

THE SOCIETY OF MASTER MARINERS SOUTH AFRICA

PREAMBLE TO THE CONSTITUTION

MISSION

The mission of the Society is to promote the professional interests of the maritime community in general and those of its members in particular in the context of service to the nation and all its citizens.

FUNCTIONS

In pursuing this Mission the Society will carry out the following functions:

1. Advance the cause of safety of life at sea
2. Support all measures for improving the safety of navigation at sea
3. Foster high standards of marine education and training
4. Encourage ecologically safe marine practices
5. Provide advice and support on professional matters to serving members
6. Provide a forum for the promotion and exchange of knowledge and skills between members
7. Promote the welfare of members of the Society
8. Act as the primary independent organisation for professional advice on matters maritime to the Government and the public at large
9. Maintain fraternal and professional contact with international organisations responsible for similar functions
10. Manage the assets of the Society in a competent and fitting manner
11. Maintain appropriate structures to carry out these functions

VALUES

In carrying out these functions the Society will:

1. Act without fear or favour
2. Uphold the ethical values of honour, dignity, truth, honesty, humanity and humility
3. Ensure equality in all its proceedings irrespective of gender, race, creed or political affiliation

OBJECTIVES

In fulfilling its commitments, the Society will set long and short-term objectives for itself. The objectives are an extension to, rather than part of the mission statement. They are goals set to achieve the aims and functions stated in the mission statement and change with time and circumstances, whereas the Mission statement is the permanent proclamation of the Society's reason for being.

Examples of what these objectives could be at present are as follows:

Long Term Objectives

1. Promote the membership of the Society
2. Establish and maintain branches of the Society in all the commercial ports of the Republic of South Africa

3. Maintain a Benevolent Fund under control of a Board of Trustees
4. Continue the Society's support of the National Sea Rescue Institute
5. Keep the Government of the Republic of South Africa aware and informed of the views of the Society on maritime matters and maritime policies
6. Establish a Standing committee on Maritime Policy in EXCO to pursue contact with the appropriate organs of Government
7. promote greater public awareness of the profession by marketing through meetings, forums and seminars
8. Generate adequate funds
9. Achieve a full time secretariat
10. Improve inter branch and EXCO communications
11. Review the progress with these long-term objectives at each annual congress of the Society.

THE CONSTITUTION OF THE SOCIETY OF MASTER MARINERS SOUTH AFRICA

REVISED 2010

1. NAME

The name of the Society shall be "THE SOCIETY OF MASTER MARINERS SOUTH AFRICA"- hereinafter referred to as "the Society"

2. HEADQUARTERS

The headquarters of the Society shall be situated at such centre as may be determined by a two third majority vote passed at any Annual Congress and shall remain in that centre for at least five years.

3. OBJECTS OF THE SOCIETY

- i. To foster a spirit of fellowship, helpfulness and unity among Master Mariners
- ii. To protect and promote the common interests of Master Mariners of the Republic of South Africa
- iii. To enable the service experience and advice of members of the Society to be made available to the Government of South Africa or to any other legally constituted authority
- iv. To sponsor the formation of Branches of the Society in other centres within the Republic of South Africa
- v. To acquire premises either on lease by purchase or otherwise to be used as a social centre or centres for the use of members of the Society and to furnish and equip such premises with amenities for the use of members
- vi. To arrange or vary the terms of reciprocity with other similar Societies
- vii. To institute or defend proceedings at Law
- viii. To establish a Benevolent Fund for the benefit of members of the Society and their dependents, to be administered according to the rules approved by Congress, by Trustees appointed by Congress annually.

4. MEMBERSHIP

- i. Wherever male gender is implied in this document it is equally applicable to the female gender.
- ii. The following classes of members are established:

A. Full Members

- i. Persons holding a Certificate of Competency as Master Mariner, or equivalent.
- ii. Persons holding a Certificate of Competency, as 1st Mate with a command endorsement, or equivalent.
- iii. Officers of the South African Navy or any Foreign Navy who may be considered eligible by the Executive Committee of the Society.

