forum with the objective of negotiating with legislators. Such workgroup/ forum shall have no involvement on the Branch Representation of the Institute Council.

## **9. ORGANIZATION OF THE INSTITUTE**

### **9.1 Office Bearers of the Institute**

The following persons shall be known as the office bearers of the Institute:

- 9.1.1 The Serving President.
- 9.1.2 The Vice President.
- 9.1.3 The Vice President Elect.
- 9.1.4 The Immediate Past President.
- 9.1.5 The Chairperson of the Management Committee.
- 9.1.6 The Chairpersons of the Standing Committees.
- 9.1.7 The Chairpersons of the Branches.

## 9.2 Institute Council

The Institute Council shall consist of:

- 9.2.1 The Serving President.
- 9.2.2 The Vice President.
- 9.2.3 The Vice President Elect.
- 9.2.4 The Immediate Past President.
- 9.2.5 The Chairperson of the Management Committee.
- 9.2.6 The Chairpersons of the Standing Committees.
- 9.2.7 The Chairpersons of the Branches.
- 9.2.8 The Vice Chairpersons of the Branches
- 9.2.9 A member of a Branch Committee in the absence of the Branch Chairperson.
- 9.2.10 Institute Council Members.

## 9.3 President, Vice President and Vice President Elect of Institute

### 9.3.1 Nominations

- 9.3.1.1 Nominations for the election of the Vice President Elect shall reach the Office Manager at least sixty (60) days before the annual meeting of the Institute Council concerned and shall be duly signed by the nominee and five (5) Institute Council members.
- 9.3.1.2 Candidates for election to the position of Vice President Elect shall be serving members of an Emergency Service in good standing who actively support and further the objectives of the Institute. Annexure D should be used for this purpose.

### 9.3.2 Elections

- 9.3.2.1 No person shall hold the position of President for more than two (2) consecutive years, or may be elected to the office for a second time.
- 9.3.2.2 The Institute Council shall elect, at an annual meeting of the Institute, a Vice President Elect. He shall also *ipso facto* be the next Vice President and thereafter President.

### 9.3.3 Rules

- 9.3.3.1 The President and Vice President shall assume their positions at the annual meeting of the Institute but preferably at the biennial conference.
- 9.3.3.2 Should a situation arise whereby no annual meeting of the Institute or biennial conference is held due to unforeseen circumstances, the President and Vice President will assume their positions on the first day of June of that year.
- 9.3.3.3 In the event of death, retirement, resignation or suspension of the President, the Vice President shall act as President for the remaining term of office.
- 9.3.3.4 In the event of the death, retirement, resignation or suspension of the Vice President, the Vice President Elect will act as Vice President.
- 9.3.3.5 The President shall act as the Chairperson of the Institute Council and the Vice President shall act as Vice Chairperson of the Institute Council.

- 9.3.3.6 In the event of the Chairperson of the Management Committee being absent, death, retirement or resignation, the President will act in that capacity until the next Institute Council Meeting.
- 9.3.3.7 The President, Vice-President and Vice-President Elect must submit a written report on the activities of the year under review to the Institute Council. This report must reach Head Office at least thirty (30) days before the annual meeting. Reports submitted after this date will not be discussed during the annual meeting.
- 9.3.3.8 Reports submitted to the Management Committee for discussion must reach Head Office at least fourteen (14) days before the meeting in order to be distributed to all members of the Committee. Reports submitted after this date will not be discussed during said meeting.

#### 9.4 Institute Council Members

##### 9.4.1 Nominations

- 9.4.1.1 Nominations in writing for election to the Institute Council shall be duly signed by the nominee and two (2) members and shall reach the Branch Secretary at least thirty (30) days before the Annual Meeting of the branch.
- 9.4.1.2 Candidates for election to the Institute Council shall be members in good standing who actively support and further the objectives of the Institute.

##### 9.4.2 Elections

- 9.4.2.1 Apart from the Chairperson and Vice Chairperson, the Branch Committee shall elect from the members of the branch one (1) member to serve on the Institute Council for every hundred (100) branch members or part thereof.
- 9.4.2.2 The total paid up members as on 30 September of every year will be used to calculate the amount of Institute Council members.
- 9.4.2.3 Institute Council members are elected for a period of two (2) years, and to ensure continuity, half of the Institute Council Members, rounded off to the nearest integral number, shall retire annually.
- 9.4.2.4 If an Institute Council member is a serving officer of the Institute Council, the relevant branch may elect an Institute Council member in the place of such an officer. The officers shall remain members of the Institute Council until their terms of office have expired, with the understanding that all office bearers shall, after a second term in office, be re-elected as Institute Council members by their branches before they may be re-elected as office bearers of the Institute.
- 9.4.2.5 Institute Council members shall be elected by ballot on the day of the Annual Meeting of the branch by the Branch Committee members present at the meeting.
- 9.4.2.6 In the event of the death, retirement, resignation or suspension of an Institute Council Member the Branch Committee members of the branch shall elect a member to serve for the remaining term of office of the original Institute Council Member.

##### 9.4.3 Rules

- 9.4.3.1 Institute Council members shall assume their term of office at the Annual Meeting of the branch and the term of office of Institute Council members who have not been re-elected shall expire at such a meeting.
- 9.4.3.2 The Institute Council may on recommendation of the Management Committee appoint any person representing a technical, educational or similar institution who can make a significant contribution to the objects of the Institute, to the Institute Council. Such appointments shall be confirmed by a two-thirds majority vote at an annual meeting of Institute Council.

- 9.4.3.3 In the event whereby all the Institute Council members are newly elected, all members will serve their two (2) year term of office on condition that half of said Institute Council members be elected by their respective branch committee members to serve a three (3) year term. This will ensure that the continuity is adhered to as prescribed in the constitution.

## 9.5 The Management Committee of the Institute Council

The Management Committee shall be the executive committee of the Institute Council, and shall consist of all the office bearers of the Institute as defined in 9.1 and headed by a Chairperson.

### 9.5.1 Nominations

- 9.5.1.1 Nominations for the election of a Chairperson must reach the Office Manager sixty (60) days before the Institute Council meeting and shall be duly signed by the nominee and two (2) Institute Council members. Annexure E should be used for this purpose.

### 9.5.2 Election

- 9.5.2.1 The Institute Council shall elect, at an annual meeting of the Institute, a Chairperson for the Management Committee.

- 9.5.2.2 The Chairperson is elected for a period of four (4) years and may be re-elected to the office.

### 9.5.3 Rules

- 9.5.3.1 The Chairperson shall assume the position within thirty (30) days of the election after the retiring chairperson have duly performed all the duties and handed over in an orderly manner.

- 9.5.3.2 The Chairperson must submit a written report on the activities of the year under review to the Institute Council. This report must reach Head Office at least thirty (30) days before the annual meeting.

- 9.5.3.3 Reports submitted to the Management Committee for discussion must reach Head Office at least fourteen (14) days before the meeting in order to be distributed to all members of the Committee. Reports submitted after this date will not be discussed during said meeting.

- 9.5.3.4 An Institute Council member, not serving on the Management Committee, may with the authority of the Chairperson of the Management Committee, attend a meeting of the Management Committee as an observer with no voting powers.

## 9.6 Standing Committees of the Institute Council

### 9.6.1 Committees and Compositions

The Institute Council shall elect, at an annual meeting of the Institute, the following officers and members of the Standing Committees from the members of the Institute:

- 9.6.1.1 An "Administration Committee" responsible for the Administration of the Institute, finances and medals. This committee shall comprise:

- 9.6.1.1.1 A chairperson.
- 9.6.1.1.2 Five (5) members.
- 9.6.1.1.3 Secretary.
- 9.6.1.1.4 All Standing Committee Chairpersons.

- 9.6.1.2 An "Education Committee" responsible for the examination and certification of all academic training on the Higher Education for the Institute. This committee shall comprise:

- 9.6.1.2.1 A chairperson with a minimum qualification of an Associate/Advanced/Higher Diploma or equivalent

- 9.6.1.2.2 Eight (8) qualified members with a minimum qualification of an Associate/Advanced/Higher Diploma or equivalent.
  - 9.6.1.2.3 Secretary with a minimum qualification of an Associate/Advanced/Higher Diploma or equivalent.
  - 9.6.1.2.4 Chairperson of the "Accreditation Committee" as an *Ad Hoc* member
- 9.6.1.3 A "Technical Committee" responsible for all technical matters. This committee shall comprise of:
- 9.6.1.3.1 A chairperson.
  - 9.6.1.3.2 Five (5) members.
  - 9.6.1.3.3 Secretary.
- 9.6.1.4 An "Operations & Liaison" Committee responsible for all matters relating to the upliftment of the Institute. This committee shall comprise of:
- 9.6.1.4.1 A chairperson.
  - 9.6.1.4.2 Five (5) members.
  - 9.6.1.4.3 Secretary.
- 9.6.1.5 An "Accreditation Committee" responsible for examining and certification of proficiency training, and accreditation matters, for the Institute. This committee shall comprise of:
- 9.6.1.5.1 A chairperson affiliated with an SAESI/IFSAC accredited training centre.
  - 9.6.1.5.2 Seven (7) members affiliated with an SAESI/IFSAC accredited training centre.
  - 9.6.1.5.3 Secretary.
  - 9.6.1.5.4 Chairperson of the "Education Committee" as an *Ad Hoc* member
- 9.6.1.6 A "Sport Committee" responsible for arranging and controlling of all Sporting activities and matters of the Institute. This committee shall comprise of:
- 9.6.1.6.1 A chairperson.
  - 9.6.1.6.2 One (1) member from each Branch, elected by the Branch.
  - 9.6.1.6.3 Secretary.
- 9.6.1.7 A "New" Committee" responsible for arranging and controlling of all Constitutional and Code of Conduct activities and matters of the Institute. This committee shall comprise of:*
- 9.6.1.7.1 A chairperson.*
  - 9.6.1.7.2 Still to be finalised*
  - 9.6.1.7.3 Secretary.*
- To be finalised during Council meeting of 2010*

## 9.6.2 Nominations

- 9.6.2.1 Nominations for election of standing committee chairpersons and members must reach the Office Manager sixty (60) days before the Institute Council meeting and shall be duly signed by the nominee and two (2) Institute Council members. Annexure F should be used for this purpose.
- 9.6.2.2 A member nominated to serve as the Chairperson of a Standing Committee shall have served a minimum term of two (2) years on the applicable committee before being nominated as chairperson.

## 9.6.3 Election

- 9.6.3.1 The Chairpersons, members and secretaries of all the committees shall be elected by the Institute Council. No standing committee member may be Chairperson or Vice Chairperson of more than one (1) Standing Committee.
- 9.6.3.2 The Chairperson and members will be elected for a period of four (4) years and may be re-elected to the office.

9.6.3.3 All officers shall assume their positions within thirty (30) days of their election after the retiring officers have duly performed all their duties and handed over in an orderly manner.

9.6.3.4 In the event whereby all the members of a Committee are newly elected, all members will serve their four (4) year term of office on condition that half of said Committee members be elected by their respective committee members to serve a five (5) year term. This will ensure that the continuity is adhered to as prescribed in the constitution.

#### 9.6.4 Rules

9.6.4.1 The Institute Council may establish any number of committees in order to achieve the Institute Council's objectives.

9.6.4.2 No Standing Committee shall consist of less than three (3) members.

9.6.4.3 The President, Vice President and Chairperson of the Management Committee shall be "*ipso facto*" members of all committees.

9.6.4.4 At the first Management Committee meeting following the Institute Council meeting all officers shall set out a programme of objectives for their respective Standing Committee for approval prior to implementation.

9.6.4.5 In the event of the Chairperson being absent, resignation, retirement, death or suspension, the nominated Vice Chairperson will act in that capacity until the next Institute Council meeting.

9.6.4.6 The Chairpersons must submit a written report on the activities of the year under review to the Institute Council. This report must reach Head Office at least thirty (30) days before the annual meeting. Reports submitted after this date will not be discussed during the annual meeting.

9.6.4.7 Reports submitted to the Management Committee for discussion must reach Head Office at least fourteen (14) days before the meeting in order to be distributed to all members of the Committee. Reports submitted after this date will not be discussed during said meeting.

### 9.7 Ad-Hoc Committees of the Institute

9.7.1 The Institute Council or the Management Committee may form, appoint and/or dissolve ad hoc committees consisting of any members of the Institute, or from specialists outside the Institute who can make a contribution to the objectives of the Institute, and may determine the number of members.

9.7.2 An ad-hoc committee shall have no executive and/or voting powers and shall merely act in an advisory capacity for the Institute Council or a standing committee in connection with the matter for which it was appointed.

### 9.8 Fire Brigade Board

9.8.1 The President of the Institute is "*ipso facto*" a member of the Fire Brigade Board and shall represent the Institute on said Board.

9.8.2 In the event of the death, retirement, resignation or suspension of the Serving President, the Vice President shall serve for the remaining period as a member on said Board.

9.8.3 In the event of the death, retirement, resignation or suspension of the Vice President, the Management Committee will select a secundus from Institute Council members to serve until the next Institute Council Meeting.

## 10. POWERS, FUNCTIONS AND DUTIES OF THE INSTITUTE COUNCIL, STANDING COMMITTEES, OFFICERS AND SECRETARY

### 10.1 Institute Council

- 10.1.1 The property, activities and affairs of the Institute shall be controlled by the Institute Council. The Institute Council is empowered to:
- 10.1.1.1 handle all the affairs of the Institute as the Institute Council may decide from time to time;
  - 10.1.1.2 appoint and/or dissolve any committee as the Institute Council deems fit or necessary and can lay down such rules and regulations as may be necessary to control the activities of such committees;
  - 10.1.1.3 relieve any Institute Council member or officer of his duties and discharge him, to terminate the membership of any member or reprimand any member;
  - 10.1.1.4 lay down rules and regulations as may be necessary to control the activities and duties of officers;
  - 10.1.1.5 exercise all the powers of the Institute, except those powers which in terms of this constitution shall specifically be exercised by a general meeting;
  - 10.1.1.6 make any other rules, regulations, codes, instructions, and by-laws to ensure the achievement of the Institute's objectives and to ensure proper control over the finances and assets of the Institute;
  - 10.1.1.7 dissolve any branch of the Institute or incorporate it into any other branch.
  - 10.1.1.8 The Institute Council shall hold an annual general meeting at least once a year and at this meeting the Chairperson of the Management Committee shall, on the recommendation of his committee, propose a date for the next annual meeting of the Institute Council.

## 10.2 Management Committee

- 10.2.1 The Management Committee shall have the following executive powers, which have been delegated to it by the Institute Council, namely;
- 10.2.1.1 to implement any policy or decision made by the Institute Council;
  - 10.2.1.2 to appoint and dismiss the Office Manager and any additional administrative, supervisory, secretarial, clerical or other employees who are necessary to manage the affairs of the Institute;
  - 10.2.1.3 to supervise the daily activities and affairs of the Branch Committees, Standing Committees, ad hoc committees, officers and employees of the Institute;
  - 10.2.1.4 to ensure that the constitution and all policy instructions, rules, regulations, codes or by-laws of the Institute Council are complied with and observed by the officers, various committees, members and employees of the Institute.
- 10.2.2 The general duties and functions of the Management Committee, inter alia, includes the following;
- 10.2.2.1 the responsibility to ensure that the Institute is managed in an orderly manner from day to day to the general satisfaction of the Institute Council and the members;
  - 10.2.2.2 to ensure that the policy and decisions of the Institute are implemented in full;
  - 10.2.2.3 collectively to advise and assist all individual officers, members and employees of the Institute in all matters concerning the interests of the Institute;
  - 10.2.2.4 the responsibility for the checking, motivation and submission of the Institute's annual budget to the Institute Council together with appropriate recommendations as regards same.
  - 10.2.2.5 the consideration of all motions and recommendations of any committee of the Institute and the making of recommendations to the Institute Council on such motions or

recommendations. No matter which is specifically referred to the Institute Council by a committee for consideration may be set aside or withheld from the Institute Council, irrespective of whether or not the Management Committee is in favour of it. The Management Committee shall make a recommendation in all such cases;

10.2.2.6 to define the functions and duties of the Office Manager and other employees in the service of the Institute;

10.2.3 In spite of the generality of the above duties and functions the Institute Council may entrust any other function or duty the Institute Council deems necessary, to the Management Committee. If the Management Committee is unable to perform all the duties it may delegate some of its duties to a standing or ad hoc committee, provided that the ad hoc committees of the Institute Council shall have no executive powers.

