



Internal Rules of the SA Hunters' and Game Conservation Association

As amended November 2007

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1. Relevance

Drawn up by the Congress in terms of paragraph 16 of the Constitution, these rules are binding on all members, management structures and employees of the Association.

2. Logo and colours

- 2.1 A Corporate Identity Guide to determine the logo and colours of the Association and the rules of usage thereof will be compiled by the Executive Committee in consultation with the Heritage Council.
- 2.2 Amendments to the Corporate Identity Guide shall be submitted to Congress for information and approval.

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3. Termination of Membership

- 3.1 Should a member not renew his/her membership within 90 days of the due date, his/her membership will be terminated

4. Membership Fees

- 4.1 Joining fees and annual fees for membership shall be taken into reconsideration annually on July 1st, and if necessary be adjusted to co-incide with financial year-end, in accordance with the categories of membership as contained in the Constitution.
- 4.2 Annual membership fees are payable on the last day of the month immediately preceding the month of membership acceptance.

5. The Congress

- 5.1 The Congress shall meet every year on a date between October 1 and November 30, as far as possible, during a period and at a place determined by the Executive Committee. (EC)
- 5.2 An extraordinary Congress will be held on a date determined by the Executive Council subject to the necessary notification of such Extraordinary Congress in accordance with Rule 5.4.1

5.3 Notification of Congress

- 5.3.1 The date of Congress shall be published in *SA Jagter/SA Hunter* and on the Association's web site at least three months prior to its taking place and it shall also be communicated via electronic mail to branch chairpersons.
- 5.3.2 A more detailed notice covering all aspects of a forthcoming Congress is to appear as a news item in the *SA Jagter/SA Hunter* issue of the month preceding the meeting of Congress and also, again, be communicated via electronic mail to branch chairpersons.
- 5.3.3 The documentation required by branch delegations, will be supplied per electronic mail to Branch Chairpersons, at least 30 days before the Congress.
- 5.3.4 Branch Chairpersons must, immediately on receipt of the documentation, make it available to all members of the branch delegation
- 5.3.5 Documentation should include the following:
- 5.3.5.1 Agenda of the Congress as determined by the Executive Committee and the Minutes of the previous Congress;
- 5.3.5.2 The President's annual rapport;
- 5.3.5.3 Managerial report of the Chief Executive Officer;
- 5.3.5.4 Audited financial statements;
- 5.3.5.5 The rapport of the Audit Committee;
- 5.3.5.6 Proposed amendments to the Constitution and Internal Rules;
- 5.3.5.7 Nominations for election of Executive Committee members, plus their CVs
- 5.3.5.8 Discussion points submitted by branches
- 5.3.5.9 Any documentation that would essentially be required for decision-making by Congress
- 5.3.5.10 The notification documentation shall also impart information to branches on the following logistic arrangements for the Congress:
- 5.3.5.10.1 Date, time and place where the congress will be held;
- 5.3.5.10.2 Number of delegates to which every branch is entitled
- 5.3.5.10.3 Closing date for registration of branch delegations
- 5.3.5.10.4 Travel and accommodation arrangements for branch delegations
- 5.3.5.10.5 Any further arrangements that may have relevance on branch delegates' participation in a meeting of Congress.

5.4. Notification of Extraordinary Congress

- 5.4.1. An extraordinary Congress is called by giving twenty-one days notice by electronic mail, to all Branch Chairpersons, as well as placing such notice on the SAHGCA web page

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- 5.4.2 Such notification will at least include the following information and documentation:
- 5.4.2.1. Agenda as determined by the Executive Committee and the minutes of the previous Congress;
 - 5.4.2.2. The date, time and place where the Extraordinary Congress is to take place;
 - 5.4.2.3. The number of delegates each branch is entitled to;
 - 5.4.2.4. The closing date for registration of branch delegations;
 - 5.4.2.5. Travel and accommodation arrangements for branch delegations;
 - 5.4.2.6. Any other documentation that may be essential for decision making by the Congress.

5.5. Branch delegations

The attendance roll of Congress is held on the basis of registered branch delegations -- which in turn determine participation in Congress proceedings – including the right to vote.