B. Life Members

- i. Life Members shall have the same rights and privilege as Full Members mentioned elsewhere in this Constitution.
- ii. This class of membership is now closed (49th Congress 1993).

C. Associate Members

- i. Persons holding a Certificate of Competency as 1st Mate or 2nd Mate or equivalent.
- ii. Such members may not be nominated for election as Branch Master or President.

D. Affiliates

- i. Persons who are interested in the Society and who may wish to affiliate themselves with its activities and who are elected after recommendation by a Branch Committee.
- ii. The Executive Committee may require any Affiliate or Honorary member to relinquish his membership at any time at its discretion. The Executive Committee shall revise the list of honorary members and Affiliates at least every three years.

E. Honorary Members

The Executive Committee shall have power to elect any person or body of persons as honorary members whether in a permanent or temporary capacity. Honorary and Affiliate members shall not have a vote in the affairs of the Society.

F. Honorary Life Members

Congress may confer honorary Life membership on any Full member of the Society in recognition of outstanding services rendered to the Society.

G. Retired Life Members

Refer to Section 6, Paragraph D.

5. ELECTION OF MEMBERS

- a. Application for membership may be made to any properly constituted Branch of the Society.
- b. All applications for membership shall be made on the prescribed form, which shall be signed by the applicant, the proposer and the seconder and submitted, to the Branch Committee for approval. This approval shall require the favourable votes of two thirds of the Committee present. The Proposer must sight certificates of Competency or Service and a copy must accompany the Application.
- c. Applications for membership must be accompanied by the entrance fee and annual subscription, which will be refunded if not duly elected.
- d. Associate, Affiliate and Honorary members are not eligible to propose or second new members.
- e. The Branch Committee will submit the name of proposed honorary members to the Executive Committee for approval.
- f. No person shall be considered to be a member of the Society until the Executive Committee has approved his application.
- g. A person elected as a member of the Society shall be presented with a Certificate of membership for his retention whilst remaining a member of the Society.
- h. Any member appointed to a Government or Semi Government Board or Committee must be a National or Permanent Resident of the Republic of South Africa.

6. SUBSCRIPTIONS{ Note this section is unchanged but condensed for ease }

A. The entrance and subscription fees of all classes of membership will be decided upon at each Annual Congress of the Society. A member joining after the 30th September shall pay half the annual subscription.

- i. The Executive Committee acting upon a recommendation from the Committee of the Branch concerned may in its absolute discretion, waive the payment of the entrance fee or portion thereof, in the case of an application for membership of the Society from a former member of the Society who was in good standing on the date of his resignation.
- ii. The qualifying periods for Retired Life Membership shall commence from the date of rejoining.

B. Annual subscriptions fall due on 1st April each year and are payable in advance, except under special circumstances. In the event of a member being in arrears with subscription for a period of more than six months, shall not be entitled to the amenities of the Society until such arrears have been paid, and such member will be advised accordingly by EXCO. In the event of any member being in arrears for more than the present financial year, his arrears shall be due at the rate of subscriptions for the current year.

C. In the event of Congress failing to determine any entrance fee or subscription as provided above, the existing entrance fee or subscription shall remain in force until altered by a subsequent Congress.

D. Full members of the age of 65 years and above who have retired from full employment and who have been fully paid up for 20 years or more, shall, on written application, be accorded Retired Life Membership which will carry full voting rights, but be free of subscription.

7. RESIGNATION

A. Any member resigning from the Society shall give notice in writing to reach the Honorary General Secretary or the Honorary Secretary of his branch, before the 31st March and shall pay all fees and subscriptions due, whereupon the resignation shall take effect. However in the event that the outstanding subscriptions cannot be practically recovered, the branch shall recommend to the Executive Committee that they be written off.

B. All certificates of membership shall remain the property of the Society and shall be forfeited and returned to the Society by members on resignation or dismissal unless the Executive Committee or Congress shall otherwise direct.