10.2.4 The President, Chairpersons of the various Standing Committees and Branch Committees report to the Management Committee.

### **10.2.5 Co-opted Management Committee Members**

10.2.5.1 Co-opted Member is a person appointed to the Management Committee to fulfil needs Identified by the Management Committee. Co-opted Members have the same status, rights and privileges as Management Committee Members but may not serve as President, Vice-President, Vice-President Elect and Chairpersons of Standing Committees or as a member on a Standing Committee.

10.2.5.2 Co-opted Members are appointed for an initial period of two (2) years, but may be renewed at the discretion of the Management Committee. Notices of vacancies are placed in the official magazine of the Institute, the official website of the Institute and forwarded to the various Branches of the Institute.

10.2.5.3 Seven (7) seats are reserved for Co-opted Members on the Management Committee. To be eligible for appointment, persons must have paid their annual subscription fees owed to the Institute.

10.2.5.4 The Constitutional Committee will consider all applications for appointment relating to Co-opted Members on behalf of the Management Committee. The Constitutional Committee will review a candidate for co-option's CV, details of experience and other information on behalf of the Management Committee in respect to appointments of Co-opted Members. The Constitutional Committee will then make recommendations for appointment as a Co-opted Member to the Management Committee.

#### **10.2.5.5 Applications**

a. The Constitutional Committee must circulate the names of persons making application to serve as Co-opted members at least 14 days before the scheduled Management Committee meeting. (This may not necessary be the "recommendation report" but just the names of applications and a brief background, etc)

b. Any application to serve as a Co-opted member must be put to a vote at a Management Committee meeting.

c. A Co-opted member will belong to the Branch closest to his/her place of employment.

### **10.3 Standing Committees**

10.3.1 The powers, functions and duties of the Standing Committees shall be determined by the Institute Council by way of instructions, rules, by-laws and the delegation of certain powers by the Institute Council to the Standing Committees.

### **10.4 Branches and Branch Committees**

10.4.1 The powers, functions and duties of the branches and their committees shall be determined by the Institute Council by way of Branch Regulations which shall apply to all branches.

## 10.5 Ad Hoc Committees

- 10.5.1 The Institute Council or Management Committee shall, from time to time, issue written instructions to ad hoc committees as to their duties and functions.
- 10.5.2 The ad-hoc committees shall report to the Management Committee or the Standing Committee concerned on their activities and functions.

## 10.6 Office Bearers of the Institute

- 10.6.1 The Institute Council can, if deemed necessary, issue written instructions and rules to any of its officers concerning their powers, functions and duties, and the office bearers shall report to the Management Committee and the Institute Council on their activities.

## 10.7 Office Manager and Other Employees

- 10.7.1 The Management Committee determines the duties and functions of the Office Manager and other employees of the Institute according to the personnel policy.
- 10.7.2 The Institute Council may confer honorary membership on any of its employees for outstanding services and sacrifices beyond their normal duties, on condition that such an employee does not fall under any other membership category.

# 11. PROCEDURES AT MEETINGS AND QUORUMS FOR MEETINGS OF THE INSTITUTE

## 11.1 Quorums

For the purpose of this constitution the following number of committee members shall form a quorum at meetings of the Institute Council and its various committees.

### 11.1.1 Institute Council

- 11.1.1.1 At an Annual General Meeting of the Institute Council, 50% plus one (1) of the Institute Council members of the Institute shall form a quorum. The paid up members present does not form part of the quorum.
- 11.1.1.2 All Institute Council members will be clearly identified via a name tag in order to assist during voting process.

### 11.1.2 Management Committee or Standing Committees

- 11.1.2.1 The quorum for the Management Committee meeting shall be 50% plus one (1) of the officers mentioned in 9.1 above.

### 11.1.3 Branch Committees

- 11.1.3.1 The quorum for Branch Committee meetings shall be 50% plus one (1) of the total number of committee members.

### 11.1.4 Annual Branch Meeting

The following minimum number of members present shall form a quorum:

- 11.1.4.1 30% of the total number of a branch with less than 100 members;
- 11.1.4.2 20% of the total number of a branch with more than 100 but less than 200 members;
- 11.1.4.3 15% of the total number of a branch with more than 200 but less than 300 members;
- 11.1.4.4 10% of the total number of a branch with more than 300 members.

#### 11.1.5 No Quorum and Subsequent Action

- 11.1.5.1 If there is not a quorum present after the expiry of ten (10) minutes after the appointed time for the meeting, no meeting shall take place. The members present shall then decide by a majority vote to adjourn the meeting to a date not more than fourteen (14) days later and the members present at such an adjourned meeting shall form a quorum and transact the business, which was to be transacted at the first meeting.

### 11.2 Procedure at Meetings

- 11.2.1 The procedure at all Institute Council, Standing Committee and Branch meetings is laid down by the Standing Orders as approved by the Institute Council.
- 11.2.2 The Chairperson of the Institute Council, Standing Committee and Branches however has a deliberate as well as a casting vote during their respective meetings.
- 11.2.3 The Administrative Officer shall keep minutes of all meetings of the Institute Council and the Management Committee, provided that if he/she cannot attend the meeting, the meeting may elect a Secretary for the duration of that meeting.

### 11.3 Time for Meetings

The Institute Council and its committees shall meet as often as is deemed necessary but shall at least hold the following number of meetings per annum:

#### 11.3.1 Institute Council

The Institute Council shall meet at least once (1) a year on a date as determined at the previous annual meeting.

#### 11.3.2 Management Committee and/or Standing Committees

The Management committee and Standing Committees shall meet at least four (4) times a year.

#### 11.3.3 Branch Committees

Branch Committees should hold at least four (4) meetings per year with the proviso that one of these meetings be held on the same date as their Annual Branch Meeting.

#### 11.3.4 Annual Branch Meetings

The Annual Meeting of the branch shall be held as soon as an audit statement is available, but may not be held later than the 30th November of the year following on the audited statement.

### 11.4 Emergency Powers

- 11.4.1 In case any emergency arises where urgent steps have to be taken in the interest of the Institute to protect the interest of the Institute, the President, the Vice President, the Chairperson of the Management Committee, the Chairperson of the Standing and Branch Committee(s) concerned may jointly take such steps as they deem necessary.
- 11.4.2 Any steps taken in terms of paragraph 11.4.1 shall be reported at the subsequent Management Committee meeting and reported in the minutes and shall be referred to the next Institute Council meeting by the committee. The Institute Council may condone or reject such emergency steps.
- 11.4.3 Special Institute Council meetings shall only be arranged in extra-ordinary circumstances, where the Management Committee does not exercise Emergency Powers under this section.

### 11.5 Guests at Meetings of the Institute

- 11.5.1 The Chairperson may, at any meeting of the Institute, invite persons who are not members of the Institute, but can in his opinion make a significant contribution to the meeting, to attend the meeting. Such guests shall not have a vote.
- 11.5.2 Members of the Institute, who do not serve on a committee of the Institute Council, may attend the meeting as observers on the invitation of the Chairperson of the meeting.

## 11.6 Voting Procedures

### 11.6.1 Members Eligible to Vote at Meetings

#### 11.6.1.1 Institute Council Meetings

- 11.6.1.1.1 The Serving President.
- 11.6.1.1.2 The Vice President.
- 11.6.1.1.3 The Vice President Elect.
- 11.6.1.1.4 The Immediate Past President.
- 11.6.1.1.5 The Chairperson of the Management Committee.
- 11.6.1.1.6 The Chairpersons of the Standing Committees.
- 11.6.1.1.7 The Chairpersons of the Branches.
- 11.6.1.1.8 The Vice Chairpersons of the Branches.
- 11.6.1.1.9 Institute Council Members of the Branches based on the figures of paid-up members on 30 September of the previous year.

Before the start of the Institute Council Meeting all the members mentioned in point 11.6.1.1.1 to 11.6.1.1.9 will be registered by the Administrative Officer against a membership list that must be available at said meeting in order to ensure they are in good standing as set out in the Constitution of the Institute. These members will receive a sticker indicating that they are eligible to vote during the meeting.

#### 11.6.1.2 Management Committee Meetings

- 11.6.1.2.1 The Serving President.
- 11.6.1.2.2 The Vice President.
- 11.6.1.2.3 The Vice President Elect.
- 11.6.1.2.4 The Immediate Past President.
- 11.6.1.2.5 The Chairperson of the Management Committee.
- 11.6.1.2.6 The Chairpersons of the Standing Committees.
- 11.6.1.2.7 The Chairpersons of the Branches.

Before the start of the Management Committee Meeting all the members mentioned in point 11.6.1.2.1 to 11.6.1.2.7 will be registered by the Administrative Officer against a membership list that must be available at said meeting in order to ensure they are in good standing as set out in the Constitution of the Institute. These members will receive a sticker indicating that they are eligible to vote during the meeting.

#### 11.6.1.3 Standing Committee Meetings

- 11.6.1.3.1 The Chairperson of the Committee.
- 11.6.1.3.2 The Vice Chairperson of the Committee.
- 11.6.1.3.3 The Secretary of the Committee
- 11.6.1.3.4 The members of the Committee.

Before the start of the Committee Meeting all the members mentioned in point 3.1 to 3.4 will be registered by the Secretariat against a membership list that must be available at said meeting in order to ensure they are in good standing as set out in the Constitution of the Institute.

In the case where a member is found not to be in good standing he is no longer considered to be a member of the Institute and can therefore not participate in the activities of said committee.

#### 11.6.1.4 Branch Committee Meetings

- 11.6.1.4.1 The Chairperson of the Branch.
- 11.6.1.4.2 The Vice Chairperson of the Branch.
- 11.6.1.4.3 The Secretary/Treasurer of the Branch.
- 11.6.1.4.4 The Institute Council Members of the Branch.
- 11.6.1.4.5 The Station Representatives of the Branch.

Before the start of the Branch Meeting all the members mentioned in point 11.6.1.4.1 to 11.6.1.4.5 will be registered by the Secretariat against a membership list that must be available at said meeting in order to ensure they are in good standing as set out in the Constitution of the Institute.

In the case where a member is found not to be in good standing he is no longer considered to be a member of the Institute and can therefore not participate in the activities of said branch.

#### 11.6.1.5 Branch Annual General Meetings

- 11.6.1.5.1 The Chairperson of the Branch.
- 11.6.1.5.2 The Vice Chairperson of the Branch.
- 11.6.1.5.3 The Secretary/Treasurer of the Branch.
- 11.6.1.5.4 The Institute Council Members of the Branch.
- 11.6.1.5.5 The Station Representatives of the Branch.
- 11.6.1.5.6 The Members of the Branch.

Before the start of the Branch Meeting all the members mentioned in point 11.6.1.5.1 to 11.6.1.5.6 will be registered by the Secretariat against a membership list that must be available at said meeting in order to ensure they are in good standing as set out in the Constitution of the Institute. These members will receive a sticker indicating that they are eligible to vote during the meeting.

In the case where a member is found not to be in good standing he is no longer considered to be a member of the Institute and can therefore not participate in the activities of said branch.

#### 11.6.2 Procedure to Follow when Voting

Voting will take place for subjects put to vote at meetings or for the election of office bearers as set out in point ii to viii above. The procedure to follow is:

##### 11.6.2.1 Subject Put to Vote

The Secretariat will verify the total of eligible voters present in the venue before voting take place. Voting will take place by the show of hands and will be counted by the Secretariat which will also announce and record the result of the voting in the following way, nl:

- a. The number of votes cast "for".
- b. The number of votes cast "against"
- c. The number of abstentions.

In the case of a tie, the Chairperson will cast his deciding vote on the subject.

##### 11.6.2.2 Elections

The Chairperson will announce that elections for the positions as mentioned in the Constitution will take place. The members present in the venue can request a caucus and the time limit will not exceed fifteen (15) minutes where after the members must return to the venue.

The Secretariat will ensure that the doors in the venue are locked or manned by non-eligible voters to ensure the no member can enter or exit the venue during the election process. The Secretariat will

then verify the total of eligible voters present in the venue before voting take place and announce the number.

Voting will take place means of ballot paper and will be counted by the Secretariat which will also announce and record the result of the voting in the following way, nl:

- a. The number of spoiled ballot papers.
- b. The number of abstentions.
- c. The number of votes per member as received.
- d. The final result of the election.

In the case of a tie, the Chairperson will cast his deciding vote.

## 12. LEGAL PERSONALITY OF THE INSTITUTE

12.1 The Institute is an organization with voluntary membership, which has been endowed with legal personality.

12.2 The Institute may sue and/or be sued in its name.

12.2.1 In the event of any legal steps on behalf of the Institute being deemed necessary, the Institute Council may act on behalf of the Institute in its capacity as a legal person.

12.2.2 All deeds, documents and writings requiring execution on behalf of the Institute shall be signed by the President and the Office Manager or in their absence, by those Institute Council Members who have been specially authorised to sign by a special resolution of the Institute Council.

## 13. FINANCES AND POWERS OF THE INSTITUTE

### 13.1 General Provisions

The income and assets of the Institute, irrespective of how they were obtained, shall be used only to further the objectives of the Institute and no part thereof shall under any circumstances be paid or transferred to any of its members.

The Institute shall in no way whatsoever benefit any of its members or any member of its committees for any service he rendered to the Institute, provided that nothing herein shall preclude the payment in good faith of remuneration to any employee of the Institute or to any member or official of the Institute in recognition of any service actually rendered to the Institute and/or cash expenditure incurred by him on behalf of the Institute, and authorized and approved by the Institute Council. 14.1.3. Any income or assets collected or acquired in the name of the Institute, shall become the property of the Institute.

### 13.2 Powers of the Institute

Subject to the provisions of clause 11.1 and the sub-clause thereof, and to enable the Institute to achieve its objectives, the Institute shall have all the powers that may be necessary and especially, without detracting from the general thereof, the power:

13.2.1 To acquire, improve and alienate fixed property and generally deal with it to the benefit of the Institute; 13.2.2 to invest, re-invest and deal with any of its funds on such terms and conditions as the Institute Council may approve;

13.2.3 to borrow funds subject to such terms and conditions as the Institute Council may approve;

13.2.4 to open and operate a banking account and for this purpose to cash, prepare, issue and endorse any negotiable instrument;

13.2.5 to appoint employees on such salaries and on such terms and conditions as the Institute Council may determine;

13.2.6 to alienate any or all of its assets in such a way and on the terms and conditions as the Institute Council may from time to time deem necessary to strengthen its funds;

13.2.7 to take such steps as the Institute Council may from time to time deem necessary to raise funds;

13.2.8 to receive, keep and use subscriptions, donations, grants and gifts to further the objectives of the Institute;

13.2.9 do anything else which is additional or instrumental to the achievement of its objectives defined in this clause.

### **13.3 Subscriptions and levies**

13.3.1 The annual subscriptions for any membership category of the Institute shall be determined from time to time by the Institute Council.

13.3.2 The rules and processes regarding subscription fees and levies shall be as laid down in the Financial Regulations of the Institute.

### **13.4 Financial Regulations**

13.4.1 The Institute Council may make any general financial regulations and rules as deemed necessary and they shall apply to all officers, members, employees or committees of the Institute.