5.5.1 Size and composition of branch delegations

- 5.5.1.1. The number of delegates to which a branch is entitled shall be determined according to the membership register as on 31 August of each year.
- 5.5.1.2. A branch delegation is constituted by an equal number of representatives from branch management and branch members not serving on the committee.
- 5.5.1.3. The number of members going into a delegation is as follows:

Branch category	No. of members in branch	No. of management members	Non-management members	Size of branch delegation
Category 1	50 - 150	1	1	2
Category 2	151 - 400	2	2	4
Category 3	401 - 600	3	3	6
Category 4	601 - 1000	4	4	8
Category 5	1000+	5	5	10
Satellite branches	< 50	0	0	0

5.5.2. Requirements for branch management representatives

Branch management representatives are to be elected from the ranks of currently serving branch management members, provided that the representatives are paid-up members of the Association.

5.5.3. Requirements for non-management members of the branch delegation

Representatives from the ranks of a branch shall comply with the following requirements:

- 5.5.3.1 They have to be paid-up members of the Association.
- 5.5.3.2. They have to be active members of the Association in terms of a policy definition of active membership.
- 5.5.3.3. They are not be managing members in any formal structure of the Association, except members of a committee.

5.5.4. Method of electing branch delegates

Members of a branch delegation shall be elected in a manner decided on by the branch management.

5.5.5. Attendance of Congress by Observers

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Members of the Association who are not members of branch delegations, may attend the Congress as observers.

5.5.6. Registration of branch delegations

5.5.6.1. After election of a branch delegation, the secretary of that branch management shall pass on, in writing, the names and membership numbers of the elected delegates to the Chief Executive Officer (CEO), for verification and registration, by the date specified in the notification.

5.5.6.2. The General Manager shall verify whether the delegation of the branch indeed complies with the requirements as stated in paragraphs 4.2.2 – 4.2.4 above and, if necessary, obtain corrections from the relevant branch management.

5.6. Fixing the agenda

5.6.1. The agenda for a meeting of the Congress is determined by the Executive Committee after consultation with the National Branch Chairpersons' Forum;

5.6.2. Branches may suggest matters for the Congress agenda by way of points for discussion.

5.7. Discussion Points

5.7.1. Branches may propound any matter concerning management and administration and the direction taken by the Association, for Congressional decision-making. These points for discussion can touch on, among others, the Constitution, Internal Rules, Code of Conduct, and Disciplinary Rules of the Association.

5.7.2. For acceptance as a legitimate point for discussion, branch management has to hand it in as a written presentation, with motivation.

5.7.3. With a view to inclusion in the Congress agenda, suggested points for discussion should reach the General Manager at least two months (60 days) before the Congress date.

5.7.4. A member of the branch delegation will get an opportunity to introduce the point for discussion and to motivate it during the meeting of Congress.

5.8. Operational procedures

5.8.1 Chairmanship

5.8.1.1. The President of the Association (during his absence the Deputy President) acts as Chairperson for ordinary and extraordinary meetings of the Congress. Should neither of the two be available, the Vice-President: Membership Matters shall act as Chairperson.

5.8.1.2. The President may designate a member of the Association to assist him in certain aspects of the chairmanship.

5.8.2. Quorums

In ordinary as well as extraordinary meetings of the Congress, the members present shall constitute a quorum on condition that should less than fifty percent of branches be represented at the Congress or Extraordinary Congress where decisions have to be taken on constitutional amendments, alienation of fixed assets, and dissolution of the Association, the chairperson may postpone the Congress to another date. In such an event, the procedures for convening an Extraordinary Congress will be applicable.

5.8.3 Decision making

Only registered members of branch delegations, Regional Coordinators, serving members of the

Executive Committee, members of the Heritage Council, and the Chief Executive Officer have the right to vote during Congress meetings with the proviso that each person only has one vote.

5.8.4. Method of decision making

At the Congress or Extraordinary Congress, the following procedures will apply for voting:

- with regard to business matters presented by discussion point – an ordinary majority;
- with regard to alienation of fixed assets – a two-thirds majority;
- with regard to election of office bearers - an absolute majority
- with regard to admission to a national roll of honour – an ordinary majority;
- with regard to amendment of the internal rules – ordinary majority
- with regard to constitutional amendment – a two-thirds majority;
- with regard to the dissolution of the Association – a two-third majority

5.8.5. Voting procedure

- when voting on matters – raising of hands, unless otherwise ruled by the Congress;
- when voting on alienation of assets of the Association – raising of hands unless otherwise ruled by the Congress;
- when voting on election of office bearers – per closed ballot paper;
- when voting on admissions to a national roll of honour – raising of hands
- when voting on amendments to the internal rules – raising of hands;
- when voting on constitutional amendments – raising of hands unless otherwise ruled by the Congress;
- when voting on the dissolution of the Association – per closed ballot paper unless otherwise ruled by the Congress.

