

# British South Africa Police Regimental Association



## CONSTITUTION

and

## RULES OF ADMINISTRATION

### BRITISH SOUTH AFRICA POLICE REGIMENTAL ASSOCIATION

#### Preamble

The revised Constitution of the British South Africa Police Regimental Association provides for the strengthening of Branch Association autonomy, while creating a greater concept of alliance between the Branches. The alliance is determined by the introduction of a Constitutional College on which each Branch shall have representation. The objective of the document is to ensure common and consistent purpose of the Regimental Association wherever a Branch may exist. Branches shall be required to subscribe to the revised Constitution, through resolution of its members, but with each having the power to frame local byelaws for its own governance.

As at 17 May 2021,

(As amended).

# British South Africa Police Regimental Association

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# British South Africa Police Regimental Association

## **Constitution**

### **Name**

- 1 The name of the Association shall be the "British South Africa Police Regimental Association" referred to hereinafter as "the Association",  
provided that certain Branches established inside Zimbabwe may use the name "The Regimental Association", and any Branch may add the name of their Branch area after the name of the Association.

### **Objects of Association**

- 2 The objects of the Association shall be:
  - (a) The provision of benevolence to its Members, their spouses or partners, and families, where such benevolence is within the means of the Branch to which the Member subscribes and being provided in the sole discretion of the Branch;
  - (b) To maintain the esprit de corps of the British South Africa Police and facilitate social contact and communication between Members through any convenient means; and
  - (c) The preservation of the history of the British South Africa Police and its predecessor forces, so far as this is practical and there are funds to do so, and the remembrance of those who served.

### **Organisation**

- 3 The organisation shall comprise an alliance of autonomous Branches, each being an Association in its own right, sharing a common Constitution with common Objects.
- 4 The Association shall be:
  - (a) an entity having perpetual succession and owning all its property in its own name; and
  - (b) a voluntary body not for gain.
- 5 Each Association shall belong to a global alliance of Branches coordinated by a Constitutional College, hereinafter referred to as the College.

(Amended Special Resolution – London – 29 September 2017)
- 6 The College shall:
  - (a) uphold the name and brand of the British South Africa Police Regimental Association and protect its trademarks and copyright where applicable;
  - (b) be the custodian of the Constitution of the Association;
  - (c) authorize the establishment of new Branches which shall adopt this Constitution in its entirety with such variations as shall be required by local law to be approved by the College;
  - (d) be tasked with promoting and fostering the sustainable continuation of the Association worldwide and encouraging liaison and co-operation between the Branches;
  - (e) have the authority to award Association honours; and

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- (f) act in an advisory or referral capacity to all Branches where necessary and to adjudicate and rule on any disputes that may arise between the Branches and, where called upon by a Branch, within that Branch of the Association.
- 7 Branches may be formed in accordance with and subject to this Constitution in any country or number of territories or centre in the world,  
provided that not less than twelve persons entitled to be Members subscribe in writing to the founding documentation and that the Branch has been approved by the College in terms of Clause 6(c).
- 8 Any Branch may elect to have Regional Representation in areas remote to the seat of its Branch.

### **Membership**

#### **Ordinary Membership**

- 9 Membership of the Association shall be restricted to any former attestee of the British South Africa Police, who served in the force before 31st July 1980, including National Servicemen, or any former attestee of the British South Africa Police Reserve, which shall include the Special Constabulary.
- 10 Any spouse or descendant of a person who qualifies, or did qualify, for membership of the Association shall be entitled to apply to join a Branch on proof of their relative's British South Africa Police service and their relationship to the former attestee.
- 11 Any person who was a Member of the British South Africa Police Regimental Association:  
(a) on the 31st July 1980; or  
(b) at any time prior to the date of publication of this Constitution, shall be deemed eligible to continue his membership of the Branch to which he was subscribed.
- 12 Any persons who join the Association shall be Members of the Branch to which they subscribed in accordance with its local byelaws.
- 13 Members may belong to more than one Branch and may transfer between Branches on application and subscription to the new Branch to which they seek to transfer.

#### **Life Membership**

- 14 Branches may, through resolution at an Annual General Meeting, introduce the category of Life Membership, which status shall be exclusive to the Branch.
- 15 The status of Life Membership conferred upon a Member by one Branch of the Association shall have no force or effect with any other Branch.