13.4.2 The annual membership cards issued by Head Office will serve as proof of paid-up membership.

## **14. AMENDMENTS OF THE CONSTITUTION**

14.1 Amendments and/or additions to this constitution shall be made only by a vote in favour of such amendment or addition by at least 50% plus 1 of the members who are present in person and are entitled to vote at an annual meeting of the Institute Council.

14.2 Notice of any proposed amendment and/or addition to the Constitution shall be given in writing and shall reach the Administrative Officer at least thirty (30) days before the annual meeting of the Institute Council.

15.3 Amendments and/or additions to this constitution shall be made not more than once every two (2) years.

14.4 Amendments and/or additions to Annexures and Regulations can be approved by the Management Committee as and when required with a full report back to the Institute Council every year during its meeting.

## **15. REPRIMAND AND SUSPENSION OF MEMBERSHIP**

15.1 The reasons for considering an application to reprimand a member, suspend participation of any activities, or suspend his/her membership, or remove him/her from office are as follows:

15.1.1 Failure to satisfy any of the requirements for membership set out in this constitution.

15.1.2 Contravention of the code of conduct of the Institute.

15.1.3 Any behaviour or action which, in the opinion of the Institute Council, is improper or detrimental to the Institute, or detrimental to the interest and responsibilities of the Emergency Services profession.

15.1.4 Complaints arising from a trial on a criminal charge.

15.1.5 Found guilty of dishonesty, or similar offences, related to the Institute examinations or any other activities related thereto.

15.2 Any conviction for an offence listed in applicable Criminal Procedures or any amendment thereof can lead to suspension and the removal of the members name from the members' register.

15.3 The Management Committee has delegated authority to act on behalf and in the interest of the Institute Council and report back to the Institute Council.

15.4 Information will only be made available to an Institute Council member on written representation to the Management Committee.

**16. DISSOLUTION OF THE INSTITUTE**

- 16.1 If it is found that the Institute does not serve the purpose for which it was established, or has to be dissolved for any reason which necessitates its dissolution, the Institute may be dissolved by a resolution passed by a two thirds majority of the members present at an extraordinary general meeting of the Institute Council which was convened specifically for that purpose.
- 16.2 If it is decided to dissolve the Institute, the Institute Council shall act as the liquidators of the Institute and after all the liabilities and expenses incurred in connection with the dissolution have been paid, the Institute Council shall hand any remaining moneys or assets to another institution or institutions with objects similar to those of the Institute which shall be nominated by the Institute Council at the time of or prior to the dissolution. The Institute Council shall not decide to distribute such moneys or assets amongst the members of the Institute or to give it to them.

**17. INTERPRETATION AND DISTRIBUTION OF THE CONSTITUTION**

- 17.1 This constitution shall be made available to all members.
- 17.2 This constitution shall be known as the Amended Constitution (2009) of the Southern African Emergency Services Institute.

# **SOUTHERN AFRICAN EMERGEN SERVICES INSTITUTE**

## **STANDING ORDERS**

These standing orders are promulgated in terms of the Constitution of the Southern African Emergency Services Institute.

### **1. DEFINITIONS**

In these Standing Orders:

1

- 1.1 **Committee:** shall mean the Management Committee or any Standing Committee at any of its meetings.
- 1.2 **Motion:** shall mean a motion submitted in writing.
- 1.3 **Institute Council:** shall mean the Institute Council.
- 1.4 **Chairperson:**
  - 1.4.1 In the case of Institute Council means the President or a member of the Institute Council who is acting in his capacity in the absence of the President.
  - 1.4.2 In the case of the Management Committee and Standing Committees of the Institute, means the person elected as such by the Institute Council.
  - 1.4.3 In the case of a branch, means the person elected as such by the members of the branch.
  - 1.4.4 Any Vice Chairperson or other members of a committee acting as such during the absence of the Chairperson.
- 1.5 **Proposal:** shall mean any other proposal except a motion.

### **2. CONVENING, ATTENDANCE AND NOTICE OF MEETINGS OF THE INSTITUTE COUNCIL**

#### **2.1 MEETINGS OF THE INSTITUTE COUNCIL**

- 2.1.1 The Institute Council shall hold its Annual Meeting once a year to deal with matters of the Institute and is open to all paid up members.

#### **2.2 SPECIAL MEETINGS**

- 2.2.1 The President may at any time call a special meeting of the Institute Council on the grounds of a petition by one third of the Institute Council members.

#### **2.3 SERVING OF NOTICES**

- 2.3.1 A notice to attend a meeting, stating the nature of the agenda and signed by the Administrative Officer shall be left at, or delivered to, the postal/e-mail address of the Institute Council member at least fourteen (14) days before an Institute Council meeting.
- 2.3.2 A notice to attend a special meeting of the Institute Council shall be signed by the President, or in his absence, by the person acting in that capacity, and issued to each Institute Council member, and shall be left at, or delivered to, the postal/e-mail address of the Institute Council member at least fourteen (14) days before the Institute Council meeting.

**2.4 FAILURE TO SERVE A NOTICE**

2.4.1 The fact that a notice of a meeting was by mistake not served on an Institute Council member or members will not make the meeting void provided a quorum can be formed.

**2.5 APPLICATION FOR LEAVE - INSTITUTE COUNCIL AND COMMITTEE MEMBERS**

2.5.1 An Institute Council member may be granted leave to be absent from an ordinary Institute Council Meeting.

**2.6 ADJOURNED MEETING**

2.6.1 The Institute Council may adjourn a meeting to any day or hour, but no other matters may be dealt with at such an adjourned meeting than the unfinished matters, which had been listed in the agenda of the meeting, which had thus been adjourned.

**2.7 NOTICE OF ADJOURNED MEETING**

2.7.1 If a meeting has been adjourned, a notice of the day and time of the adjourned meeting shall be sent to each member, provided that it is not necessary to mention the matters to be dealt with in such a notice.

**2.8 QUORUM**

2.8.1 The number of members who form a quorum shall be as laid down in the constitution.

**2.9 NO QUORUM**

2.9.1 If there is no quorum the provisions laid down in the constitution shall apply.

**2.10 COUNTING OF THE MEMBERS PRESENT**

2.10.1 If the Chairperson's attention is drawn to the number of Institute Council members present during a session, he must count them, and if he finds that there is not a quorum present, the meeting shall be adjourned for such a period as the members present may decide and the provisions laid down in the Constitution shall apply.

**2.11 CHAIRPERSON OF INSTITUTE COUNCIL MEETINGS**

2.11 The President, or in his absence, the Vice-President, shall act as Chairperson of the Institute Council meeting. If both are absent, an Institute Council member elected by the members present shall be the Chairperson.

**3. AGENDA FOR MEETINGS**

**3.1 ORDER OF MATTERS**

3.1.1 The sequence in which matters shall be dealt with at each ordinary Institute Council meeting, shall be as follows:

3.1.1.1 Applications for leave of absence.

3.1.1.2 Official notices.

3.1.1.3 Unopposed proposals by the Chairperson.

3.1.1.4 Minutes of previous meetings.

3.1.1.4.1 Amendments.

3.1.1.4.2 Matters Arising.

3.1.1.4.3 Adoption.

3.1.1.5 Questions of which notice has been given.

3.1.1.6 Reports of the Committees.

3.1.1.7 Petitions.

3.1.1.8 Motions.

3.1.2 After the matters referred to in 3.1.1.1 to 3.1.1.8 above, have been considered, the Institute Council may at its discretion change the sequence of the other matters on the agenda.

### **3.2 URGENT MATTERS**

3.2.1 With the exception of matters which the Chairperson considers to be urgent or which the Institute Council, with a majority of at least two thirds of the members present, decides to treat as urgent, no matters not mentioned in the relevant notice may be dealt with at a meeting.

### **3.3 MINUTES**

3.3.1 Minutes shall be kept and confirmed for every meeting of the Institute Council, the Institute Council-in-Committee, and each committee. The Chairperson shall have the minutes recorded and updated and he is responsible for their accuracy. The minutes of every meeting shall be confirmed at the following ordinary meeting of the body concerned, and signed by the Chairperson.

3.3.2 A copy of the minutes shall be sent to the members and with a view to its confirmation the minutes will be taken as read provided a copy of such minutes was sent to each Institute Council member fourteen (14) days beforehand.

### **3.4 NO DISCUSSION OF MINUTES**

3.4.1 Except as far as their accuracy is concerned, no proposal concerning the minutes or discussion thereof is allowed.

### **3.5 PETITIONS AND DEPUTATIONS**

3.5.1 Petitions may be submitted by Institute Council members, but the petition shall be submitted without any speech or comments. Such a petition shall be referred to a Committee, which has to report on it. Petitions shall be in writing, typed or printed, and shall be signed by at least three (3) people and formulated in a polite manner.

### **3.6 DEPUTATIONS TO SUBMIT A MEMORANDUM**

3.6.1 Deputations, who wish to have an interview with the Institute Council, shall submit a memorandum setting out the representations they wish to make.

### **3.7 RECEPTION OF DEPUTATIONS**

3.7.1 A deputation may consist of a maximum of four (4) members but, except when answering questions by Institute Council members, only one member may address the Institute Council, and for a maximum period of ten minutes. The Institute Council may not consider the matter further until the deputation has withdrawn from the meeting.

## **4. REPORTS BY COMMITTEES**

### **4.1 DISTRIBUTION OF REPORTS**

4.1.1 Reports and recommendations by committees and branches shall be typed and, except in the case of a report which the Chairperson raises as a matter of urgency, a copy shall be sent to each Institute Council member at least thirty (30) days before the Institute Council meeting at which they will be considered.

### **4.2 PREPARATION OF A REPORT BY A COMMITTEE**

4.2.1 A report submitted by a committee shall first give the subject in respect of which recommendations are made, and then, for the information of the Institute Council, the matters a committee dealt with in terms of its delegated authority.

### **4.3 SUBMISSION OF REPORT**

4.3.1 The Chairperson of a committee or branch shall submit a report by proposing "that the report be considered". No discussion of such a proposal is allowed. Recommendations by a standing committee or branch are regarded as proposals, and the Chairperson of a committee or branch is taken to have proposed every recommendation in the report, provided that such proposals need not be seconded.

### **4.4 RECOMMENDATIONS TO BE CONSIDERED CONSECUTIVELY**

4.4.1 After the Institute Council has decided to consider the report, the Chairperson shall consecutively declare the recommendations it contains open for discussion, unless the Chairperson for some sound reason decides to change the order of the recommendations.

### **4.5 AMENDMENT OF REPORT**

4.5.1 The Chairperson of a committee submitting a report may, with the approval of the Institute Council, withdraw or amend any recommendation in the report.

### **4.6 QUESTIONS BY MEMBERS**

4.6.1 A member may put a question at a meeting:

4.6.1.1 On a matter arising from or connected with an item in the report of a committee or branch when such an item is declared open for discussion, or during the discussion thereof.

4.6.1.2 Concerning the general activities of the Institute Council but not arising directly from or connected with an item in the report of a committee or branch.

4.6.2 No discussion of a question is allowed, but if a member, after his question has been answered, feels that his question needs a further explanation he may ask for a further answer, but otherwise no further question may be put without the permission of the Chairperson of the Institute Council.

- 4.6.3 The answer to a question put in terms of this clause of the Standing Orders, shall be recorded in the minutes of the meeting.

## 5. MOTIONS

### 5.1 FORM OF ANNOUNCEMENT OF MOTIONS

- 5.1.1 Subject to the provisions of clauses 5.3 to 5.5, no subject may be submitted to the Institute Council except by way of a written notice or a motion under the signature of the member whose motion it is. A notice of a motion, which is not received five (5) days prior to such an Institute Council meeting, will not be included in such a notice. Any motion announced must have a bearing upon some or other subject concerning the administration of any matter in connection with the Southern African Emergency Services Institute.

### 5.2 ORDER OF MOTIONS

- 5.2.1 All notices of motions shall be dated and numbered on receipt and entered on the agenda by the Administrative Officer in the order in which they were received, but a notice shall be entered immediately after such an announced motion, irrespective of when the notice of the motion was received.
- 5.2.2 Notices of motions shall be listed on the agenda in such a way that the name of the proposer can be clearly seen, and the Chairperson shall first determine which motions are unopposed and such unopposed motions shall immediately be passed without discussion. The Chairperson shall then give the floor to the proposers of the opposed motions in order in which their names appear on the agenda.

### 5.3 LIMITATION OF THE NUMBER OF NOTICES OF MOTION

- 5.3.1 No member may have more than two (2) notices on the agenda at the same time.

### 5.4 MOTIONS OUT OF ORDER

- 5.4.1 If the Administrative Officer is of opinion that an announced motion is out of order, it shall be submitted to the Chairperson. If the latter also is of opinion that the motion is out of order, he shall notify the person who announced the motion accordingly, and order that such notice shall not be put on the agenda.

### 5.5 MOTIONS NOT PROPOSED

- 5.5.1 If the announcement of a motion is listed on the agenda and such a motion comes up for discussion but is not proposed by the person by whom it was announced, or somebody authorized by him in writing to propose the motion, or not properly seconded, the motion is considered to have lapsed and may not be proposed without further notice.

## 6. AMENDMENT AND RESCISSION OF MATTERS OR RESOLUTIONS

### 6.1 RESCISSION OF A RESOLUTION

- 6.1.1 Subject to the recommendation of a Committee to whom the Institute Council has delegated the authority or duties to deal with a specific matter, no resolution at an Institute Council meeting may be rescinded or amended at a subsequent meeting unless the Institute Council is notified at least thirty (30) days before such a following meeting of the motion to rescind or amend such a resolution, and a copy of such a notice of the proposal is sent to every Institute Council member at least fourteen (14) days before such a following meeting. If a motion for

such a rescission or amendment is defeated, such a motion may not be proposed again within the following three months from the date on which it was proposed.

- 6.1.2 Nothing in these Standing Orders shall be interpreted in such a way that the limits or right of a committee is restricted to such an extent that a matter which falls within the jurisdiction of the committee cannot be considered by Committee, and that the Committee cannot report on it to the Institute Council.

## **6.2 AMENDMENT OF A REPORT WHICH WILL ENTAIL INCREASED EXPENDITURE**

- 6.2.1 A proposal for an amendment, which will result in increased expenditure by the Institute Council, shall be in the form of a recommitment to the Management Committee to consider the matter and make recommendations to the Institute Council or deal with it in terms of the financial regulations.

## **6.3 WHEN CARRYING OUT A RESOLUTION MAY NOT BE PREVENTED**

- 6.3.1 When a resolution has been passed at a meeting and it is, in the opinion of the majority of the Institute Council members present, essential that the resolution be carried out immediately, no motion to reconsider the resolution shall prevent the said resolution from being carried out immediately.

## **7. RULES FOR DISCUSSIONS**

### **7.1 GENERAL**

#### **7.1.1 SPEAKING ORDER**

- 7.1.1.1 Members may speak in the order in which they request to speak. If more than one member wishes to speak at the same time, the Chairperson may determine the order in which they may speak according to the Standing Orders. When they are speaking, members shall stand up and address the audience through the Chairperson in English.

#### **7.1.2 RELEVANCY**

- 7.1.2.1 A member who is speaking shall keep strictly to the subject under discussion, or the explanation of a point of order.

#### **7.1.3 DURATION OF SPEECHES**

- 7.1.3.1 No speech may last more than ten minutes without the permission of the Chairperson.

### **7.2 IRRELEVANCY, REPETITION AND DISTURBANCE OF THE ORDER**

#### **7.2.1 DISTURBANCE OF THE ORDER**

- 7.2.1.1 The Chairperson shall draw the attention of the Institute Council to irrelevancy, tedious repetitions, obscene language, improper behaviour or any disturbance of the order by a member, and if such a member is speaking, he shall order him to stop speaking.

#### **7.2.2 CHAIRPERSON MAY HAVE A MEMBER REMOVED**

7.4.1.1 If a member who has been ordered by the Chairperson to stop speaking as mentioned above, refuses or fails to do so, or if a member continually ignores the authority of the Chairperson or deliberately hampers the proceedings of the Institute Council, the Chairperson may order such a member to leave the meeting for the duration of the session.