5.8.6. Minutes

The minutes of the Congress will be sent to all branch chairpersons within 21 days of conclusion of the meeting

5.9. Electoral Committee

- 5.9.1. The Executive Committee shall nominate an Electoral Committee within seven days after the closing of nominations for the Executive Committee. The Electoral Committee shall be responsible for all aspects of the election(s) before and during the Congress, i.e., nominations, preparation of ballot-papers, collecting of votes and counting of votes.
- 5.9.2. The Electoral Committee shall consist of five members, of whom at least two shall be branch chairpersons.
- 5.9.3. The five members shall elect a convener from their own ranks.

5.10 Extraordinary meetings of the Congress

- 5.10.1. When the Executive Committee initiates an extraordinary Congress in terms of article 10.8.1 of the Constitution, the stipulations of paragraph 5.4 above shall apply in respect of notification about the Congress.
- 5.10.2. When branch chairpersons initiate an extraordinary Congress in terms of article 10.8.2 of the Constitution, the Chairperson of the National Branch Chairpersons' Forum has to direct a written request to the Executive Committee in this regard.
- 5.10.3. Having received the request, the Executive Committee shall give notice of the extraordinary Congress in accordance with the stipulations of paragraph 4.2 of the Internal Rules.

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- 5.10.4. In the event of an extraordinary meeting of the Congress, the procedures in respect of delegating and functioning will be the same as for the Congress;
- 5.10.5. An extraordinary meeting deals exclusively with the matters for which it is convened as per the agenda.

6. The Executive Committee

6.1 Requirements for membership

- 6.1.1 Any ordinary member of the Association whose membership fees are fully paid, who is not insolvent and who does not have a criminal record would be eligible to become a member of the Executive Committee.
- 6.1.2 Candidates for the presidency should have served for at least one term as Executive Committee members.
- 6.1.3 A person who makes him/herself available for election onto the Executive Committee and who also serves as a committee member of an organisation or association similar to the South African Hunters' and Game Conservation Association, shall make known on the nomination form his/her committee membership of the other organisation.
- 6.1.4 A branch committee member who gets elected to the Executive Committee shall vacate his position in branch management within three months.
- 6.1.5 Non-compliance of 6.1.1 to 6.1.3 above will negate the members election
- 6.1.6 Any individual who was or is in the process of being disqualified as a director of a company in terms of the South African companies act, may not serve on the Executive Committee of the Association

6.2 Nominating procedure

- 6.2.1. At the end of their term, serving members of the Executive Committee will be deemed nominated for the same positions in which they have served, provided they are available for re-election.
- 6.2.2. Nominations for whichever position on the Executive Committee have to be made via branch committees.
- 6.2.3. Nominations are to be made in writing, on an official nomination form, and signed by the nominator, the seconder, and the nominee. **(Appendix A)**
- 6.2.4. Nomination forms must be accompanied by a short *curriculum vitae* giving clear evidence that the candidate will fit the position for which he is nominated.
- 6.2.5. Nominations are to reach the Chief Executive Officer no later than 45 calendar days before the annual meeting of the Congress.
- 6.2.6. The validity of nominations will be judged, and the lists of candidates for the election will be prepared by the Electoral Committee, in accordance with paragraph 4.6.

6.3 Electoral procedure

- 6.3.1. The names of candidates and the portfolios in which they are nominated, together with their CVs, are part of the documentation sent out to branches as notification of the Congress meeting.
- 6.3.2. Election of members of the Executive Committee takes place during the Congress meeting.
- 6.3.3 The convener of the Electoral Committee shall act as chairperson for the election of Executive Committee members.
- 6.3.4 Election of the President takes place first; it is followed by election of the Deputy President and thereafter the Vice-President.
- 6.3.5 In portfolios where only one nomination has been received, the Chairman will declare the nominated person to be the elected candidate.
- 6.3.6 In portfolios where more than one candidate have been nominated, the Chairman shall arrange for the election to take place according to the provisions of paragraphs 5.8.3, 5.8.4, 5.8.5 en 5.9.