#### **Associate Membership**

- 16 Branches of the Association, wherever situate, may grant the privilege of Associate Membership to any person they may deem desirable to be an Associate Member, and under such terms and conditions as the relevant Branch may specify,  
provided that:

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- (a) such persons must have had, in the opinion of the relevant Branch Committee, a close and enduring association with the British South Africa Police or the Association; and
  - (b) such persons must be proposed and seconded for such membership by Members of the Association prior to their being accepted as Members.
- 17 Associate Members shall not:
- (a) have the right to vote on any proposition to amend this Constitution, or any byelaws framed hereunder;
  - (b) qualify for the grant of benevolence except at the discretion of the executive Committee of the Branch to which the Associate Member is subscribed.
- 18 Associate Membership of a Branch shall not convey any right of membership to any other Branch of the Association.
- 19 Associate Membership may be terminated, at any time, at the discretion of the relevant Branch Committee.

### **Rights of Membership**

- 20 Members of the Association shall be bound by its Constitution and the Branch byelaws to which they subscribe.
- 21 Members shall enjoy all the rights of association and may participate in all activities of the Association promoted to achieve the objectives of the Association.
- 22 Any Member of the Association who may have been dismissed for disgraceful conduct from the British South Africa Police, and the successor force, the Zimbabwe Republic Police, shall not be entitled to, nor continue, membership of the Association.
- 23 Branch Committees shall have the power to refuse membership to any person for any cogent reason.
- 24 Branch Committees shall also have the authority to remove any Member from membership if for any cogent reason it may be considered desirable that such Member should cease to be a Member of the Association.

### **Office Bearers**

#### **Constitutional College**

- 25 The Association shall have an elected President, who shall be:
- (a) a fully subscribed member of a Branch,
  - (b) a former attested member of the British South Africa Police; and
  - (c) a Branch Delegate.

The President shall assume the Chair of the College

(Amended Special Resolution – London – 29 September 2017)

- 26 The Branch to which the President is subscribed, shall become the seat of the College.

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- 27 The appointment of the President shall be for a period of three years commencing on the 1<sup>st</sup> day of September and expiring on the 31<sup>st</sup> day of August three years later,  
provided that, where the President service is terminated, short of his three year period in office, by less than 12 months before an anniversary date, then the successor President shall serve the additional period up until the next anniversary date and then complete his three years in office.  
(Amended by Written Resolution – Brisbane – 17 May 2021)
- 28 The Secretary of the College shall call for nominations for the post of President from Branches/Associations either:
- (a) On the first day of July immediately preceding the expiry of the incumbent President's term of office or
  - (b) For good or sufficient reason on any other day
- and those nominations shall be delivered to the Secretary by the Branch/Association delegates.  
(Amended Special Resolution – London – 29 September 2017)
- 29 The Secretary having received the nominations from Branch/Association delegates for the post of President shall as soon as conveniently possible and at least three weeks prior to the expiry of a presidential term of office, convene a meeting to conduct a poll of Branch delegates to elect a new President.  
(Amended Special Resolution – London – 20 December 2019)
- 30 The incumbent President, shall retire on completion of his term in office, but may nominate himself for re-election for a further period of three years.
- 31 In the event of the death or resignation of the President, the Secretary of the College shall stand in his stead as Acting Chairman until a new President is elected and he shall:
- (a) call for nominations from the Branches for the appointment of President within 21 days;
  - (b) conduct a poll of incumbent members of the College; and
  - (c) announce the new President to the Branches.
- (Amended Special Resolution – London – 29 September 2017)
- 32 The Secretary of the College shall be an ex officio appointment, being the incumbent Honorary Secretary or Treasurer of the Branch to which the President of the Association is subscribed and where he is resident,  
provided that where such Honorary Secretary or Treasurer of the Branch is unable to take up the position, any volunteer, being a member of the host Branch, may be acceptable.
- 33 The College shall conduct its business through meetings and correspondence, making use of appropriate technology and may appoint specialist sub-committees.
- 34 The College's Committee shall have as its members:
- (a) the President,
  - (b) the Secretary; and
  - (c) Committee members who shall be referred to as Branch Delegates, being one Delegate per Branch.