8. CHANGE OF ADDRESS

Any change of address of members must be notified to the Honorary General Secretary or Branch Honorary Secretary in writing, within one month from date of such change. Should his new address be within the jurisdiction of another branch, his membership can by agreement be transferred to that branch.

9. EXECUTIVE COMMITTEE

A. The organisation, function and management of the Society shall be under the control of an Executive Committee which shall consist of a President, a Vice President and the Branch Masters of each active Branch, an Honorary General Secretary and Honorary General Treasurer and additional non-executive members as may be co-opted by the executive committee from time to time. The Office of Honorary General Secretary and Honorary General Treasurer may be combined should Congress deem that necessary.

B. The President and members of the Executive Committee must reside in the Republic of South Africa. They shall be elected as follows:

- i. The President elected by Congress, shall serve a minimum term of two years. On the conclusion of the two-year term the President may again stand for re-election.
- ii. The Vice President, to be elected by Congress shall be prepared to serve as the next President, if elected
- iii. The Master of each branch shall be a member of the Executive Committee; the Branch Committee shall nominate an alternate to the Master in the event of the Branch Master being unavailable for a meeting.
- iv. One Honorary General Secretary, to be elected by Congress (see Item 10Bi)
- v. One Honorary General Treasurer, to be elected by Congress (see Item 10Bi)
- vi. Congress may elect as many additional members of the Executive Committee as it may think necessary, provided the numbers so elected do not exceed the number of Branch Representatives on the Executive Committee.
- vii. An alternate may attend meetings of the Executive Committee but shall have no vote if the member for whom he is alternate is present in person at the meeting.
- viii. Officers and members of the Executive Committee except Branch Masters, shall retire annually at the Annual Congress, but shall be eligible for re-election. The President's term is 2 years, whereafter he may stand for re-election
- ix. In the event of a Branch Master vacating his seat on the Executive Committee, the Branch Committee concerned shall fill the vacancy and the incumbent shall hold office until the next Congress.
- x. Other vacancies occurring shall be filled by a majority vote of the Executive Committee.

C. The Executive Committee shall carry out the policy laid down by Congress, in accordance with the Constitution.

- i. Any special matter which may arise and for which no specific provision has been made in the Constitution, shall, before Executive action is taken, be referred to Branch Committees for their recommendation and report. Such report shall indicate whether the recommendation is unanimous or failing unanimity, the voting for and against in order to assist the Executive to arrive at a decision.
- ii. The Executive Committee may summon a Special Meeting of Congress should they deem it necessary.

D. A member of the Executive Committee shall vacate his seat in any of the following circumstances:

- i. On resignation.
- ii. On absenting himself from three consecutive meetings of the Committee without submitting satisfactory reasons to the Executive Committee.

iii. On being out of financial standing in the Society.

E. The Executive Committee shall conduct meetings not less than eleven times annually. The President may call special meetings whenever he deems it necessary. In order to facilitate these meetings, they may be conducted by telephone conference calls or by electronic mail should the President deem this to be satisfactory. The quorum for meetings of the Executive Committee shall be four (4) Members if the position of Hon Gen Sec and Hon Gen Treasurer are combined and five (5) if not. If within thirty minutes after the time fixed for any meeting a quorum is not present, the presiding officer shall adjourn such meeting for seven (7) days or as may be decided upon by those present. At such adjourned meeting, whatever number of members present shall form a quorum for the purpose of carrying out the objects of the previous meeting. Notice of such adjourned meeting shall be dispatched to all members of the Executive Committee within three days of the original meeting.

i. A copy of all Minutes of Executive Committee Meetings shall be supplied to each Branch Committee