### 7.2.3 EXCLUSION OF A MEMBER

7.2.3.1 If a member does not obey the orders the Chairperson gave him in terms of the above paragraph, the Institute Council may suspend such a member by a resolution passed immediately or at a subsequent meeting.

7.2.3.2 If a member who has been suspended or excluded thus, tries to attend a meeting, the Chairperson may order him to leave the meeting immediately, and if he fails to do so, the Chairperson may order an official to remove the member and to take such reasonable steps as are necessary to ensure that the member does not rejoin the meeting.

### 7.2.4 MEMBERS TO SPEAK ONCE ONLY; THE PROPOSER'S RIGHT TO REPLY; NO MEMBER TO SPEAK AFTER THE PROPOSER'S REPLY

7.2.4.1 No member may address the Institute Council more than once on a motion or recommendation. The proposer of an original motion or proposal may however reply, but he shall strictly keep to answering previous speakers and may not raise any new points in the discussion. The right to reply does not apply to the proposer of an amendment, which becomes the effective proposal after it has been passed. After the reply no other member may speak on the subject and it shall be put to the vote immediately.

### 7.2.5 POINTS OF ORDER AND PERSONAL EXPLANATION

7.2.5.1 Any member whether or not he/she is speaking on the subject under discussion may rise on a point of order or in explanation, but such an explanation shall be restricted to the part of the discussion, which possibly was misunderstood. A member, who rises thus, has the right to be heard immediately provided his/her discussion with "in a point of order or in explanation".

### 7.2.6 PROPOSALS WHICH HAVE TO BE PUT IN WRITING

7.2.6.1 The Chairperson may ask a proposer to put the proposal in writing and hand it to the Administrative Officer after it has been signed.

### 7.2.7 WITHDRAWAL OF MOTION OR PROPOSAL

7.2.7.1 A motion or proposal may be withdrawn by the proposer with the permission of the majority of the Institute Council Members present and the seconder and no member may discuss the proposal after the proposer has asked permission to withdraw it unless such permission has been refused.

### 7.2.8 CHAIRPERSON'S DECISION ON POINT OF ORDER

7.2.8.1 The Chairperson's decision on a point of order or the admissibility of a personal explanation is final and may not be discussed.

### 7.3 ORDER OF DISCUSSION

#### 7.3.1 PROPOSALS TO BE SECONDED BEFORE THEY ARE DISCUSSED

7.3.1.1 No motion or proposal may be discussed or put to the vote before it has been seconded. A member who formally seconds a proposal or amendment may subsequently speak on it.

#### 7.3.2 FURTHER PROPOSALS

7.3.2.1 When a motion or proposal is being discussed at a meeting, no further proposal except the following may be put forward:

7.3.2.1.1 That consideration of the subject be postponed.

7.3.2.1.2 That the Institute Council now be adjourned.

7.3.2.1.3 That the discussion be suspended.

7.3.2.1.4 That the matter now be put to the vote.

7.3.2.1.5 That the Institute Council now proceeds to the following subject.

### 7.4 TO AMEND THE MOTION OR PROPOSAL

#### 7.4.1 PROPOSAL MUST BE RELEVANT

7.4.1.1 Every amendment must have a bearing on the motion or proposal in respect of which it is proposed.

#### 7.4.2 PROPOSAL TO BE READ OUT

7.4.2.1 Every amendment must be read out before it is put to the vote.

#### 7.4.3 SECOND AND FURTHER AMENDMENTS

7.4.3.1 When an amendment of an original motion or proposal has been proposed and seconded, no second or further amendment may be proposed until the first amendment has been dealt with. If an amendment is passed, the proposal or motion in its amended form replaces the original motion or proposal and becomes the subject in respect of which any further amendment may be proposed.

### 7.5 POSTPONEMENT OF CONSIDERATION OF THE SUBJECT

#### 7.5.1 POSTPONEMENT

7.5.1.1 Any member may at the end of a speech propose that consideration of a subject be postponed. The proposer may speak for five (5) minutes at the utmost, but the seconder is not allowed to say more than formally to second the proposal.

7.5.1.2 If such a proposal is made, the proposer of the subject under the discussion may (without prejudice to his ultimate right to reply if the proposal for the postponement of the subject is defeated) reply for five (5) minutes and thereupon the subject shall be put to the vote without further discussion.

## 7.5.2 EFFECT OF THE PASSING OF A PROPOSAL

7.5.2.1 If the postponement for a specific period is approved, the motion of proposal shall be placed first on the list of motions or proposals for the day to which it has been postponed.

## 7.6 ADJOURNMENT OF THE INSTITUTE COUNCIL

### 7.6.1 WHEN THIS MAY BE PROPOSED

7.6.1.1 Any member may at the end of a speech propose that the Institute Council now be adjourned. Such a proposal shall be seconded. The proposer may speak for five (5) minutes, but the seconder is not allowed to say more, other than to formally second the proposal.

7.6.1.2 If such a proposal is made, the proposer of the subject under discussion may (without prejudice to his ultimate right to reply if the proposal concerning the meeting is defeated) reply for five (5) minutes and thereupon the subject shall be put to the vote without further discussion. If the proposal is passed, the subject under discussion falls away.

### 7.6.2 SECOND PROPOSAL CONCERNING THE MEETING

7.6.2.1 A second proposal that the Institute Council now adjourns may not be put within half an hour, unless the circumstances in connection with the subject in the opinion of the Chairperson have changed fundamentally.

### 7.6.3 NO MEMBER MAY PROPOSE OR SECOND MORE THAN ONCE

7.6.3.1 No member may in one session propose more than once that the Institute Council be adjourned, or second such a proposal.

### 7.6.4 PROCEEDING TO UNOPPOSED MATTERS

7.6.4.1 Before a proposal that the Institute Council be adjourned is put to the vote, the Chairperson of the meeting may enquire whether the Institute Council wishes to deal with the unopposed matters before it is adjourned.

## 7.7 SUSPENSION OF THE DISCUSSION

### 7.7.1 WHO MAY MAKE THE PROPOSAL; PROPOSER OF ORIGINAL MOTION OR PROPOSAL MAY ANSWER

7.7.1.1 Any member of the Institute Council may at the end of a speech propose that the discussion be suspended. Such a proposal has to be seconded. The proposer may speak for five (5) minutes at the utmost, but the seconder is not allowed to say more than formally to second the proposal.

7.4.3.1 If such a proposal is made, the proposer of the subject under discussion may (without prejudice to his ultimate right to reply if the proposal for the adjournment of the discussion is defeated), answer for five (5) minutes whereupon the subject shall be put to the vote without further discussion.

## 7.7.2 EFFECT OF PASSING A PROPOSAL

7.7.2.1 If the proposal for the suspension of the discussion shall be resumed at the next Institute Council meeting, and the Institute Council shall proceed to the next item on the agenda.

## 7.7.3 RESUMPTION OF DISCUSSIONS

7.7.3.1 When an adjourned discussion is resumed, the member who proposed the adjournment is entitled to be the first speaker.

## 7.7.4 SECOND PROPOSAL TO SUSPEND THE DISCUSSION

7.7.4.1 A second proposal that the discussion be suspended may not be made within half an hour after the first proposal.

## 7.8 PUTTING THE SUBJECT TO THE VOTE

### 7.8.1 PROCEED TO VOTE

7.8.1.1 A member may at the end of a speech on a subject under discussion, propose that the subject be put to the vote and if the proposal is seconded, the subject shall immediately be put to the vote. If the proposal is passed the motion or proposal under discussion shall immediately be put to the vote subject to the following paragraph:

7.8.1.2 If in the opinion of the Chairperson the subject has not been sufficiently discussed, he need not put it to the vote until he has been satisfied in this respect, and he may allow further discussion for this purpose.

### 7.8.2 SECOND PROPOSAL TO PROCEED TO VOTE

7.8.2.1 A second proposal that the subject be now put to the vote may not be made within half an hour after the first proposal was made.

## 8. VOTING AT INSTITUTE COUNCIL MEETINGS

### 8.1 METHODS OF VOTING

8.1.1 When a subject is put to the vote, the procedure to follow is:

8.1.1.1 The Administrative Officer will verify the total of eligible voters present in the venue before voting take place. Voting will take place by the show of hands and will be counted by the Administrative Officer which will also announce and record the result of the voting in the following way, nl:

- a. The number of votes cast "for".
- b. The number of votes cast "against"
- c. The number of abstentions.

8.1.1.2 In the case of a tie, the Chairperson will cast his deciding vote on the subject.

### 8.2 OBLIGATION OF INSTITUTE COUNCIL MEMBERS TO VOTE

8.2.1 Every Institute Council member shall cast his vote at each voting at which he is present and no Institute Council member may leave the room while the Chairperson is putting the subject

to the vote, provided that nothing herein shall prevent a member from having his vote against a resolution recorded in the minutes.

- 8.2.2 Only Institute Council Members has voting rights and are allowed to vote. However, paid up members present can request a caucus with their Institute Council Members before voting.

## 9. INSTITUTE COUNCIL-IN-COMMITTEE

### 9.1 INSTITUTE COUNCIL GOING INTO COMMITTEE

- 9.1.1 The Institute Council may at any time during the day on which it is meeting, go into committee by passing the resolution 'that the Institute Council is now going into committee'. A proposal to this effect may not be discussed but is immediately put to the vote after it has been seconded. There upon the Institute Council sits in committee under the Chairpersonship of the Chairperson who presides at the meeting of the Institute Council.

### 9.2 RESUMPTION OF THE INSTITUTE COUNCIL

- 9.2.1 The Institute Council resumes its proceedings after a resolution has been passed "that the Institute Council shall now be resumed".

### 9.3 CONFIRMATION OF PROCEEDINGS OF INSTITUTE COUNCIL-IN-COMMITTEE

- 9.3.1 When the Institute Council meeting is resumed, one of the members shall propose "that the proceedings of the Institute Council-in-Committee be confirmed". Such a proposal may not be discussed and shall immediately be put to the vote after it has been seconded.

## 10. INTERPRETATION OF STANDING ORDERS

- 10.1 The interpretation the Chairperson of the Institute Council, or in the case of a committee meeting, the Chairperson of the committee attaches to the provisions of the Standing Orders is final and no discussion thereof shall be allowed.

# SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE

## FINANCIAL REGULATIONS

Promulgated pursuant to the Constitution and binding on all members and branches of the Institution.

### 1 DEFINITIONS

- 1.1 **President's Fund:** A fund established after a congress for the President from moneys paid into the fund from the general account in terms of an Institute Council resolution, together with an amount paid into the fund from the congress fund in terms of a Management Committee resolution. The President shall use this fund for official visits, functions, etc., during his term of office.
- 1.2 **General Account:** An account controlled by Head Office and used to allow the functioning of the normal income and expenditure budget of the Institute.
- 1.3 **Branch Account:** A branch account is an account opened in the name of a specific branch. This account shall be used for the income and expenditure of a branch. There shall be only one branch account per branch.
- 1.4 **Investments:** Investments are moneys invested with registered deposit receiving institutions and approved by the Chairperson of Administration Committee after consultation with the Management Committee.

### 2. INVESTMENTS

- 2.1 **Head Office Funds:** Moneys from Head Office funds may, at the discretion of the Chairperson of the Administration Committee, be invested with a registered deposit receiving institution.
- 2.2 **Branch Funds:** Moneys from branch funds may, at the discretion of the Branch Secretary/Treasurer in consultation with the Branch Committee, be invested with a registered deposit receiving institution.

### 3. CONTROL AND AUDITING

- 3.1 All accounts of the Institute shall be audited at least once a year by a firm of chartered accountants.
- 3.2 A complete set of books shall be properly kept by the Office Manager in respect of Head Office accounts.
- 3.3 A complete set of books shall be properly kept by a Branch Secretary/Treasurer in respect of branch funds.
- 3.4 The financial year of the Institute shall be from 01 October to 30 September of each year and applies to all funds of the Institute.
- 3.5 Audited income and expenditure statements in respect of all moneys shall be submitted to the Institute Council at its annual meeting.
- 3.6 An audited statement of expenditure as regards the President's fund shall be submitted to the Management Committee within thirty (30) days after the expiry of the President's term of office, and thereupon to the Institute Council.
- 3.7 An audited income and expenditure statement as well as a balance sheet, both drawn up by a chartered accountant in respect of the funds, if the amount is more than R 50 000-00, shall be submitted to the members at the annual meeting of the branch. If the amount is less than R 50 000-00 a registered accountant shall audit it.

#### **4. AUTHORIZED EXPENDITURE**

- 4.1 The Institute Council may authorize any expenditure.
- 4.2 The Management Committee shall authorize all capital expenditure appearing on the budget approved by Institute Council.
- 4.3 The Chairperson of the Administration Committee is empowered to employ the funds of the budget after approval by the Management Committee.
- 4.4 If the Chairperson of the Administration Committee should have any reason to believe that any vote on the budget is or will be inadequate, or that the estimated income will probably not be achieved, shall immediately report accordingly in writing to the Management Committee. Reasons shall be given for the higher expenditure or deficit in the income and any possible cuts to reduce the excess expenditure shall be indicated. If no equivalent cuts can be made, the matter and the solution recommended by the Management Committee shall be reported to the Institute Council.
- 4.5 No saving on an amount budgeted for a specific purpose may be employed without the approval of the Management Committee to cover expenditure for some other purpose, but transfer of items of a maximum of R 5 000-00 in any single case shall be permissible with the permission of the Chairperson of the Administration Committee and of the Management Committee.
- 4.6 The Management Committee may incur extra ordinary expenses for emergency items, provided that such expense shall be condoned by the Institute Council.
- 4.7 The funds of a branch may be employed at the discretion of the Branch Committee.

#### **5. BUDGET**

- 5.1 The Chairperson of the Administration Committee shall prepare a budget showing the income and expenditure.
- 5.2 The budget shall be submitted at the Management Committee meeting following on the Annual Meeting of the Institute Council.
- 5.3 The budget shall show the income, capital and current expenditure and investments of the general fund, as well as any other fund approved by the Institute Council.

#### **6. ACCOUNTS IN THE NAME OF THE INSTITUTE**

- 6.1 The authorized accounts in the name of the Institute with any financial institution are:
  - 6.1.1 The general Head Office account.
  - 6.1.2 The President's fund.
  - 6.1.3 One general account per branch.
- 6.2 The Institute Council may allow further accounts.
- 6.3 Investments of the Institute are excluded from this clause.
- 6.4 The signing authority on all accounts shall be as follows:
  - 6.4.1 All Head Office account cheques shall be signed by both the Chairperson of the Administration Committee and Office Manager.

- 6.4.2 All branch account cheques shall be signed by two (2) or three (3) officers appointed by the branch members.
- 6.4.3 President fund cheques shall be signed by the President, as well as the Chairperson of the Administration Committee.

## **7. SIGNING AUTHORITY FOR CONTRACTS, AGREEMENTS ETC.**

- 7.1 The Chairperson of the Administration Committee shall sign all documents or contracts of a financial nature on behalf of the Institute.
- 7.2 No contract or other agreement shall be entered into without the authorization of the Management Committee.
- 7.3 All agreements or contracts referred to above shall be submitted to the Institute Council for final approval.

## **8. EMERGENCY ITEMS**

- 8.1 The Management Committee can authorize expenditure under "emergency items" provided that:
  - 8.1.1 The expenditure is, in the opinion of the Management Committee, of an urgent nature.
  - 8.1.2 The employment does not appear on the budget, except in the case of overspending on such a specified item.
  - 8.1.3 This expenditure is not to exceed a prescribed amount. This amount to be determined by Institute Council from time to time.
- 8.2 Expenditure under "emergency items" shall be condoned by the Institute Council at its next meeting.