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- 35 Branch Delegates shall be nominated and appointed annually by Branch Committees, there being one person appointed per Branch.
- 36 A Branch Delegate shall be an ex officio or elected member of a Branch Committee or Office Bearer and shall take up office immediately following the Branch Annual General Meeting.
- 37 Members of the College Committee are entitled to vote on the affairs of the Association in person or proxy, the Secretary, however, shall not be entitled to a vote except when assuming the role of Acting Chairman in terms of Clause 31.
- (Amended Special Resolution – London – 29 September 2017)
- 38 The President may, in his entire discretion, co-opt any subscribed Member of the Association onto the College as is deemed necessary or appropriate as the case may be, but they shall not have the right to vote.
- 39 In the event of the seat of the College moving, the President or the Secretary of the outgoing College shall transfer any membership and financial records, monies and moveable assets to the newly established College home.

### **Branches**

- 40 Every Branch shall have a Branch Committee that shall normally comprise:
- (a) a Chairman, elected by the Branch Committee, who shall stand in office for a period of one year;
  - (b) an ex officio Honorary Secretary and/or Treasurer appointed by the Branch Committee;
  - (c) not more than six Members of the Branch, including a Vice-Chairman, all of whom shall be elected at the Annual General Meeting of the Branch
- 41 The Branch Committee may, by general resolution, co-opt any subscribed Member of the Association onto the Branch Committee as is deemed necessary or appropriate, but that member shall not have the right to vote.

### **Honorary Officers**

- 42 The College may, by general consensus, appoint any person to the office of Honorary Life Vice President, being resolved in its own right, or on the recommendation of a Branch Committee, and such honorary title shall be in recognition of special or outstanding services to the Association, or for other good and sufficient reasons.
- Provided that, where it is evident that a member of the Regimental Association is unable to take up such appointment as Honorary Life Vice President for whatever reason, or chooses not to, or the recommended branch chooses another appropriate honour; the college may, by general consensus, make an award in recognition of outstanding meritorious service to the Regimental Association, styled the Meritorious Service Award, which shall be of equal status to the Honorary Life Vice President appointment and shall be awarded on the same terms; and that this may be granted to any living member or be awarded posthumously in lieu of appointment to Honorary Life Vice President.
- (Amended Special Resolution – London – 4 April 2019)
- 43 A Branch Committee may grant Honorary Life Membership to any person in recognition of special services rendered to that Branch.
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## **Meetings**

### **Annual General Meetings**

- 44 Every Branch shall hold an Annual General Meeting not later than the last day of May.
- 45 The annual report of the Chairman of the Branch, the financial statements, and any resolutions concerning annual subscriptions fees shall be placed before its Members.

### **Special General Meetings**

- 46 A Special General Meeting of the College or any Branch may be requisitioned to conduct urgent business for the purpose of:
- (a) electing office bearers in the event of a vacancy arising from any incapacity, death, removal or resignation of:
    - (i) the President of the Association, in the case of the College, or
    - (ii) any elected member of a Branch Committee; or
  - (b) amending as appropriate:
    - (i) the Constitution of the Association, or its Rules, or
    - (ii) the local byelaws of any Branch; or
  - (c) closing of a Branch, or
  - (d) the dissolution of the British South Africa Police Regimental Association.
  - (e) the removal of, disciplining of, or vote of no confidence in:
    - (i) the elected President or any official of the Association in the case of the College;  
or
    - (ii) any serving elected office bearer of a Branch Committee in the case of a Branch.

(Amended Written Resolution – Brisbane – 17 May 2021)

- 47 A Special General Meeting may be requisitioned by:
- (a) The President or the Chairmen of any two Branches in the case of the College; or
  - (b) The Chairman or any three fully subscribed members of a Branch, in writing;
- and the Secretary of the College or Honorary Secretary of the Branch shall be obliged to issue notice of such meeting within 21 days of such requisition.
- 48 Any requisition for a Special General Meetings shall comprise a proposed resolution concerning the business to be transacted by the Special General Meeting and a full explanation of the reason for such requisition.