F. In the absence of the President and Vice President, the Executive Committee shall elect a Chairman.

G. The Executive committee shall, subject to the provisions of this constitution, be vested with powers: -

- i. To engage and dismiss employees of the Society, to fix their remuneration and define their duties.
- ii. To appoint such Sub committees as it deems desirable and to co-opt members of the Society to such Sub Committee.
- iii. To institute or defend legal proceedings brought by or against the Society and by resolution to appoint the Officer who shall prosecute or defend such proceedings on behalf of the Society.
- iv. To institute legal proceedings if in the opinion of the Executive committee or Congress such action is necessary in order to safeguard the professional status or rights of Master Mariners.
- v. To acquire, administer and dispose of any moveable or immoveable property on behalf of the Society, and to appoint certain of its members to sign and execute all necessary documents in connection therewith.
- vi. To open a bank account in the name of the Society and to appoint at least two members to operate on behalf of the Society'
- vii. To invest and reinvest surplus funds in reputable building societies or other trust investments.
- viii. To control and or limit the activities or expenditure of any Branch, if such action is deemed essential in the interests of the Society.
- ix. To pay the expenses of members of the Executive committee or delegates to Congress covering the period of Congress or other business of the Society, including the cost of transport where necessary.
- x. To pay Headquarters office and transport expenses.

- xi. To define the areas of jurisdiction of Branches.
- xii. To grant honoraria from the Central Fund.
- xiii. This committee shall have the power to establish new Branches and to disestablish existing Branches should it be deemed necessary after advising all members of such intention.
- xiv. Generally to do such things as in the opinion of the Executive Committee are in the interests of the Society or the Republic of South Africa.

10. DUTIES OF OFFICERS OF THE EXECUTIVE COMMITTEE

A. The duties of the Officers shall be:

i. The President

The President shall preside at all meetings of the Executive Committee at which he is present. He shall perform all duties, which by custom are considered to pertain to his office. He, or in his absence the Vice President, or in the absence of the latter, the acting Chairman shall endorse all accounts for payment after approval by the Executive Committee. The President shall not have a deliberate vote but shall, in the event of equality of voting, have a casting vote.

ii. The Vice President

The Vice President shall exercise the power and perform the duties of the President in the absence of the latter.

iii. The Honorary General Secretary

The Honorary General Secretary shall issue notices of all meetings of the Executive Committee. He shall attend all meetings of the Executive Committee and record minutes of all its proceedings. He shall circulate such minutes to all Branches and generally conduct the correspondence of the Society at the direction of the Executive Committee. He shall keep a register of members of the Society, together with particulars of the Branch to which they belong and shall notify Branches concerned of any transfer of members notified to him in terms of Rules & and 11(G).

iv. The Honorary General Treasurer

The Honorary General Treasurer shall keep the books and accounts of the Society as instructed by the Executive Committee. He shall receive and bank all monies within seven (7) days of receipt in the name of the Society and submit financial reports to the Executive Committee when required. He shall prepare the Annual Statement of Income and Expenditure and the Annual Balance Sheet for submission to Congress. He shall perform such other duties relating to finance as are imposed by the Constitution or as the Executive Committee may direct.

B. Honorary members may be appointed to the positions of Honorary General Secretary and Honorary General Treasurer but in this event, such Officers, although permitted to join in discussions, shall have no voting powers.

- i. Honorary members shall not be eligible other than as in 10(B) to become members of the Executive Committee.

- ii. Should the voting power of the Executive Committee be reduced by the inclusion of one or two Honorary Members, such voting power shall be brought up to full power by the election by the Executive Committee of one member or if two members are required, one shall be elected by the Executive Committee and one by the Branch at the place where the Headquarters of the Society is situated.
- iii. Should the positions of Honorary General Secretary and Honorary General Treasurer fall vacant in the course of the year and be filled by the appointment of an Honorary member or members under the powers conferred on the Executive Committee in 9B(x.) then the voting power of the Executive Committee shall be brought up to full strength by the election by the Executive Committee of one member or if two members are required, one shall be elected by the Executive Committee and one by the Branch at which the Headquarters is situated. Unless the Executive Committee has already been supplemented by the operation of Clause 10B(ii) at Congress.