## **9. SUBSCRIPTIONS AND LEVIES**

- 9.1 The annual subscription for each membership category of the Institute shall be determined from time to time by the Institute Council.
- 9.2 Members in all membership categories shall be advised ninety (90) days in advance of any change in the annual subscriptions as determined by the Institute Council.
- 9.3 Subscriptions of new members are payable on application. New members shall not pay pro-rata when joining for the year but pay for the full year in which they join.
- 9.4 Annual subscriptions are payable at the beginning of the financial year and the Branch Secretary shall send out the accounts in this regard.
- 9.5 Subscriptions shall be paid by means of a single payment in advance to the Office Manager for the following twelve (12) months and must be paid in full before the 31st October.
- 9.6 A 10% per month levy will be charged against any member whose subscription is in arrears as from the 1st of January. Membership subscriptions will be calculated according to the category of membership the member complies with.
- 9.7 If the annual subscription or any other amount payable by any members remains unsettled for more than ninety (90) days after the commencement of the financial year, the Office Manager or Branch Secretary shall request, by means of a letter, the immediate settlement of the amount owing.

- 9.8 Once such a request has been sent such a member shall cease to be a member in good standing from the end of the said period of ninety (90) days until payment has been made in full. Unless such amount is settled in full after a further period of thirty (30) days after the dispatch of the written request referred to above, membership of the member concerned shall be terminated automatically.
- 9.9 A member, whose membership has lapsed in terms of the preceding paragraph, may reinstate his membership by settling the overdue amount in full within a period of one year after the outstanding subscription was payable.
- 9.10 Any person who wishes to have his membership reinstated after the expiry of the period of one year referred to in clause 13.3.6 shall be subject to the rules and procedures prescribed for a first application for membership.
- 9.11 A member who is not in good standing has no vote and shall not be appointed to any committee or elected to any office and the appointment of such a member to any committee or in any office shall lapse immediately when he ceases to be in good standing. Subscription of members shall be paid to the Branch Secretary for at least one year in advance.
- 9.12 Approval for application to write examinations will not be given to members whose subscriptions are outstanding on the 31st October.

## **10. PAYMENT OF HONORARIA**

- 10.1 The Institute Council may by means of a resolution pay an honoraria to any member of the Institute.

## **11. TRAVELLING AND SUBSISTENCE ALLOWANCE**

- 11.1 The Institute Council or Management Committee can decide to send a member or members and/or an officer or officers of the Institute to a congress or seminar, in which case a travelling and subsistence allowance can be paid. Expenditure for this nature to be provided on the approved budget.
- 11.2 The Institute Council shall decide on a standard allowance, which can be paid for travelling and subsistence.
- 11.3 The Institute Council can decide to pay a member or officer a travelling allowance in respect of a trip undertaken on behalf of the Institute and in a manner decided upon by the Institute Council.
- 11.4 The Institute Council can pay a member an allowance to fund expenditure for entertainment purposes up to a maximum determined by Institute Council from time to time.

# **SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**

## ***BRANCH REGULATIONS***

These Branch regulations are promulgated in terms of the Constitution of the Southern African Emergency Services Institute.

### **1. CREATION AND DISSOLUTION OF BRANCHES**

#### **1.1 ORGANIZATION INTO BRANCHES**

- 1.1.1 Members of the Institute shall be organised into branches and each branch shall consist of at least thirty (30) members. Should an existing branch no longer comply with these requirements, the Institute Council will incorporate such branch into another branch.
- 1.1.2 With the approval of the Institute Council, branches may be established for defined geographic areas of South Africa.
- 1.1.3 A Demarcation Committee may be appointed by the Management Committee, from time to time, to advise the Institute Council on the demarcation of branch boundaries and the establishment of new branches.
- 1.1.4 Where there is a problem, or a problem arise in future; the following procedure must be followed regarding the demarcation of branch boundaries:
  - 1.1.4.1 The Chairperson of the respective branch must submit an item to the Management Committee, describing the problems together with proposed recommendations;
  - 1.1.4.2 The Management Committee to take note of the item and refer it to the Convenor of the Demarcation Committee for investigation and recommendation;
  - 1.1.4.3 The Convenor of the Demarcation Committee must report back to the Management Committee on said item and thereafter to the Institute Council for approval.

#### **1.2 CREATION AND DISSOLUTION OF BRANCHES**

- 1.2.1 The Institute Council may, at it's discretion and upon receipt of a request to that effect from not less than thirty (30) members of the Institute, within a particular area, after consultation with the branch from which seceded, create a new branch and shall subsequently, after consultation with the members served by such a branch, have power to dissolve such a branch at any time after it's formation.
- 1.2.2 The Institute Council shall appoint a convenor of the meeting to which all prospective members within that particular area shall be invited.
- 1.2.3 The convenor shall ascertain that it is the wish of those present to establish a Branch. Should this be confirmed, he shall then call for nominations for a Chairperson. Nomination and election may be done by a show of hands or by ballot, which ever is decided upon by the meeting. The newly elected Chairperson shall immediately assume office, and shall preside further at the meeting.

#### **1.3 NEW BRANCH OFFICE BEARERS**

- 1.3.1 A Vice-Chairperson and Secretary/Treasurer followed by Emergency Service Representatives shall then be elected.

- 1.3.2 One representative for each fifty (50) members or portion thereof from each Emergency Service in the area, together with the Chairperson, Vice-Chairperson and Secretary/Treasurer and the Institute Council members of the Institute Council shall constitute the Branch Committee.
- 1.3.3 The Branch Committee members shall elect Institute Council members as per 2.4 of these regulations.
- 1.3.4 Each branch shall conduct its affairs in accordance with the Constitution and the applicable regulations.
- 1.3.5 After the Committee have been properly elected, the meeting shall decide on a name for the branch.
- 1.3.6 The Branch Secretary shall submit the names and addresses of their Institute Council Members to the Office Manager within fourteen (14) days of their election.

## **2. FUNCTIONING OF BRANCHES**

### **2.1 BRANCH COMMITTEE**

- 2.1.1 The members of the Institute belonging to each separate Emergency Service in the geographic area of a branch, shall annually elect for every fifty (50) members of the Institute, or part thereof, belonging to that Emergency Service, a representative to serve on the Branch Committee, provided that every Emergency Service in a branch shall be entitled to elect one (1) representative if the number of members of the Institute in that Emergency Service is less than fifty (50).
- 2.1.2 The election of representatives shall take place at least thirty (30) days before the Annual Meeting of the branch. Only members of the Institute may participate in the election. The representatives so elected, together with the office bearers of the branch and the Institute Council members form the Branch Committee.
- 2.1.3 Members of the Institute who do not belong to an Emergency Service shall be grouped with the Emergency Service closest to the place where they live and shall, for the purposes of the Constitution, be regarded as part of that Emergency Service.

### **2.2 EMERGENCY SERVICE REPRESENTATIVES**

- 2.2.1 Nominations for an Emergency Service Representative and a substitute must be made at least thirty (30) days in advance. Such nominations will be in writing and signed by the nominee and two (2) members. Annexure H will be used for this purpose.
- 2.2.2 NOTE: The substitute assumes the duty of the Emergency Service Representative, in the latter's absence and in this instance has the power to vote.

### **2.3 ELECTIONS OF BRANCH OFFICE BEARERS**

- 2.3.1 Nominations for election as an Office Bearer of the branch, duly signed by the nominee and two (2) members, must reach the Branch Secretary at least thirty (30) days prior to the Annual Meeting of the branch.
- 2.3.2 The branch at their Annual Meeting shall elect, for a term of four (4) years, the following office bearers from amongst their branch members:
  - 2.3.2.1 A Chairperson.

- 2.3.2.2 A Vice-Chairperson.
- 2.3.2.3 A Secretary/Treasurer or a Secretary and Treasurer.

- 2.3.3 Where a Secretary and Treasurer are elected the Treasurer shall have a vote on the Committee unless he is also an elected representative.
- 2.3.4 The Office Bearers of the branch must be members of good standing and character who will actively promote and further the objectives of the Institute.
- 2.3.5 The Chairperson of the branch must be a qualified member of the Institute and thereby, without any further election, together with the Vice-Chairperson becomes members of the Institute Council.
- 2.3.6 Members of the Branch Committee are eligible for re-election.

## **2.4 ELECTION OF INSTITUTE COUNCIL MEMBERS**

- 2.4.1 The Emergency Service Representatives shall elect, from the members in the branch, members to serve on the Institute Council.
- 2.4.2 The total paid up members of the branch as on 30 September of every year will be used to calculate the amount of Institute Council members.
- 2.4.3 Institute Council members shall be elected on the basis of one member per each one hundred (100), or portion of one hundred, members in the branch. The Institute Council members so elected shall be in addition to the Chairperson and Vice-Chairperson of the branch. Institute Council members are elected for a period of two (2) years and to ensure continuity half of them shall retire annually.
- 2.4.4 In the event whereby all the Institute Council members are newly elected, all members shall serve their two (2) year term of office on condition that half of said Institute Council members be elected by their respective branch committee members to serve a three (3) year term. This will ensure that the continuity is adhered to as prescribed in the constitution.
- 2.4.5 Candidates for election to Institute Council must be members of good standing and character who will actively promote and support the objectives of the Institute.
- 2.4.6 Nominations for election to Council, duly signed by the nominee and two (2) members, must reach the Branch Secretary at least thirty (30) days prior to the Annual Meeting of the branch. Annexure I shall be used for this purpose.
- 2.4.7 Institute Council members are elected on the same day as the Annual Meeting of the branch, by means of ballot, by the paid-up members present.
- 2.4.8 Institute Council members commence their term of office from the date they are elected and Institute Councillors who are not re-elected terminate their term of office on the same day.
- 2.4.9 Should an Institute Council member become a serving Office Bearer of the Institute, that particular Branch may elect another Institute Council member in the serving Office Bearer's place. These Office Bearers remain Institute Council members until their term of office expires.
- 2.4.10 In the event of the death, retirement, resignation or suspension of an Institute Council member, the Emergency Service Representatives shall elect an Institute Council member to serve for the remaining term of office of the original Institute Council member.

## **2.5 CO-OPTING OF MEMBERS**

2.5.1 The Branch Committee may co-opt additional members who have a specific contribution to make but such co-opted members shall not have a vote at Branch Committee meetings.

## **2.6 PROVISIONING OF FUNDS**

2.6.1 The Institute Council may allocate such funds or assistance as it may from time to time deem necessary, to provide for the satisfactory functioning of the branch.

## **3. BRANCH MEETINGS**

### **3.1 ANNUAL BRANCH MEETING**

3.1.1 The Annual Meeting of the branch shall take place after the end of the financial year, when the audited statement for that year is available but in no instance later than 30 November.

3.1.2 The following minimum number of members present shall form a quorum for an Annual Meeting:

3.1.2.1 30% of the total number of a branch with less than 100 members;

3.1.2.2 20% of the total number of a branch with more than 100 but less than 200 members;

3.1.2.3 15% of the total number of a branch with more than 200 but less than 300 members;

3.1.2.4 10% of the total number of a branch with more than 300 members.

3.1.3 The rights and privileges of any member shall not be transferable or transmissible by his own act or by operation of Law, except that a member of at least three months standing may appoint a proxy, who shall be a member of the branch, to attend and vote on his behalf at the Annual Meeting of the branch.

3.1.4 An instrument appointing a proxy shall be in the form of Annexure "B" hereto and shall be deemed to include the right to demand or join in demanding a poll.

3.1.5 An instrument appointing a proxy must be received by the Branch Secretary not less than seven clear days before the date of the meeting (not including the date received and the date of the meeting) and in default shall not be valid.

3.1.6 Only members whose names and signatures are in the possession of the Branch Secretary at least thirty (30) days prior to the Annual Meeting shall be considered for proxy votes subject to them being members of at least three (3) months standing.

### **3.2 BRANCH COMMITTEE MEETINGS**

3.2.1 Branch Committees shall hold at least four (4) meetings per year on the understanding that one meeting may be held together with the Annual Meeting of the branch.

3.2.2 The President, or in his stead, the Chairperson of the Management Committee, shall have the right to call a special branch meeting, or special Branch Committee meeting, at any time he may deem it necessary.

3.2.3 Members of the Institute who do not serve on the Branch Committee may, at their invitation of the Branch's Chairperson, attend Branch Committee meetings as observers.

3.2.4 The quorum for a Branch Committee meeting shall be 50% plus one (1) of the total Branch Committee members.

### **3.3 EMERGENCY SERVICE REPRESENTATIVE'S MEETINGS**

3.3.1 Emergency Service Representative's meetings must be held in terms of the Constitution. Notice of such meetings must be displayed on Emergency Services notice boards at least fourteen (14) days in advance.

3.3.2 The Branch Chairperson or Branch Vice-Chairperson should act as Chairperson at such meetings if they are available. Failing this, the Emergency Service Representative, or in his absence, the substitute should take the chair.

### **3.4 BRANCH MEETING PROCEDURES**

3.4.1 The procedure at all Branch meetings is laid down by the Standard Rules of Order approved by the Institute Council.

3.4.2 The Chairperson of the branch however has a deliberate as well as a casting vote.

3.4.3 No meeting shall take place if there is no quorum after ten minutes have elapsed from the time for which the meeting has been scheduled. The members present may by majority vote decide to adjourn the meeting to a convenient time within fourteen (14) days where any number of members present shall form a quorum.

3.4.4 The Branch Chairperson is empowered to invite any persons, who are not members of the Institute, to attend a meeting if he is of the opinion that such person can make a meaningful contribution to the meeting. Such guests shall have no voting power.

## **4. BRANCH ADMINISTRATION AND FINANCES**

### **4.1 RULES AND REGULATIONS**

4.1.1 The powers, functions and duties of the branch and their committees shall be as determined by the Institute Council by means of Branch Rules which shall be applicable to all branches of the Institute.

4.1.2 The Branch Secretary may, from time to time, issue instructions with regard to the administrative work and procedures concerning application for or termination of membership.

4.1.3 Minutes of Branch meetings shall be forwarded to the Office Manager regularly after each meeting.

4.1.4 Unless specifically determined by the Constitution, all new members of the Institute are only admitted with the approval of the Branch Committee.

4.1.5 Copies of all minutes and financial statements relating to the branch shall be furnished regularly to the Institute Council and the Institute Council shall be kept fully informed of the extent and nature of the activities of the branch.

### **4.2 FINANCIAL RULES AND REGULATIONS**

4.2.1 The Institute Council may, should it consider it necessary, frame any financial rules and regulations. Such financial rules and regulations shall be enforceable on all office bearers, members, employees or Committees of the Institute.

- 4.2.2 All moneys in the branch account shall be at the disposal of the Institute and may, at the decision of the Institute Council, be frozen or otherwise disposed of at the pleasure of the Institute Council. Should such drastic steps be necessary, all the members of that branch shall be notified in writing.
- 4.2.3 For control and audit purposes, the Branch Secretary/Treasurer or Treasurer shall properly keep a full set of books concerning the branch funds.
- 4.2.4 For financial purposes a branch may open, at any financial institution, one general account only and should a second account in the form of a long term investment be sought, a written request to the Management Committee be forwarded with the relevant details for consideration and approval.
- 4.2.5 Branch funds may be utilised at the discretion of the Branch Committee.
- 4.2.6 All branch expenditure must be approved by the Branch Committee in accordance with an annually approved branch budget.
- 4.2.7 All branch account cheques shall be signed by both the Branch Chairperson or his authorised Representative and the Treasurer of the branch.
- 4.2.8 The Branch Secretary is responsible for the collection and transfers of subscription fees of all members according to their membership category, excluding corporate members, by means of a single payment for the next 12 months and must be transferred before the 31 October to the Office Manager.
- 4.2.9 The Branch Secretary/Treasurer must levy a 10% per month fine against members whose membership subscriptions are in arrears.
- 4.2.10 If the annual subscription or any other monies from any member is outstanding for a period of more than ninety (90) days after the commencement of the financial year, the Branch Secretary shall request, by means of a letter, the immediate settlement of any amount owing.
- 4.2.11 Said member shall, once such request has been sent, no longer be considered of good standing from the end of the aforementioned period of ninety (90) days and until payment in full has occurred. Should said amount not be settled in full within additional period of thirty (30) days after the despatch of the written request mentioned above, the membership of the member involved shall be terminated. His membership shall, however, be reinstated should he, within a period of one year after membership fees are due, settle the outstanding amount in full.
- 4.2.12 The books and accounts of the branch shall be audited by a Chartered Accountant if the amount is more than R 50 000-00, and by a registered accountant if less than R 50 000-00, at the end of each financial year.
- 4.2.13 Copies of the Audited Statements of the Branch shall be made available to members at the Annual Meeting of the branch and a copy forwarded to the Office Manager, for perusal by the Institute's Head Office Auditors and the Institute Council. The Audited Statements of the branch must reach the Office Manager not later than 31 December each year.
- 4.2.13 Audited statements of branch income and expenditure shall be laid before the Institute Council at the Annual Meeting immediately following the end of the financial year.
- 4.2.14 The Chairperson of the Administration Committee shall at any time have access to the books of a branch.