6.4 Meetings

- 6.4.1 The Executive Committee should meet at least six times per annum.
- 6.4.2 Meetings of the Executive Committee takes place according to a fixed schedule, as decided by the Executive Committee itself, and published in the annual programme. If dates have to be changed, or additional meetings have to be called, members of the Executive Committee is consulted electronically or telephonically and a suitable date is set by the President.
- 6.4.3 Agendas for Executive Committee meetings are to be distributed electronically to members of the EC, five working days prior to such a meeting. Together with the agenda, EC members should also be provided the explanatory documents dealing with those subjects that will require resolutions to be taken.
- 6.4.4 Members who wish to enter points for discussion onto the agenda, or to report-back on an assignment given them during a previous meeting, shall present a written report or memorandum for distribution with the agenda.
- 6.4.5 A quorum at meetings of the Executive Commission will be half of its members plus one.
- 6.4.6 The format to be used for placing on record the proceedings of Executive Committee meetings shall be *deciding minutes*: A brief description is given of the point at issue, and is followed by the decision taken. The debate on the particular matter and the viewpoints of individual EC members are not to be minuted. Supporting documents having led to the decisions taken by the EC should become part of the minutes of the meeting and be kept safe, as supplements to the minutes.

6.5 Decision-making procedure

- 6.5.1 All Executive decisions are to be taken by way of consensus. In each case, the Chairperson will determine what consensus is.
- 6.5.2 If consensus cannot be reached within reasonable time, the matter shall be put to the vote – in which case the provisions of paragraphs 5.8.4 and 5.8.5 will apply.
- 6.5.3 In a case of no-consensus, voting will take place and the Chairperson shall have a casting vote.

6.6 Discipline and termination of membership of the Executive Committee

- 6.6.1 A member of the Executive Committee who, without excuse or valid reason, is absent from two consecutive meetings of the Executive Committee may be requested, in the sole discretion of the President, to resign as a member of the Executive Committee.
- 6.6.2 A member of the Executive Committee who is no longer capable of holding his position, or for some other reason fails to properly meet his obligations can, in the sole discretion of the Committee, be requested to resign.
- 6.6.3 Should such a member, having thus been requested, fail to resign, the Executive Committee can terminate his membership of the EC after disciplinary procedures have been followed, as stipulated in the Disciplinary Code. The vacancy has to be filled by means of co-option, within thirty days, for the remainder of that member's term.
- 6.6.4 When disciplinary action is being taken against a member of the Executive Committee, the President shall timely inform the National Branch Chairpersons' Forum of the circumstances having led to the disciplinary action.
- 6.6.5 Any member of the EC who has been disqualified or is in the process of being disqualified as director of a company in accordance with South African companies Act, may not be a member of the EC and his membership will be automatically terminated by the EC

6.7 Functions of the members of the Executive Committee

The normal functional responsibilities of the elected members of the Executive Committee are as follows, but may for practical reasons be rearranged by the EC::

6.7.1 The President:

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- Projects the image of the Association to the outside world
- Indicates the strategic direction for the Association
- Chairs both the Executive Committee and the National Branch Chairpersons' Forum
- Chairs the meetings of Congress
- Is the final quarter of appeal in management matters
- Is spokesperson for the Association, or designates persons who may speak on behalf of the Association

6.7.2 The Deputy President:

- Assists the President in all matters, and acts as President in a temporary capacity during the absence of the President
- Is chairman of the Remuneration and Personnel Committee
- Is the EC representative in the Audit Committee
- Co-ordinates policy and policy development
- Co-ordinates constitutional development
- Co-ordinates research.

6.7.3 The Vice-President: Member Matters

- Monitors and advises the Executive Committee on member and branch matters
- Initiates and co-ordinates policy with reference to branches
- Is the deputy chairman of the National Branch Chairpersons' Forum and is responsible, in consultation with the CEO, for management of the National Branch Chairpersons' Forum
- Is convener of the Disciplinary Committee.