11. ESTABLISHMENT AND CONTROL OF BRANCHES

- A. A Branch of the Society may, with the approval of the Executive Committee, be established where there are not less than eight members of the Society.
- B. At the first General Meeting of such Branch, a Branch Committee shall be elected from the Full members of such Branch.
- C. The number of members of a Branch Committee shall be decided by the Annual General Meeting of the Branch and shall consist of no fewer than six members.
- D. Officers and members of the Branch Committee shall hold office until the next Annual General Meeting of the Branch when they shall retire but they shall be eligible for re-election.
 - i. At the first Meeting of the Branch Committee, the members shall elect the Master, Deputy Master, Honorary Secretary and Honorary Treasurer.
 - ii. The Branch Committee may nominate one Full member as delegate for Congress for every fifteen (15) members or part thereof in financial standing. Such nominee need not be a member of the Branch by whom he is nominated.
 - iii. That Body shall fill vacancies occurring on the Branch Committee. A member appointed to fill the vacancy shall hold Office until the following Annual General Meeting of the Branch.
 - iv. A member of the Branch Committee shall vacate his seat in any of the following circumstances:
 - a) On resignation.
 - b) On absenting himself without giving satisfactory reasons to the Branch Committee, from three consecutive meetings of the Committee'
 - c) On being out of financial standing in the Society.

- v. The Branch Committee shall meet as and when required by the Master but a period longer than two (2) months shall not elapse between meetings. The Master may call Special Meetings whenever he deems it desirable.
- vi. A copy of the Minutes of all Branch committee meetings shall be supplied to the Executive Committee and all other Branches, within fourteen (14) days of the meeting.
- vii. Each Branch Committee shall decide on its own quorum. If within thirty minutes after the time fixed for any meeting, a quorum is not present, the same procedure as directed for the Executive Committee shall be observed (See 9F).
- viii. A Branch Committee may co-opt a member of the Society to serve on any Sub Committee it has appointed.
- ix. The Executive Committee shall endeavour to arrange that the President or member of the Executive Committee representing him shall attend the Annual General Meetings of each Branch.

E. In the absence of the Master or Deputy Master, a meeting shall elect its own Chairman.

F. A Branch Committee shall, subject to the provisions of this Constitution, be vested with powers:

- i. To engage and dismiss employees of the Branch of the Society, to fix their remuneration and define their duties.
- ii. To acquire in the name of the Society premises either on lease, by purchase or otherwise, subject to the approval of the Executive Committee, to be used as a Club or Social Centre and/or for the activities of the Society and to furnish and equip such premises.
- iii. To appoint such Sub Committees as it may deem necessary.
- iv. To open a banking account in the name of the Branch of the Society and to appoint at least two of its members to operate on behalf of the Society.
- v. To grant Honoraria from Branch Funds as decided at the Annual General Meeting of the Branch.
- vi. Generally to do such other things as in the opinion of the Branch Committee are in the interests of the Branch of the Society.

G. Honorary Secretary

The Honorary Secretary of the Branch shall issue notices of all meetings of the Branch Committee. He shall attend all meetings of the Branch Committee and record minutes of all its proceedings. He shall send a copy of such minutes to the Executive Committee and to all other Branches and generally conduct the correspondence of the Branch of the Society at the direction of the Branch Committee. He shall keep a register of members of the Branch of the Society and shall notify the Honorary General Secretary of any transfer of Members. He shall also perform such other duties as the Branch Committee may direct.

H. Honorary Treasurer

The Honorary Treasurer of a Branch shall keep books and accounts of the Branch as instructed by the Branch Committee. He shall issue receipts for all monies received and bank all monies within seven (7) days of receipt in the name of the Branch of the Society and submit financial reports to the Branch Committee when required. He shall prepare the Annual Statement of the Income and Expenditure and the Annual Balance Sheet of the Branch for submission to the Annual General Meeting of the Branch. He shall perform such other duties relating to finance as are imposed by the Constitution or as the Branch Committee may direct.

I. Honorary members may be appointed to the positions of Honorary Secretary or Honorary Treasurer, but in the event such Officers, although permitted to join in discussions, shall have no voting powers.

- i. Honorary members shall not be eligible other than as in 11(I) to become members of a Branch Committee.