### **Committee Meetings**

- 49 The College shall meet as often as may be considered necessary by the President for any business other than that of a Special General Meeting.
- 50 Branch Committees shall meet as often as may be considered necessary by the Chairman, but not less than once in each period of four months.

### **Funds**

- 51 The Association shall not operate for the private pecuniary profit or gain of Members.
- 52 The income and funds of the Association shall be applied wholly towards the promotion of the objects of the Association and no portion of such income and funds shall be paid or transferred to Members of the Association unless in the form of benevolence, expenses, grants or honoraria paid to a bona fide Treasurer or Auditor, specifically as an object of association in terms of Clause 2(a) of the Constitution of the Association or Sections 32 to 33 of the Rules of Administration.
- 53 Clause 52 shall not prevent any payment or refund of expenses incurred by any Member or payments to a Member who is an employee of the Association or a person rendering services to the Association.

### **Alteration of Constitution**

- 54 This Constitution may be added to, amended or modified by resolutions passed by two thirds of the votes of members at a Special General Meeting of the College,  
provided that thirty days' notice in writing, embodying the proposed addition, amendment or modification shall have been given to all the Branches and all Members of the College.
- 55 Resolutions passed for additions, amendments and modifications of the Constitution by the College at a Special General Meeting shall be proposed for adoption by every Branch Association at its next Annual General Meeting or a Special General Meeting specially convened for that purpose.
- 56 Where a Branch Association fails to adopt any change to the Constitution proposed to its Members at any Annual or Special General Meeting, the Branch shall notify the College.

### **Dissolution of Association**

- 57 Any Branch Association in its own right, may be dissolved:
- (a) in any event, if the Association ceases to have any Branches pursuing the objectives of the Association; or
  - (b) by a resolution duly passed by a three quarter majority at a Special General Meeting of the College, or by any Branch Association dissolving its own Branch; or (c) if the Association is unable to pay its debts.
- 58 Upon a valid resolution being passed that the Association be dissolved, the College or the dissolving Branch of the Association shall:
- (a) proceed to liquidate its assets and pay its debts; and
  - (b) generally, wind up the business of the Association or Branch Association, as the case may be.
- 59 Any assets or surplus funds accumulated by the Association or Branch Association, upon dissolution and after paying any debts of the Association, shall be donated to
- (a) a similar regimental or armed forces association or body; or

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- (b) any such charities as may be nominated;
  - (c) by a resolution passed at the same meeting dissolving the Association.
- 60 There shall be no distribution of assets, funds or any dividend given to Members.



Rules Of Administration  
For The  
British South Africa Police Regimental Association

## **Membership Administration**

### **Application for Membership**

- 1 On receipt of an application for membership, the Branch shall see that the prescribed form is completed, and that the applicant is informed that his application will be placed before the Branch Committee for approval and acceptance.
- 2 Applicants for membership of the Association shall agree to the mutual exchange of their personal information between Branches or the College upon application.
- 3 Branches administering their membership shall ensure that applicants for membership properly qualify and are eligible for membership of the Association in terms of Clauses 9 to 11 or 16 of the Constitution of the Association. Membership shall be granted in the entire discretion of the Branch Committee.

### **Membership Records**

- 4 The Branches are required to maintain a membership record in which shall be recorded the following particulars of each member of the Branch:
  - (a) full name;
  - (b) regimental force number;
  - (c) date and place of birth of the member;
  - (d) home address;
  - (e) telephone number/s;
  - (f) e-mail address;
  - (g) marital status; and
  - (h) name/s of spouse or partner and dependents.
- 5 The College shall maintain a global record of all Members of the Association and Branches shall contribute to its upkeep.
- 6 Should a member move from the area or region in which he is a Member of a Branch to another Branch area, the Honorary Secretary shall be obliged to notify the recipient Branch and the Secretary of the College.

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- 7 Upon request by a Member, the Honorary Secretary may forward such Member's Application for Membership Form to the Honorary Secretary of the Branch to which the member has moved.
- 8 The Member shall be obliged to apply for membership to his new home Branch, which shall be processed in accordance with Sections 1 to 3 of the Rules of Administration.