6.7.4 The Vice-President: Communication

- Advises the Executive Committee on communication strategy
- Co-ordinates all communications and decides, in consultation with the President and the CEO, which member would speak on a particular subject, on behalf of the Association
- Co-ordinates internal communication in consultation with the CEO, and the Vice-President: Member Matters
- Co-ordinates presentations regarding marketing and communication, and handles these matters in the Executive Committee
- Co-ordinates all corporate documentation in terms of the Association's Corporate Identity Guide.

6.7.5 The Vice-President: Conservation

- Advises the Executive Committee on conservational matters
- Develops and co-ordinates conservation policy for the Association – in consultation with the Conservation Committee
- Is chairman of the Conservation Committee

- Is the Association's public spokesperson, in consultation with the President, on conservational matters
- Sees to it that articles on conservation appear regularly in *SA Jagter/SA Hunter*.
- Monitors, in branch context, the extent of conservational obligations being met.

6.7.6 The Vice-President: Hunting and Shooting Matters

- Advises the Executive Committee and the Association on matters relating to hunting and shooting
- Initiates and co-ordinates policy on hunting and shooting matters
- Is chairman of the Shooting Committee and puts the committee's recommendations to the Executive Committee
- Plans the annual national shooting calendar and presents it to the Executive Committee for approval
- Co-ordinates the Association's shooting competitions at national level in consultation with the Vice-President: Training, and the CEO
- Decides, in consultation with the President, the Vice-President: Member Matters, and the CEO, on which branches would be hosting particular national shooting events.

6.7.7 The Vice-President: Training

- Advises the Executive Committee on the Association's training strategy and policy
- Represents the Association in national and provincial training forums
- Sees to it that training programmes are developed for the Association and that existing programmes are constantly evaluated and, when necessary, upgraded
- Is co-responsible, together with the CEO, to develop and make available training materials, at all levels of training
- Is responsible for quality assurance in respect of the Association's training programmes
- Is the Association's spokesperson on training, and addresses personnel on the subject of training.

7. The National Branch Chairpersons' Forum

- 7.1 The Forum shall meet at least twice per annum, and in addition as often as the Chairman deems necessary.
- 7.2 Attendance of the meetings of the National Branch Chairpersons' Forum is compulsory. If a branch chairperson cannot attend a meeting, his proxy shall take his place to attend the meeting and be authorised to participate in any resolutions to be passed.
- 7.3 Agendas for meetings of the National Branch Chairpersons' Forum are drawn up by the President in consultation with the branch chairpersons.
- 7.4 The minutes of the National Branch Chairpersons' Forum meetings shall be forwarded in draft form to branch chairpersons within fourteen days' time.
- 7.5 Minutes of the National Branch Chairpersons' meetings are to be inserted in the agendas of the Executive Committee – where they are elucidated by the President.
- 7.6 The National Branch Chairpersons' Forum elects the Vice-President: Member Matters, for ratification by the Congress.