12. FINANCE

A. The assets and funds controlled by each and every Branch Committee shall be the common property of the Society.

B. Subscriptions shall be invoiced by the Central Fund at the beginning of each Financial Year and are payable in full on presentation. The Central Fund shall pay the portion of subscriptions payable to the Branches quarterly with a statement.

- i. On the third such statement, Central Fund will provide the Branches with a list of subscriptions outstanding for their Branch and the Branch is to pressurise the member for payment.
- ii. The portion of members' annual subscription to be allocated to the Branch will be determined at each annual congress in respect of the next financial year. The remaining portion of members' annual subscriptions shall be retained by the Central Fund to be used for working expenses and general activities of the Society.
- iii. Each Branch shall report annually to Congress the amount of funds standing to its credit and congress shall decide after consideration of the requirements of each Branch as supplied by the delegates and/or representatives, what amount shall be transferred to the Central Fund and the amount to be retained by each Branch.

C. The running expenses of the Executive Committee shall be drawn from the Central Fund. The balance of the Central Fund is to be built up as a reserve for the purpose of the Society as laid down by the Constitution.

D. Donations to the Society shall be remitted to the Central Fund.

E. Donations to a Branch of the Society shall be retained by the Branch.

F. All monies received by the Executive Committee or Branch Committee shall be deposited within seven (7) days, to the credit of the Society or Branch of the Society, with the Society's bankers.

- i. All monies received by a Branch for or on behalf of the Central Fund and all monies due by Branches to the Central Fund during each month shall be transferred to the Honorary General Treasurer within seven (7) days of the close of each month, supported by an appropriate statement.

G. All payments by the Society of Five Hundred Rands or more shall be made by cheque or Electronic Funds Transfer (EFT) (subject to the setting by the bank of a maximum daily limit of Ten Thousand Rand (R10,000.00) on all EFT transactions).

- i. The President or Vice President and Honorary General Treasurer or Honorary General Secretary shall sign all cheques or authorize and release all EFT's drawn on the Central Fund.
- ii. The Master or Deputy Master and Honorary Treasurer or Honorary Secretary shall sign all cheques or authorize and release all EFT's drawn on the Branch Funds.
- iii. No expenditure shall be incurred by any individual member without the sanction of the Executive Committee or Branch Committee as the case may be, except in the expenditure of duly voted petty cash funds held by the Honorary General Secretary or the Honorary Secretaries of Branches.

13. ANNUAL ACCOUNTS

A. All Branch Committees shall arrange for their annual statement of Income and Expenditure and Balance Sheet to be certified by a competent person appointed by the Committee.

B. A Competent Accountant who shall be appointed by the Executive Committee or Congress shall carry out an examination of the Central Fund.

C. The Executive Committee may at any time appoint special Auditors to examine any books or accounts pertaining to any funds or accounts of the Society.

14. ANNUAL CONGRESS

A. Congress shall be held annually on a date to be decided by the Executive Committee.

B. Branch Committees shall send subjects for discussion at Congress and for inclusion in the Congress Agenda to the Executive Committee at least two (2) months before Congress meets.

C. The Executive Committee shall collate all subjects so received and distribute the Congress Agenda to Branches for their information at least six (6) weeks before the date of Congress, so that the delegates to Congress may be guided in their deliberations by the opinion of the Branches.

D. The Annual Congress may consist of: -

- i. The Executive Committee.

- ii. One delegate nominated by each Branch for every fifteen (15) Full members or part thereof in financial standing, nominees to include the Master or Honorary Branch Secretary if possible.
- iii. Such nominee, however, need not be a member of the Branch by whom he is nominated.
- iv. Associate, Affiliate and Honorary members shall not be eligible for election as delegates to Congress.

E. Delegates to Congress shall be entitled to one vote each except when a card vote is proposed. In the event of a card vote being taken, each Branch delegation shall be entitled to one vote for every fifteen (15) full members or part thereof in financial standing, of the Branch they represent.