- 4.2.15 The Branch Secretary/Treasurer may deduct a 25 % commission to the branch from the amount payable to Head Office for membership fees and examination applications before transferral.

## 5. DUTIES OF OFFICE BEARERS

### 5.1 BRANCH CHAIRPERSON

- 5.1.1 The Branch Chairperson chairs all branch meetings and ensures that these meetings are conducted in accordance with the Constitution, Branch Regulations and Standing Order, where applicable. The Vice Chairperson performs this function in his absence.
- 5.1.2 It shall be the duty of the Branch Chairperson to ensure that the Branch Committee meets at least quarterly, and that the Annual Meeting of the branch is held.
- 5.1.3 The Chairperson of the Branch Committee reports to the Management Committee and they shall submit a written Annual Report to all Institute Council Members at least thirty (30) days before the Annual Meeting of the Institute Council. This report shall cover the activities and business of their Branch Committees for the year recently passed.
- 5.1.4 Reports must be submitted to each Management Committee meeting for discussion and must reach Head Office at least fourteen (14) days before the meeting in order to be distributed to all members of the Committee. Reports submitted after this date will not be discussed during said meeting.

### 5.2 BRANCH VICE-CHAIRPERSON

- 5.2.1 The Branch Vice-Chairperson acts as Branch Chairperson in the latter's absence and when acting in this capacity performs all the duties and carries all the responsibilities attached to the position of Chairperson.

### 5.3 BRANCH SECRETARY/TREASURER

- 5.3.1 The Branch Secretary/Treasurer is responsible for all branch secretarial duties, correspondence and financial matters and for keeping the branch functioning on a day to day basis.
- 5.3.2 The Branch Secretary/Treasurer shall keep minutes of all meetings, keep proper account of the financial affairs of the branch and collect subscription fees from the members of the branch and forward these regularly to the Office Manager.
- 5.3.3 The Office Manager shall keep the Branch Secretary informed of all decisions taken by the Institute Council and which concern the members of the Institute. It shall be the duty of the Branch Secretary to convey all information received from Head Office to the branch members via the Emergency Representatives.
- 5.3.4 It shall be the duty of the Branch Secretary to submit items proposed by the branch for the Institute Council Agenda, to the Office Manager, at least thirty (30) days prior to the Institute Council meeting.
- 5.3.5 Each Branch Secretary shall keep a register of the members in his branch.
- 5.3.6 The Branch Secretary, on receipt of an instrument appointing a proxy, shall enter the date received and certify the instrument valid or not valid as the case may be, after checking the member's signature against the record. Valid instruments shall be confirmed by the Branch

Secretary at the Annual Meeting immediately prior to the reading of the minutes of the previous Annual Meeting.

5.3.7 Guidelines for office bearers in the above three positions are attached as Annexure "A".

#### 5.4 EMERGENCY SERVICES REPRESENTATIVE

5.4.1 The Emergency Services Representative plays a very important part at grassroots level. Besides other matters, Emergency Services Representatives should call meetings prior to branch meetings to establish whether there are any matters, which the members wish to raise. When necessary report-back meetings should be held to inform members of developments. The Emergency Services Representative must also ensure that all notices and events are brought to the attention of the members. Representatives must ensure that all members have access to a copy of the Constitution and they should urge new members to read it.

#### 5.4.2 GENERAL DUTIES OF AN EMERGENCY SERVICES REPRESENTATIVE

5.4.2.1 Recruiting of new members.

5.4.2.1.1 New recruits who are not members of S.A.E.S.I. should be approached and informed of the benefits of joining.

5.4.2.1.2 Should personnel be interested in joining the Institute, they must be asked to complete an application form and the Emergency Service Representative must check that the details are correct.

5.4.2.1.3 The completed form together with the subscription fee must be forwarded to the Branch Secretary. In all instances members pay their subscription fee annually. The amount due for the current year must be submitted together with the application form.

5.4.2.1.4 Where the monthly subscription fees are paid by stop order the Emergency Service Representative must ensure that the necessary stop orders are signed and forwarded to the relevant authority, Emergency Service Representatives should keep a file containing a list of all members, at that station, together with the dates on which they joined the Institute.

5.4.2.2 Members transferring from another branch area (or to another branch).

5.4.2.2.1 If an existing S.A.E.S.I. member transfers to an Emergency Service from another branch, the Emergency Service Representative should establish the following:

- The name of the member.
- The branch from which the member is transferred.
- The date on which the member originally joined S.A.E.S.I.
- The date up to which the member has paid his subscription fees whilst still serving in the other branch area.

5.4.2.2.2 This information should then be sent to the Branch Secretary, in writing, for his records. The Emergency Service Representative should also record the information in his own file. Arrangements must also be made for the member to continue paying his subscription fees.

- 5.4.2.2.3 When a member leaves an Emergency Service to serve in another branch area but intends remaining a member of S.A.E.S.I., the Branch Secretary should be notified accordingly. A "membership fee return sheet" must also be completed and forwarded to the Branch Secretary.
- 5.4.2.3 Members transferring from one Emergency Service to another within the branch.
- 5.4.2.3.1 Should a member leave or join from another Emergency Service within the branch area, the Branch Secretary should be notified accordingly. Arrangements must be made for the member to continue paying his subscription fees when he joins his new station.
- 5.4.2.4 Termination of Membership.
- 5.4.2.4.1 When a member wishes to terminate his membership for any reason, the following procedures must be adopted:
- Enter the necessary details on a "membership return sheet" and forwarded it to the Branch Secretary.
  - Where stop order facilities exist, arrange for the necessary stop order to be cancelled.
  - Delete the member's record from the Emergency Service Representative's file.
- 5.4.2.5 Qualified Members.
- 5.4.2.5.1 When a member obtains a qualification as determined by Institute Council from time to time he/she becomes a Qualified Member, in terms of the Constitution. He then still pays his subscription fees through the Branch Secretary...
- 5.4.2.5.2 Those Qualified Members who are in arrears are not entitled to election to any office within the Institute.
- 5.4.2.6 Examination Applications.
- 5.4.2.6.1 With regard to the Institute's Examinations, the Emergency Service Representative should arrange the following:
- 5.4.2.6.1.1 Notify members of the examination details, e.g. dates, entry fees, etc. well in advance.
  - 5.4.2.6.1.2 Obtain sufficient application forms for the prospective candidates in the Emergency Service from the Branch Secretary.
  - 5.4.2.6.1.3 Ensure that the candidates complete the application forms as required.
  - 5.4.2.6.1.4 Ensure that the information on the examination application forms is correct and that the applicant is a paid-up member of the Institute.
  - 5.4.2.6.1.5 Forward the completed examination application forms to the Branch Secretary well before the closing date together

with one (1) cheque for the entire amount due by the members in that Emergency Service.

5.4.2.6.1.6 Arrange a suitable examination venue and invigilators in liaison with the Branch Secretary.

5.4.2.6.1.7 Ensure that all candidates receive their examination numbers.

5.4.2.6.1.8 Notify the candidates of the examination venue.

5.4.2.6.2 Ensure that successful candidates receive their certificates, diplomas and/or other awards.

#### 5.4.2.7 Annual Branch Meetings.

5.4.2.7.1 The Emergency Service Representative must ensure that members in his Emergency Service are notified of such meetings, immediately after receiving notice thereof from the Branch Secretary. The notification should be in the form of an agenda, and other relevant details, displayed on the station notice boards.

#### 5.4.2.8 Fund Raising.

5.4.2.8.1 Annual subscription fees alone are not sufficient to keep the branches financially sound. Emergency Service Representatives should arrange fund raising functions in their Emergency Services, from time to time.

5.4.2.8.2 If necessary, these functions can be arranged in conjunction with other emergency service representations. When a fund raising number is legally required, the Branch Secretary should be contacted.

#### 5.4.2.9 General.

5.4.2.9.1 If an Emergency Service Representative requires guidance on any matter whether or not it is contained in these regulations, he should contact the Branch Secretary, or, in the latter's absence, an Institute Council member.

5.4.2.9.2 To allow proxy votes the Emergency service Representative must supply the names and signatures of all his members to the Branch Secretary.

## 6. AMENDMENT OF BRANCH RULES

6.1 Should a branch wish to submit any proposal with regard to the amendment of the Branch Regulations such proposal, shall be circulated to all Branch Chairpersons for perusal at least fourteen (14) days prior to the Meeting of the Management Committee.

6.2 The Management Committee shall have the right to amend or add to these rules from time to time with a full report to the Institute Council annually.

## ANNEXURE A

### 1. DUTIES OF OFFICE BEARERS

Duties of office bearers should be generally known so that members can bear them in mind when electing people to the offices.

### 2. THE CHAIRPERSON

2.1. The most important function of the Chairperson is to provide leadership. For this reason a Chairperson should be elected primarily for his ability to conduct meetings.

2.2. He must be well versed in procedure and should have a thorough knowledge of the constitution and standing rules of the Institute. He can be assisted in this by another member of the Institute who is trained in procedure and knows the constitution and rules. His personal example and actions, his attitude towards other people and his perseverance are as important as the rules to be followed.

2.3. An impartial Chairperson who exercises his authority tactfully and politely without misusing his office for personal gain is an asset to the Institute.

#### 2.4. DUTIES DURING HANDLING OF MEETINGS

2.4.1 The Chairperson is responsible for calling the meeting to order at the appointed time. He should ascertain that a quorum is present before declaring the meeting open.

2.4.2 It is his duty to announce and to deal with the matters as set out in the agenda in the set order. He may not change this order without the consent of the meeting.

2.4.3 He decides the order in which the persons present who is entitled to do so, participate in the discussions. He may not, however, prevent the discussion of matters of which proper notice has been given.

2.4.4 It is the duty of the Chairperson to be fully acquainted with the rules relating to the introduction and handling of motions, and he should enforce these rules.

2.4.5 The Chairperson should clearly state all motions brought before the meeting and put them to the vote according to the correct procedure. In cases where motions are out of order he should rule them out of order.

2.4.6 He must protect the meeting from any frivolous motions that might be introduced by refusing to accept them.

2.4.7 He should try to deal with the business as quickly as possible without depriving the members of their right to discuss all matters adequately.

2.4.8 The Chairperson usually decides on all points of order. Members retain the right to appeal and the Chairperson could leave the decision on a point of order to the discretion of the meeting.

2.4.9 He must respond to all requests relating to procedure or questions relating to the matter under discussion.

2.4.10 By signing the necessary documents he authenticates all acts, orders and proceedings of the meeting.

2.4.11 The Chairperson is the only person who has the right to close the meeting:

2.4.11.1 When members vote for closure.

2.4.11.2 When all matters have been dealt with.

2.4.11.3 At the closing time for the meeting, if this was stated in the notice convening the meeting.

2.4.11.4 Where the safety of the members is endangered.

2.4.11.5 When it becomes impossible to maintain order.

## 2.5 THE ROLE OF THE CHAIRPERSON DURING DISCUSSIONS

2.5.1 In his words of welcome the Chairperson shall set the pace for the discussions to follow, and invite visitors to participate in the discussion.

2.5.2 The Chairperson should stand while opening or closing the meeting and while a motion is put to the vote. When he decides on a point of order, he should also stand. While a member is participating in the discussion of a motion, the Chairperson should sit, unless the speaker would then not be able to see him.

2.5.3 The Chairperson may ask a speaker to first introduce himself if he is unknown to the members present or new to the branch.

2.5.4 The Chairperson shall not allow any speaker to speak a second time on the same motion, but the proposer of a motion has the right to reply.

2.5.5 The Chairperson shall not allow any speaker to dominate the meeting and shall encourage shy members to participate in the discussion.

2.5.6 The Chairperson shall keep the discussion within limits and to the point.

2.5.7 The Chairperson may accelerate the pace of the meeting by summarizing points.

2.5.8 Discussions should not be prolonged unnecessarily, but the Chairperson shall encourage positive discussions.

2.5.9 The Chairperson shall ensure that a motion is completely clear prior to taking a vote.

2.5.10 The Chairperson shall not discuss matters with the Secretary while a member is speaking.

2.5.11 The Chairperson shall control the meeting by not allowing members to address one another directly, but always to address the Chairperson.

2.5.12 He should prevent members from interrupting a speaker and should not allow frequent interjections.

## 2.6 ADVICE TO CHAIRPERSONS

2.6.1. If the Chairperson wishes to participate in the discussion, he shall hand the chair to the Vice-Chairperson for the duration of the discussion, and return to the chair only after the motion has been voted on.

- 2.6.2. The Chairperson shall always remain impartial and shall never propose a motion. He shall avoid expressions such as "I think we should..." and rather ask questions such as "What do you as members propose..." or "Would any of the members like to move that..."
- 2.6.3. It will be easier for the Chairperson to remain impartial if he does not get involved personally, but refers to himself as "Chairperson" or as "Chairperson of the meeting".
- 2.6.4. The Chairperson has a casting vote, but he shall use his vote prudently only when it is necessary and, if possible, refrain from voting.
- 2.6.5. The Chairperson shall not reply to the proposal or speech of all the speakers.
- 2.6.6. The Chairperson shall guide the discussions by asking the right questions and wording them so as to increase participation. If there are members present who are not participating in the discussion, he may encourage them by asking their view on a point. His question or proposal shall be worded in such a way that it places the onus to participate and continue the discussion on the meeting.
- 2.6.7. The Chairperson may sometimes have to reject proposals, but he must be careful not to offend the proposer but word his rejection in such a way that the person will be encouraged to make a new proposal.
- 2.6.8. A person is not necessarily born a good Chairperson. The knowledge a Chairperson is expected to have can be acquired by reading, studying meeting procedure, and experience. Once the Chairperson has accepted his office, he shall lead the meeting and the people who elected him shall assist him.

### 3. THE VICE-CHAIRPERSON

- 3.1 The office of the Vice-Chairperson is sometimes neglected because his duties are not clearly defined.
- 3.2 His duties are the same as those of the Chairperson, but he only acts in the absence of the Chairperson. Together with the Chairperson he is responsible for the smooth running of the meeting.
- 3.3 He shall at all times be prepared to take over the chair, and shall therefore be well prepared for all meetings. He shall be fully conversant with the Constitution and all regulations.
- 3.4 A good Vice-Chairperson is always prepared to relieve the Chairperson when necessary.

### 4. THE BRANCH SECRETARY

- 4.1 In terms of the Constitution, Branches may elect a Secretary/Treasurer or a Branch Secretary and Treasurer. Where Branches do elect a Secretary/Treasurer he would obviously be responsible for the duties, as described hereafter, of both the Secretary and Treasurer.
- 4.2 A Branch Secretary should have a strong sense of duty and be neat and systematic in the execution of his duties. Furthermore, the Secretary should be the unseen force behind all the activities of the Branch and he should serve his committee and members loyally. In his capacity as Secretary he is responsible for all records of the Branch unless any of these are specifically entrusted to somebody else.