8. Branches

- 8.1 A branch consists of a number of members of the SA Hunters' and Game Conservation Association within a particular area; it is directed and managed by an elected management committee (known as the branch committee/branch management), with a view to both service delivery to its members, and actualisation of the Association's objectives.
- 8.2 A branch is being managed autonomously within the managerial guidelines as set out in the Association's "Branch Policy", and reports on its management to the Executive Committee, from time to time, as directed in the "Branch Policy".
- 8.3 A branch may establish a satellite branch in order to provide services to members in outlying or specific parts within the geographic area or that branch, or to initiate a new branch-off, or debundling from a large branch.
- 8.4 The procedure for establishing branches and satellite branches is set out in "Branch Policy".
- 8.5 Branches must have branch regulations which describe in more detail than is possible in this document, their internal rules for the functioning of the branch, and which also express the unique nature and character of the branch.
- 8.6 Branch regulations shall in no respect be contrary to the stipulations of the Associations' Constitution or to these Internal Rules.
- 8.7 A copy of the branch regulations (when ammended, an ammended copy) must be submitted to the National Office for record keeping;
- 8.8 Responsibilities of branches towards the National Office are as follows:
 - 8.8.1 Branch activities shall be reported quarterly to the national office.
 - 8.8.2 Branch news items should be submitted monthly for publication in *SA Jagter/SA Hunter*.
 - 8.8.3 Approved financial statements reflecting the financial position of the branch shall be submitted to the national office – according to branch financial policy. (The financial year for branches, as is the case for the Association, runs from 1 July to 30 June.)
 - 8.8.4 Providing the annual report as well as the names and addresses of the new branch committee after the annual meeting.
 - 8.8.5 Registration of the branch delegation for their attendance of the Congress.
 - 8.8.6 Submitting discussion points for the agenda of the Congress.
 - 8.8.7 Keeping up to date a register of branch activities
- 8.9 Responsibilities of the National Office towards Branches include
 - 8.9.1 Administering member matters, such as recruiting of members, processing of applications for membership, membership fees, a register of members, etc.
 - 8.9.2 Transferring to branches part of the subscription fees paid in by their members, as determined from time to time by the Executive Committee.
 - 8.9.3 Publication of branch activities and programmes – as received from branches
 - 8.9.4 Organising inter-branch shooting activities and development of appropriate shooting excercises for the events;
 - 8.9.5 Development of training material for all aspects of the Association's training programme, and facilitating the training done at branch level.
 - 8.9.6 Ensuring unified training standards for all branches
 - 8.9.7 Keeping record of the training done at branches, and of members' compliance with the requirements of the Firearms Control Act (Act No. 60 of 2000) in respect of "dedicated hunter" status;
- 8.10 The functioning of branches -- including election of branch committees, committee meetings, branch finances, training, shooting days, etc -- are set out in the various policy documents of the Association.
- 8.11 Intervention by the Executive Committee in the event of problems at a branch
 - 8.11.1 A branch committee can request the CEO's assistance in dealing with a particular situation or issue.
 - 8.11.2 The CEO has the authority to initiate problem solving when internal problems and tensions at a branch will obviously not be solved by the branch committee, or when the branch committee clearly does not succeed in managing the branch effectively.
 - 8.11.3 The CEO shall bring to the attention of the Executive Committee any issues at the branch that he cannot facilitate by himself.
 - 8.11.4 The Executive Committee will decide on such a stategy for problem solving taking into account all relevant circumstances.

9. Trophy registration

- 9.1 The Association runs annual trophy registrations at local level – the rules of which are set out in the “Trophy Rules” of the Association.
- 9.2 The trophy rules shall annually be reconsidered by the Executive Committee and amended, if necessary.

10. Awards

The awards that can be made by the Association are described in a separate document entitled: “Symbols, traditions and awards of the South African Hunters’ and Game Conservation Association” The document has been accepted by the Congress as revised from time to time by the Congress.

11. Financial policy and procedures

Financial policy and procedures of the Association at national, regional and branch levels have been laid down in various policy documents, as determined from time to time by the Executive Committee.

12. Procedure for constitutional amendment

- 12.1 The Executive Committee can make proposals to the Congress for amendment of the Constitution.
- 12.1.1 The proposed amendments, plus motivation, shall be delivered electronically to the branches, together with the other documentation as required in paragraph 4.1, at least thirty days before the Congress.
- 12.1.2 The chairperson of the Executive Committee’s constitutional committee shall state and motivate the amendment to the Congress.
- 12.2 Branches can present proposals towards amendment of the Constitution by means of points for discussion.
- 12.2.1 The proposed amendments in the form of points for discussion should reach the CEO in an acceptable electronic format (“Word” or PDF) at least 60 days before the Congress.
- 12.2.2 The proposed amendments shall be inserted in the Congress agenda and distributed electronically to the branches, together with the documentation as intended in paragraph 5.3, at least thirty days prior to Congress.
- 12.2.3 The branch tendering the proposal(s) will get the opportunity during the meeting of Congress to state and motivate the proposal(s).
- 12.2.4 After sufficient time (in the opinion of the chairman) has been allowed for elucidation and debating of the proposal(s), the Congress shall make a resolution in terms of paragraphs 4.5.3 and 4.5.4 of these Rules.

13. Secretarial services

The national office is responsible for rendering secretarial services to the Congress, the Executive Committee, the National Branch Chairpersons’ Forum and the Heritage Council.

14. Amendment of these Rules

- 14.1 These Internal Rules can be amended by the Executive Committee after due consultation with the National Branch Chairpersons’ Forum.
- 14.2 Amendments will apply immediately after consultation with the National Branch Chairpersons’ Forum and shall be submitted to the next Congress for confirmation.