F. Congress shall elect the following Office Bearers: -

- i. The President
- ii. The Vice President
- iii. The Honorary General Secretary
- iv. The Honorary General Treasurer
- v. Trustees to administer the Benevolent Fund
- vi. As many members of the Executive Committee as may be desired
- vii. Branches shall submit nominations for Office Bearers and membership of the Executive Committee two (2) months before the date of Congress.

G. The President at Congress shall not have a deliberate vote but shall have a casting vote.

H. The Honorary General Secretary of the Executive Committee shall be the Honorary Secretary of Congress. Should he be unable to attend, the Executive Committee shall appoint a Secretary in his place.

I. The Executive Committee shall have power to appoint suitably qualified persons to record the deliberations of Congress.

J. Voting

In the event of a card vote being taken, Branch Delegations shall vote in accordance with any mandate issued by the Branch they represent.

In the event however, of no mandate having been issued delegates shall vote at their discretion. No matter on the Agenda of which due notice has been given, shall be referred back on account of Branches having omitted to issue a mandate.

15. ANNUAL GENERAL MEETINGS

A. Each Branch shall hold its Annual General Meeting during the month of April in each year, or as soon thereafter as possible for the purpose of

receiving the Annual Report of the Committee and the Annual Statement of Income and Expenditure and Balance Sheet.

B. Subjects for inclusion in the Agenda for the ensuing Congress may be submitted and resolved at the meeting.

C. The Committee for the ensuing year shall be elected at the meeting.

D. Notice of such meeting shall be given at least thirty (30) days before the meeting and items for inclusion in the Agenda shall be in the hands of the Honorary Branch Secretary at least twenty-one (21) days before the meeting. Nominations for membership of Branch Committees shall be submitted, in writing, to the Honorary Secretary of Branches, seven (7) days before the date of the meeting.

E. A copy of the Annual Report and Minutes of the Branch Annual Meeting, together with the Annual Statement of Income and Expenditure Sheet shall be sent to the Executive Committee within fourteen (14) days after the meeting.

16. SPECIAL MEETINGS

A special General Meeting of any Branch may be called upon receipt of a requisition signed by not less than twenty Full members or twenty percent of the Full Members, whichever is the less, and no business other than for which the meeting has been specially called shall be considered.

17. VOTING GENERALLY

A. The Master or Chairman shall not have a deliberate vote, but shall have a casting vote.

B. In all elections in connection with nominations to Committees, delegates to Congress, etc., a ballot vote shall be taken.

C. No Full member who is more than six months in arrears with his annual subscription shall have the right to vote at any meeting.

D. Associate Members shall be accorded 50% of the voting powers of Full Members.

E. No Affiliate or Honorary member shall be entitled to vote at any meeting.

F. Unless otherwise laid down in the Constitution, all resolutions shall be passed or rejected by a simple majority of those present and entitled to vote.

18. AUTHORISATION OF ACTIVITY ON BEHALF OF THE SOCIETY

A. The Executive Committee shall be the sole authority to convey the official views of the Society to outside organisations and authorities. The Executive Committee will make known its views to members appointed as representatives on outside bodies who may express such views on behalf of

the Executive Committee at time and place as directed by the Executive Committee.

B. The Master of any Branch of the Society may at his discretion make Press Releases relative to his branch in the interests of the Society. Copies of such releases shall be forwarded to the Executive Committee.

19. ALTERATION OF CONSTITUTION

Alteration to the Constitution may only be made by formal resolution of Congress or by the Executive, after consultation with the Branches.

20. UNGENTLEMANLY OR PREJUDICIAL CONDUCT

The Executive shall have the right to expel any member from the Society if, in their opinion, he has been guilty of such conduct as to reflect on the good name of the Society or to prejudice the Society. Such expelled members shall have no claim on the Society or upon any member of the Society in connection with such expulsion and shall forfeit all rights or privileges, which he enjoyed as a member of the Society.

21. DISSOLUTION OF THE SOCIETY

A. The Society shall continue from year to year unless each and every Branch convenes a Special General Meeting at which a Resolution to dissolve the Society is passed by a two thirds majority vote.

B. In the event of the termination of the Society, the Executive Committee in consultation with the Branches shall dispose of the property and funds of the Society.