#### 4.3 DUTIES OF THE SECRETARY

- 4.3.1. The Branch Secretary is responsible for compiling the minutes of the proceedings of the Branch. These minutes should be in unambiguous clear language. The minutes should state

the correct name of the Branch, the nature of the meeting, the venue and address, the full date and the time of commencement. All resolutions should be minuted in full.

- 4.3.2. Complete records should be kept of all reports made by committees or members. Copies of reports and financial statements can be included as appendices to the minutes in the minute book.
- 4.3.3. The Branch Secretary is responsible for the membership register unless this duty has been assigned to some other committee members. He/she should also see that all members present at a meeting sign the attendance register. The names of members who offered apologies should be minuted.
- 4.3.4. The Branch Secretary shall submit the minutes as soon as possible after the meeting to the Branch Chairperson, and then distribute them together with the agenda for the following meeting and any reports.
- 4.3.5. The Branch Secretary drafts the agenda of the meeting in co-operation with the Chairperson and they decide on the most suitable order of the items.
- 4.3.6. The Branch Secretary is responsible for updating all documents, which include the Constitution, standing rules, and any special rules of order, and keeping them with the minutes of all meetings. These documents shall be on hand at every meeting.
- 4.3.7. The Branch Secretary shall send notices of proposed meetings to all members in good time.
- 4.3.8. The Branch Secretary is responsible for all correspondence of the branch in accordance with the directions of the Branch Chairperson and the committee. Copies of outgoing and incoming correspondence shall be properly filed.
- 4.3.9. In the absence of both the Branch Chairperson and the Vice-Chairperson, the Branch Secretary should call the meeting to order and arrange for the election of an Acting Chairperson immediately. Should the Chairperson wish to participate in the discussion and the Vice-Chairperson be absent, the Branch Secretary temporarily takes over the chair.
- 4.3.10. The Branch Secretary shall countersign the minutes for record purposes only.
- 4.3.11. The Branch Secretary shall arrange all documents and correspondence to be dealt with at a meeting in the order in which the items appear on the agenda. File these documents after the meeting in clearly marked files.
- 4.3.12. The Branch Secretary shall make notes of any arrangements made by telephone and file these notes.
- 4.3.13. Separate files shall be kept for all minutes, agenda and financial documents.
- 4.3.14. The Branch Secretary shall, with the other members of the committee, draft a programme of activities for the year for the Branch and ensure that it is carried out.
- 4.3.15. The Branch Secretary must ensure that the Chairperson is "briefed" on points on the agenda or any important items before the meeting.
- 4.3.16. The Branch Secretary shall be conversant with meeting procedure.

## 5. THE TREASURER

- 5.1 Although it is not essential, it is advisable that the Treasurer has some knowledge of book-keeping.

## 5.2 DUTIES OF THE TREASURER

- 5.2.1 Upon receipt of any cash (cheques are also cash) the Treasurer should immediately issue a receipt for the amount concerned and indicate for what it is, e.g. dues, fund raising etc.
- 5.2.2 If possible, receipt books should be specially printed and consecutively numbered, or otherwise a rubber stamp giving the full name and address of the Branch should be used.
- 5.2.3 Any spare receipt books not actually in use and any amounts received and not yet banked, should be locked away safely.
- 5.2.4 The Constitution indicates the type of bank account and/or savings account to be operated and the Branch rules designate the signatories, and indicate how many signatures are required for the withdrawal or control of the funds in the account. The signatures of any two of the Branch Chairperson, Branch Vice-Chairperson, Branch Secretary or Treasurer, are usually required.
- 5.2.5 Copies of the bank's forms to open and operate a banking account should form part of the minutes of the meeting at which this decision was taken, and should be pasted in front of the minute book.
- 5.2.6 When the specimen signatures of the signatories are taken to the bank, a deposit book can be obtained and, in the case of a new account, a first deposit can be made. A cheque book can also be obtained.
- 5.2.7 Deposits should be made as soon as possible after receipt of the money.
- 5.2.8 The bank deposits should reconcile with the receipt counterfoils and an indication should be made on the last receipt counterfoil that this reconciliation has been done.
- 5.2.9 All incoming cheques should be crossed with a crossing stamp bearing the words "NOT TRANSFERABLE, ACCOUNT XYZ ONLY". Before depositing cheques, the Treasurer endorses them, adding "TREASURER, XYZ BRANCH".
- 5.2.10 The Treasurer should ensure that the arrangements for taking the deposit to the bank are safe.
- 5.2.11 The financial rules state how accounts are to be passed for approval. The Branch committee must approve expenses before accounts can be paid.
- 5.2.12 Accounts should be kept together and, where appropriate, the invoices and delivery notes checked against the accounts and pinned to them.
- 5.2.13 After approval of accounts for payment, the appropriate cheques are made out, the cheque numbers noted on the accounts and the cheques submitted to the other authorised signatory for signing.
- 5.2.14 When a cheque is made out, it should be crossed with the words "NOT TRANSFERABLE" and the word "BEARER" crossed out - except in cases where cheques are made out for cash (e.g. petty cash). These cheques should preferably be made out and signed in the bank.
- 5.2.15 Cheques should be delivered by hand, or posted with the necessary covering letters on the accounts.

- 5.2.16 If all money received is deposited and all payments made by cheque (which is by far the best way), only a simple system of bookkeeping will be required.
- 5.2.17 A cash book with the requisite number of analysis columns in which the amounts received and paid can be written under the appropriate headings also simplifies the drawing up of a balance sheet at any stage and, at the same time, gives a clear indication of how much money has been spent on a certain item, e.g. stationery. The Treasurer should use the headings for the analysis columns, which are best suited to the needs of the Branch, subject to the constitution and standing rules.
- 5.2.18 Petty cash expenses, which, according to the rules usually should not exceed a certain amount, are accounted for in a separate book.

## 6. REPORTS AND STATEMENTS

- 6.1 The Treasurer should be able to report at each meeting on the current financial situation.
- 6.2 The constitution and Branch rules determine how often the books should be presented for auditing. This is done annually and the audited financial statement is presented at the annual general meeting of the Branch where it is discussed, and, if approved, adopted.

**ANNEXURE B**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE  
INSTRUMENT OF PROXY**

Date: .....

The Branch Secretary

.....  
(Branch)

.....  
(Town or City)

I, ..... of  
(Full Names)

of .....  
(Emergency Service)

hereby appoint .....  
(Full Names)

as my proxy for the Annual General Meeting of the ..... Branch to be  
held on ..... (Date) at ..... (Place)

.....  
Signature of Member

.....  
Signature of Proxy

---

**FOR OFFICE USE**

.....  
Date Received

Certified that the Proxy is: 

Valid	Not Valid
-------	-----------

.....  
Signature of Branch Secretary

## ANNEXURE C

### INCENTIVES TO BRANCHES:

In order to reward branches who performs exceptionally the following criteria will be used, nl:

1. Involvement of all the Office Bearers of the Branch on Regional level. Do they attend their meetings:

If Yes	=	100%	
If No	=	1 <sup>st</sup> meeting with leave of absence	75%
	=	2 <sup>nd</sup> meeting with leave of absence-	50%
	=	3 <sup>rd</sup> meeting with leave of absence	25%
	=	Further meetings with leave of absence during time of office -	0%
		Absent with no leave of absence-	0%

2. Involvement of the Office Bearers of the Branch on National level. Do they attend their meetings:

If Yes	=	100%	
If No	=	1 <sup>st</sup> meeting with leave of absence	75%
	=	2 <sup>nd</sup> meeting with leave of absence-	50%
	=	3 <sup>rd</sup> meeting with leave of absence	25%
	=	Further meetings with leave of absence during time of office -	0%
		Absent with no leave of absence-	0%

3. Reports by the Office Bearers to Head Office (*i.e. financial statements, flow charts of activities, chairpersons reports, minutes of regional meetings*)

If Yes	=	100%
If No	=	less 10% per month / meeting outstanding

- 4.

Branches with more than a 70% point in the evaluation, calculated afresh every financial year, will receive the following incentive:

➤	70% - 80%	=	+ 2.0% additional on Regional administration fees
➤	80% - 90%	=	+ 2.5% additional on Regional administration fees
➤	90% - 100%	=	+ 3.0% additional on Regional administration fees

***This document to be relook at by the Administration Committee for final approval by the Management Committee.***

**ANNEXURE D**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**



Room 424, 4<sup>th</sup> Floor, Absa Building  
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Fax (011) 660-1887  
e-mail: saesi@mweb.co.za  
website: www.saesi.com

\_\_\_\_\_  
(Date)

The Secretary  
Southern African Emergency Services Institute  
PO Box 613  
**KRUGERSDORP**  
1740

**NOMINATION FOR VICE PRESIDENT ELECT**

In terms of point 9.3.1 of the Constitution, we hereby nominate \_\_\_\_\_  
(Initials & Surname)

to serve as Vice President Elect of the Southern African Emergency Services Institute.

Nomination accepted: \_\_\_\_\_  
(Signature)

1. \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)
2. \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)
3. \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)
4. \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)
5. \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)

\_\_\_\_\_  
(Signature of Branch/Committee Chairperson) (Initials & Surname)

\_\_\_\_\_  
(Name of Branch/Committee)

**For Office Use:**      **Date Received:** \_\_\_\_\_

<b>In Order</b>	<b>Not in Order</b>
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**ANNEXURE E**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**



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\_\_\_\_\_  
(Date)

The Secretary  
Southern African Emergency Services Institute  
PO Box 613  
**KRUGERSDORP**  
1740

**NOMINATION FOR CHAIRPERSON OF THE MANAGEMENT COMMITTEE**

In terms of point 9.5.2.1 of the Constitution, we hereby nominate \_\_\_\_\_  
(Initials & Surname)

to serve as Chairperson of the Management Committee of the Southern African Emergency Services Institute.

Nomination accepted: \_\_\_\_\_  
(Signature)

Proposed by: \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)

Seconded by: \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)

\_\_\_\_\_  
(Signature of Branch/Committee Chairperson) (Initials & Surname)

\_\_\_\_\_  
(Name of Branch/Committee)

**For Office Use:**      **Date Received:** \_\_\_\_\_

<b>In Order</b>	<b>Not in Order</b>
-----------------	---------------------

**ANNEXURE F**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**



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website: saesi.com

\_\_\_\_\_  
(Date)

The Secretary  
Southern African Emergency Services Institute  
PO Box 613  
**KRUGERSDORP**  
1740

**NOMINATION FOR STANDING COMMITTEE**

In terms of point 9.6.2.1 of the Constitution, we hereby nominate \_\_\_\_\_  
(Initials & Surname)

to serve as Chairperson, or Member on the \_\_\_\_\_ Committee of the  
(Scrap if not applicable) (Name of Committee)

Southern African Emergency Services Institute.

Nomination accepted: \_\_\_\_\_  
(Signature)

Proposed by: \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)

Seconded by: \_\_\_\_\_  
(Signature of Institute Council Member) (Initials & Surname)

\_\_\_\_\_  
(Signature of Branch/Committee Chairperson) (Initials & Surname)

\_\_\_\_\_  
(Name of Branch/Committee)

**For Office Use:**      **Date Received:** \_\_\_\_\_

<b>In Order</b>	<b>Not in Order</b>
-----------------	---------------------

**ANNEXURE G**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**



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website: www.saesi.com

\_\_\_\_\_  
(Date)

The Branch Secretary/Treasurer  
Southern African Emergency Services Institute

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Branch details to be filled in above)

**NOMINATION FOR BRANCH COMMITTEE**

In terms of point 2.3.1 of the Branch Regulations, we hereby nominate \_\_\_\_\_  
(Initials & Surname)

to serve as Chairperson, Vice Chairperson or Secretary/Treasurer of the \_\_\_\_\_  
(Scrap if not applicable) (Name of Branch)

Branch of the Southern African Emergency Services Institute.

Nomination accepted: \_\_\_\_\_  
(Signature)

Proposed by: \_\_\_\_\_  
(Signature of Member) (Initials & Surname)

Seconded by: \_\_\_\_\_  
(Signature of Member) (Initials & Surname)

**For Office Use:**      **Date Received:** \_\_\_\_\_

<b>In Order</b>	<b>Not in Order</b>
-----------------	---------------------

**ANNEXURE H**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**



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\_\_\_\_\_  
(Date)

The Branch Secretary/Treasurer  
Southern African Emergency Services Institute

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Branch details to be filled in above)

**NOMINATION FOR STATION REPRESENTATIVE**

In terms of point 2.2.1 of the Branch Regulations, we hereby nominate \_\_\_\_\_  
(Initials & Surname)

to serve as Station Representative for the \_\_\_\_\_  
(Name of Service)

Nomination accepted: \_\_\_\_\_  
(Signature)

Proposed by: \_\_\_\_\_  
(Signature of Member) (Initials & Surname)

Seconded by: \_\_\_\_\_  
(Signature of Member) (Initials & Surname)

**For Office Use:**      **Date Received:** \_\_\_\_\_

<b>In Order</b>	<b>Not in Order</b>
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**ANNEXURE I**

**SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE**



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website: www.saesi.com

\_\_\_\_\_  
(Date)

The Branch Secretary/Treasurer  
Southern African Emergency Services Institute

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Branch details to be filled in above)

**NOMINATION FOR BRANCH COMMITTEE**

In terms of point 2.4.4 of the Branch Regulations, we hereby nominate \_\_\_\_\_  
(Initials & Surname)

to serve as Council Member for the \_\_\_\_\_ Branch of the Southern  
(Name of Branch)

African Emergency Services Institute.

Nomination accepted: \_\_\_\_\_  
(Signature)

Proposed by: \_\_\_\_\_  
(Signature of Member) (Initials & Surname)

Seconded by: \_\_\_\_\_  
(Signature of Member) (Initials & Surname)

**For Office Use:**      **Date Received:** \_\_\_\_\_

<b>In Order</b>	<b>Not in Order</b>
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# SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE



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## POLICY ON THE SUBMISSION OF REPORTS TO THE MANAGEMENT COMMITTEE and/or INSTITUTE COUNCIL WHERE SUCH REPORTS REQUIRE APPROVAL OF RECOMMENDATIONS

1. **Policy:**  
Any report submitted to the Management Committee or to the Institute Council that requires approval of any recommendations made in such report shall be submitted in the manner and form as prescribed in this Policy.
2. **Objective:**  
To ensure standardized submission and referencing of reports submitted to the Management Committee (ManCom) or Institute Council (Council).
3. **Scope of Application:**  
This Policy applies only to the submission of new items to ManCom or Council. Quarterly branch reports or reports from Institute Office Bearers that are submitted for information purposes are not required to follow the prescriptions of this Policy.
4. **Responsibility:**
  - 4.1 Chairperson of Administration Committee.
  - 4.2 All Office Bearers of the Institute.
5. **Deviations:**  
Unless stated otherwise by the majority of the members of the Management Committee or Institute Council present at a meeting at a which a quorum is present; the Institute shall not be required to entertain or discuss any item submitted for consideration should it not comply with the requirements of this Policy.
6. **Procedure:-**
  - 6.1 **Format of Report**
    - 6.1.1 Reports will be headed by the **Subject** and have the standard basic elements:
      - 6.1.1.1 **Purpose** - this must state the reason for the Item
      - 6.1.1.2 **Background** - this must provide history or a brief situation analysis of the subject being discussed
      - 6.1.1.3 **Motivation** – this section will highlight all the motivating facts which must be considered
      - 6.1.1.4 **Legal implications** – References to previous the Institute Constitution and/or Council Resolutions and/or other legal factors must be stated.

- 6.1.1.5 **Financial implications** – If there are any financial implications for the Institute, this must be clearly described
- 6.1.1.6 **Comments of Standing Committee Chairpersons** – Should the item have a bearing on any Standing Committee or require their support, the actual inputs from the respective Chairperson must be included. Should comment from the President be required, this must be included here as well.
- 6.1.1.7 **Recommendations** – the expected outcome of the Item must be clearly stated here.