C. Dissolution of a Branch

Branches shall continue from year to year unless otherwise decided by Congress or the Executive Committee or, unless any Branch convenes a Special General Meeting at which a resolution to dissolve the Branch is passed by a two third majority of those present and entitled to vote. In the event of dissolution of a Branch, the property and funds of the Branch shall be surrendered to the Central Fund and no member of the Branch shall have any claim upon them.

Twenty one (21)days notice in writing of a Branch's intention to hold a Special General Meeting shall be given to each Branch member and to the Honorary General Secretary.

22. INDEMNITY

Every Officer and member of the Society shall be indemnified by the Society against all costs, loss expense which any Officer or member may incur or become liable for in any way in the execution of his office or trust, unless same shall be incurred or occasioned by his own wilful act or default and none of the said Officers or members shall be answerable

for any act or default of any other of them or for any loss, misfortune or damages which may happen in the execution of his office or in relation thereto except when the same shall have happened by his own wilful act or default.

REVISED August 2010

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CONSTITUTION OF THE BENEVOLENT FUND

1. NAME OF FUND AND MANNER OF RAISING FUNDS

1.1 The Society of Master Mariners, South Africa - hereinafter referred to as "The Society" - shall have a Benevolent Fund, which shall be known as The Society of Master Mariners, South Africa Benevolent Fund - hereinafter referred to as "the Fund".

1.2 The Fund may be raised by donations or grants.

2. OBJECTS OF THE FUND

2.1 The object of the Fund shall be to disburse monies from the Fund in cases of need in terms of this Constitution.

3. ADMINISTRATION AND EXECUTIVE

3.1 The Fund shall be administered by FIVE Trustees who shall be the President of the Society, the Vice-President of the Society, the Honorary General Treasurer of the Society and the immediate Past-President of the Society as well as one other member elected by Congress as defined in the Constitution of the Society.

3.2 At any meeting of the Trustees the President of the Society will act as Chairman. In the absence of the President, the meeting will elect its own Chairman from among the members present.

3.3 A quorum for the normal meeting will be four of the Trustees. Only in an emergency THREE will be acceptable. When a clear majority cannot be reached, the chairman to exercise a casting vote.

3.4 The Trustees shall be responsible for the administration of the Fund and shall be answerable to Congress only. At each Congress the Trustees shall present a balance sheet, certified by a Competent Accountant, showing the affairs of the fund, monies in hand and particulars of investments and disbursements made during the preceding year.

3.5 The Trustees are empowered to dispose of any donations made to the Fund and to invest the monies so realised.

3.0 The Trustees shall invest monies of the Fund in first class securities, Building Societies' securities or on first mortgage.

3.7 Banking accounts in the name of the Fund shall be opened at such banks as the Trustees may decide.

3.8 Loans or Grants made by the Fund shall be at the discretion of the Trustees and as decided by their majority vote.

3.9 The Trustees shall determine the terms of loans or bursaries and shall ensure in writing that these terms are acknowledged and understood by the recipient of any loan or bursary.

4. LIMITATION OF BENEFITS

4.1. Loans or grants may be made from interest or capital on the condition that the capital amount shall not fall below R125 000.

5. ELIGIBILITY OF LOANS

5.1. Members and Affiliates of the Society and or their dependents shall be eligible for loans or grants from the fund at the sole discretion of the Trustees.

5.2. The Society is not eligible for grants or loans from the Fund for normal running costs of the Society.

5.3. The Trustees may award bursaries subject to the terms of decisions of Congress, subject to the terms of clause 3.9 read in conjunction with clause 4.1 of this section of the Constitution.

6. CHANGE OF CONSTITUTION

6.1 This constitution may be amended or altered at an Annual Congress of the Society.

7. CLOSING OF THE FUND

7.1 The fund shall be administered by the Trustees as provided herein and under the auspices of the Society.

7.2 In the event of the dissolution of the Society, the Fund shall be closed by distributing the monies thereof among such charities as may be determined by the Trustees.

REVISED AUGUST 1995