## 6.2 Document Control Indexing

### General

In order to ensure accurate record keeping and control of reports, a Document Control Index (DCN) shall be adhered to where all reports shall bear a reference of origin with a SAESI prefix and period (date) when the report was generated.

- 6.2.1 The following shall be the referencing standard for generating of reports by Designated Office Bearers:-

6.2.1.1	Management Committee to Institute Council will be referenced	<i>A</i>
6.2.1.2	Reports by the President will be referenced	<i>P</i>
6.2.1.3	Reports by Vice-President will be referenced	<i>VP</i>
6.2.1.4	Reports by Vice-President Elect will be referenced	<i>VPE</i>
6.2.1.5	Reports by ManCom Chairperson will be referenced	<i>CM</i>

- 6.2.2 The following shall be the referencing standard for generating of reports by Chairpersons of Standing Committees to the Management Committee:-

6.2.2.1	Administration Committee	<i>Admin</i>
6.2.2.2	Accreditation Committee	<i>Acc</i>
6.2.2.3	Education Committee	<i>Edu</i>
6.2.2.4	Operations & Liaison Committee	<i>OC</i>
6.2.2.5	Sports Committee	<i>SPC</i>
6.2.2.6	Technical Committee	<i>TC</i>
6.2.2.7	Constitutional Committee	<i>CC</i>
6.2.2.8	Demarcation Committee	<i>DMC</i>

- 6.2.3 The following shall be the referencing standard for generating of reports by Institute Branches to the Management Committee:-

6.2.3.1	Angola	B-Ang
6.2.3.2	Cape North West	B-CNW
6.2.3.3	Eastern Cape	B-EC
6.2.3.4	Eastern Gauteng	B-EG
6.2.3.5	Free State	B-FS
6.2.3.6	Greater Northern	B-GN
6.2.3.7	Kwa-Zulu Natal	B-KZN
6.2.3.8	Mpumalanga	B-MP
6.2.3.9	Mozambique	B-Moz
6.2.3.10	Namibia	B-Nam
6.2.3.11	Southern Cape	B-SC
6.2.3.12	South West Gauteng	B-SG
6.2.3.13	Vaal Triangle	B-VT
6.2.3.14	West Coast	B-WC

6.2.4 SAESI Prefix and Period (date) of generation.  
All Reports shall be prefixed with SAESI and ended with a period (date) of origin indicating the month and year.

6.2.5 Differentiation between reports submitted to Management Committee and institute Council.

6.2.5.1 Reports to Management Committee shall bear the abbreviation **MCO**

6.2.5.2 Reports to Institute Council shall bear the abbreviation **IC**

**Example of Referenced Reports:**

- Report generated by the Vaal Triangle Branch to ManCom for a meeting to be held in September 2009 shall be referenced as follows: *SAESI / B-VT/9-2009*
- Report generated by the President for a Mancom meeting to be held in January 2010 shall be referenced as follows: *SAESI/ MCO/ P /05-2010*
- Report generated by the Administration Committee for an Institute Council meeting to be held in May 2010 shall be referenced as follows: *SAESI/ IC / Admin / 05-2010*

6.2.6 Font, Font Style and Font Size

All reports shall be use the following font:

Font: Arial

Font Style: Bold for headings and Regular for content

Font Size: 12

*Annexure A: Template for New Items*

SUBJECT:

DCN Ref:  
Committee / Branch:

Date:  
Responsible Chairperson:

---

1. PURPOSE:

2. BACKGROUND:

3. MOTIVATION:

4. LEGAL

5. FINANCIAL IMPLICATIONS:

6. COMMENTS OF STANDING COMMITTEES (Where Applicable)

Technical Committee:

Accreditation Committee:

Administration Committee:

Education Committee:

Sport Committee:

Operations Committee:

7. RECOMMENDATION:

# SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE

## CODE OF CONDUCT FOR OFFICE BEARERS & STANDING COMMITTEE MEMBERS

All Office Bearers or Standing Committee members of the Southern African Emergency Service Institute (SAESI) have to abide by a code of conduct which requires them, among other things, to declare their personnel interests, and to report back to the Institute Council and/or Management Committee at regular intervals.

### Preamble

Office Bearers or Standing Committee members are elected to represent local branches on Standing Committees, Management Committee and the Institute Council, to ensure that the Institute have structured mechanisms of accountability to members, and to meet the priority needs of members by providing services equitably, effectively and sustainable within the means of the Institute. In fulfilling this role Office Bearers must be accountable to branches and report back at least quarterly to the branches on Institute matters. In order to ensure that Office Bearers or Standing Committee members fulfil their obligations to their branches and members, and support the achievement by the Institute of its objectives set out in section 6 of the Constitution, the following Code of Conduct is established.

### 1. DEFINITIONS

In this Schedule "partner" means a person who permanently lives with another person in a manner as if married.

### 2. GENERAL CONDUCT OF OFFICE BEARERS OR STANDING COMMITTEE MEMBERS

An Office Bearer or Standing Committee member must:

- (a) perform the functions of office in good faith, honestly and a transparent manner; and
- (b) at all times act in the best interest of the Institute and in such a way that the credibility and integrity of the Institute are not compromised.

### 3. ATTENDANCE AT MEETINGS

An Office Bearer, or Standing Committee member, must attend each meeting of the Standing Committee, Management Committee or Institute Council whichever one is applicable of which that Office Bearer or Standing Committee member is a member, except when:

- (a) leave of absence is granted; or
- (b) as determined by the rules and orders of the Institute, or
- (c) that an Office Bearer or Standing Committee member is required in terms of this Code to withdraw from the meeting.

### 4. SANCTIONS FOR NON-ATTENDANCE OF MEETINGS

4.1 The Institute Council may impose a fine as determined by the standing rules and orders of the Institute on an Office Bearer or Standing Committee member for:

- 4.1.1 not attending a meeting which that Office Bearer or Standing Committee member is required to attend in terms of item 3; or

4.1.2 failing to remain in attendance at such a meeting.

- 4.2 An Office Bearer, or Standing Committee member, who is absent from three or more consecutive meetings of the Management Committee, or from three or more consecutive meetings of a Standing Committee, which that Office Bearer or Standing Committee member is required to attend in terms of item 3, must be removed from office as an Office Bearer or Standing Committee member.
- 4.3 Proceedings for the imposition of a fine or the removal of an Office Bearer or Standing Committee member must be conducted in accordance with a uniform standing procedure which the Institute must adopt for the purposes of this item. The uniform standing procedure must comply with the rules of natural justice.

## **5. DISCLOSURE OF INTERESTS**

An Office Bearer or Standing Committee member must-

- 5.1 disclose to the Institute, or to any committee of which that Office Bearer or Standing Committee member is a member, any direct or indirect personal or private business interest that that Office Bearer or Standing Committee member, or any spouse, partner or business associate of that Office Bearer or Standing Committee member may have in any matter before the Standing Committee, Management Committee or Institute Council; and
- 5.2 withdraw from the proceedings of the Standing Committee, Management Committee or Institute Council when that matter is considered by the committee or Institute Council, unless the committee or Institute Council decides that the Office Bearer or Standing Committee member director indirect interest in the matter is trivial or irrelevant.
- 5.3 An Office Bearer or Standing Committee member who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the Institute, must disclose full particulars of the benefit of which the Office Bearer or Standing Committee member is aware at the first meeting of the Standing Committee, Management Committee or Institute Council at which it is possible for the Office Bearer or Standing Committee member to make the disclosure.
- 5.4 This section does not apply to an interest or benefit which an Office Bearer or Standing Committee member, or a spouse, partner, business associate or close family member, has or acquires in common with other members of the Institute.

## **6. PERSONAL GAIN**

- 6.1 An Office Bearer or Standing Committee member may not use the position or privileges of an Office Bearer or Standing Committee member, or confidential information obtained as an Office Bearer or Standing Committee member, for private gain or to improperly benefit another person.
- 6.2 Except with the prior consent of the Institute Council, an Office Bearer or Standing Committee member may not:
- 6.2.1 be a party to or beneficiary under a contract for:
- 6.2.1.1 the provision of goods or services to the Institute, or
- 6.2.1.2 the performance of any work otherwise than as an Office Bearer or Standing Committee member for the Institute; or
- 6.2.1.3 obtain a financial interest in any business of the Institute; or

6.2.1.4 for a fee or other consideration appear on behalf of any other person before a Standing Committee, Management Committee or Institute Council.

- 6.3 If more than one quarter of the Office Bearers or Standing Committee members object to consent being given to an Office Bearer or Standing Committee member in terms of sub item (2), such consent may only be given to the Office Bearer or Standing Committee member with the approval of the President of the Institute.

## **7. DECLARATION OF INTERESTS**

- 7.1 When elected, an Office Bearer or Standing Committee member must within 60 days declare in writing to the President of the Institute the following financial interests held by that Office Bearer or Standing Committee member:
- 7.1.1 shares and securities in any company;
  - 7.1.2 membership of any close corporation;
  - 7.1.3 interest in any trust;
  - 7.1.4 directorships;
  - 7.1.5 partnerships;
  - 7.1.6 other financial interests in any business undertaking;
  - 7.1.7 employment and remuneration;
  - 7.1.8 interest in property;
  - 7.1.9 pension; and
  - 7.1.10 subsidies, grants and sponsorships by any organisation.
- 7.2 Any change in the nature or detail of the financial interests of an Office Bearer or Standing Committee member must be declared in writing to the President of the Institute annually.
- 7.3 Gifts received by an Office Bearer or Standing Committee member above a prescribed amount must also be declared in accordance with sub item (1).
- 7.4 The Institute Council must determine which of the financial interests referred in sub item (1) must be made public having regard to the need for confidentiality and the member's interest for disclosure.

## **8. FULL-TIME OFFICE BEARER OR STANDING COMMITTEE MEMBER**

An Office Bearer or Standing Committee member who is a full-time Office Bearer or Standing Committee member may not undertake any other paid work, except with the consent of the Institute Council which consent shall not unreasonably be withheld.

## **9. REWARDS, GIFTS AND FAVOURS**

- 9.1 An Office Bearer or Standing Committee member may not request, solicit or accept any reward, gift or favour for:
- 9.1.1 voting or not voting in a particular manner on any matter before the Management Committee, Institute Council or before a Standing Committee of which that Office Bearer or Standing Committee member is a member;
  - 9.1.2 persuading the Management Committee, Institute Council or any Standing Committee in regard to the exercise of any power, function or duty;
  - 9.1.3 making a representation to the Management Committee, Institute Council or any Standing Committee of the Institute; or
  - 9.1.4 disclosing privileged or confidential information.

## **10. UNAUTHORISED DISCLOSURE OF INFORMATION**

- 10.1 An Office Bearer or Standing Committee member may not without the permission of the Management Committee, Institute Council or a Standing Committee disclose any privileged or confidential information of the Institute or committee to any unauthorised person.
- 10.2 For the purpose of this item "privileged or confidential information" includes any information:
  - 10.2.1 determined by a Standing Committee, Management Committee or Institute Council to be privileged or confidential;
  - 10.2.2 discussed in closed session by a Standing Committee, Management Committee or Institute Council;
  - 10.2.3 disclosure of which would violate a person's right to privacy; or
  - 10.2.4 declared to be privileged, confidential or secret in terms of law.
- 10.3 This item does not derogate from the right of any person to access to information in terms of national legislation.

## **11. INTERVENTION IN ADMINISTRATION**

- 11.1 An Office Bearer or Standing Committee member may not, except as provided by law:
  - 11.1.1 interfere in the management or administration of any Standing Committee or Management Committee of the Institute unless mandated by Institute Council;
  - 11.1.2 give or purport to give any instruction to any member of the Institute except when authorised to do so;
  - 11.1.3 obstruct or attempt to obstruct the implementation of any decision of the Management Committee, Institute Council or a committee by a member of the Institute; or
  - 11.1.4 encourage or participate in any conduct which would cause or contribute to maladministration in the Institute.

## **12. INSTITUTES PROPERTY**

- 12.1 An Office Bearer or Standing Committee member may not use, take, acquire or benefit from any property or asset owned, controlled or managed by the Institute to which that Office Bearer or Standing Committee member has no right.

## **13. DUTY OF CHAIRPERSONS OF STANDING COMMITTEES, MANAGEMENT COMMITTEE OR INSTITUTE COUNCIL**

- 13.1 If the chairperson of a Standing Committee, Management Committee or Institute Council, on reasonable suspicion, is of the opinion that a provision of this Code has been breached, the chairperson must:
  - 13.1.1 authorise an investigation of the facts and circumstances of the alleged breach;
  - 13.1.2 give the Office Bearer or Standing Committee member a reasonable opportunity to reply in writing regarding the alleged breach; and
  - 13.1.3 report the matter to a meeting of the Management Committee or Institute Council, whichever is applicable, after paragraphs (a) and (b) have been complied with.
- 13.2 A report in terms of sub item (1)(c) is open to the members.
- 13.3 The chairperson must report the outcome of the investigation to the members of the Institute Council.
- 13.4 The chairperson must ensure that each Office Bearer or Standing Committee member when taking office is given a copy of this Code and that a copy of the Code is available in every Branch and where a Standing Committee, the Management Committee or Institute Council meets.

## 14. BREACHES OF CODE

- 14.1 The Institute Council may:
- 14.1.1 investigate and make a finding on any alleged breach of a provision of this Code; or
  - 14.1.2 establish a special committee:
    - 14.1.2.1 to investigate and make a finding on any alleged breach of this Code;  
and
    - 14.1.2.2 to make appropriate recommendations to the Institute Council.
  - 14.1.3 If the Institute Council or a special committee finds that an Office Bearer or Standing Committee member has breached a provision of this Code, the Institute Council may:
    - 14.1.3.1 issue a formal warning to the Office Bearer or Standing Committee member;
    - 14.1.3.2 reprimand the Office Bearer or Standing Committee member;
    - 14.1.3.3 request the members of the Institute Council to suspend the Office Bearer or Standing Committee member for a period;
    - 14.1.3.4 fine the Office Bearer or Standing Committee member; and
    - 14.1.3.5 request the members of the Institute Council to remove the Office Bearer or Standing Committee member from office.
- 14.2 Any Office Bearer or Standing Committee member who has been warned, reprimanded or fined in terms of paragraph (a), (b) or (d) of sub item (2) may within 14 days of having been notified of the decision of Institute Council appeal to the members of the Institute Council in writing, setting out the reasons on which the appeal is based.
- 14.3 A copy of the appeal must be provided to the members of the Institute Council.
- 14.4 The Institute Council may within 14 days of receipt of the appeal referred to in paragraph (b) make any representation pertaining to the appeal to the members of the Institute Council in writing.
- 14.5 The members of the Institute Council may, after having considered the appeal, confirm, set aside or vary the decision of the Institute Council and inform the Office Bearer or Standing Committee member and the Institute Council of the outcome of the appeal.
- 14.6 The members of the Institute Council may appoint a person or a committee to investigate any alleged breach of a provision of this Code and to make a recommendation on whether the Office Bearer or Standing Committee member should be suspended or removed from office.
- 14.7 The Commissions Act, 1947 (Act No.8 of 1947), may be applied to an investigation in terms of sub item (3).
- 14.8 If the members of the Institute Council is of the opinion that the Office Bearer or Standing Committee member has breached a provision of this Code, and that such contravention warrants a suspension or removal from office, the Institute Council may:
- 14.8.1 suspend the Office Bearer or Standing Committee member for a period and on conditions determined by the members of the Institute Council, or
  - 14.8.2 remove the Office Bearer or Standing Committee member from office.
- 14.9 Any investigation in terms of this item must be in accordance with the rules of natural justice.

Signed on behalf of the Institute Council by the President of the Southern African Emergency Services Institute, Mr. DN Naidoo

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*(Signature of President)*

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*(Date)*