### **Member Deaths**

- 9 Upon the death of a Member:
  - (a) it is incumbent upon the local Branch Committee or its Almoner to arrange representative attendance at the funeral, and to render such assistance as is practicable and possible to the relatives of the deceased Member;
  - (b) a wreath may be purchased from Branch Funds on behalf of the Association or, with the approval of the Branch Committee, a donation may be made in lieu to a charitable fund if nominated by the deceased or next-of-kin;
  - (c) Branch Committees are required to satisfy themselves in regard to the financial circumstances of the dependents of the deceased member with a view to the application of Clause 2(a) of the Constitution of the Association and Sections 28 to 33 of the Rules of Administration; and
  - (d) Honorary Secretaries are required to notify the Secretary of the College and all Honorary Secretaries of Branches of the death of a Member of the Branch in order that Membership records may be adjusted.
  - (e) Branches may render bereavement assistance to families of non-Member, former attestees of the British South Africa Police in their entire discretion.

### **Widows**

- 9 Widows and widowers of late, fully subscribed Members of Branches may elect to take up gratis membership of the Branch to which their late spouse was subscribed, and shall be admitted as Associate Members,  
provided that, where widows or widowers' are full Members in their own right, then they shall retain their current membership and subscription status.

### **Cessation of Membership**

- 11 Cessation of Membership shall be effected upon the authority of the Branch Committee and the College should be notified of such cessation.

### **Subscription Fees**

- 12 Branch Committees, in their entire discretion, shall be responsible for the structure, setting and levying of any membership subscription fees and may approve the waiving of such levy, annual subscription or any arrears, having regard to any special circumstances.
- 13 Subscriptions Fees shall be reviewed and approved annually at the Annual General Meeting of any Branch.
- 14 Upon payment of a subscription fee, any person who qualifies for membership and who has been approved by the Branch Committee, in terms of Clauses 10 to 11 or 16 of the Constitution of the Association, as read with Sections 1 to 3 of the Rules of Administration, may become a member.

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- 15 Payment of Life Membership subscription fees shall have the effect of cancelling any arrears of subscriptions, which may be due,  
provided that nothing in this section may prevent a Branch Committee from imposing any new or additional levy upon its Members, including Life Members, in terms of Section 12 and 13 of the Rules of Administration.
- 16 Honorary Life Vice Presidents and Honorary Members of the Association appointed in terms of Clauses 42 and 43 of the Constitution shall be entitled to gratis membership of any Branch to which they may wish to subscribe.
- 17 The Branches may receive donations and conduct all forms of fund raising appropriate in their entire discretion to pursue the objectives of the Association.

### **Branch Administration**

- 18 Branches shall be entirely autonomous in the administration of their Branches and may conduct their affairs without interference of the College or any other Branch,  
provided the Branch operates within the confines of this Constitution and the Rules of Administration, participating in the affairs of the College, and in the spirit of the global movement of the Association.
- 19 A Branch shall have the power to frame byelaws for its own governance and in accordance with local statutes concerning welfare and charity, taxation and registration of any Constitution or Trust.
- 20 Branches of the Association may appoint local committees to deal with and regulate the affairs of the Association as provided for in Clause 40 this Constitution and within their prescribed area of interest.
- 21 Every Branch may, if appropriate, set up Regional Representative Committees or Sub Committees and may appoint Regional Representatives, who shall be Members of the Branch, who may
  - (a) represent the Branch in areas remote from the seat of the Branch; and
  - (b) attend to Branch matters or organize on behalf of the Branch within its area or jurisdiction.
- 22 A Regional Representative shall have the right to attend Branch Committee meetings, but shall have no right to vote at its meetings, unless the member concerned is an elected member of the Branch Committee.

### **Closure of a Branch**

- 23 The closure of a Branch and dissolution of its Association shall be in the entire discretion of its Members, unless:
  - (a) the number of its Members falls below twelve persons; or
  - (b) the Branch is unable to pay its debts.
- 24 In the event of closure, the Branch Committee shall convene a Branch Committee Meeting and resolve to issue notice of a Special General Meeting for the dissolution of the Branch Association.
- 25 A Branch shall cease to operate as a Branch Association upon resolution duly passed by a three quarter majority of its Members at a Special General Meeting of the Branch.

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- 26 A Branch that ceases to operate may elect to become a Regional Representative area of another Branch in terms of Clause 8 of the Constitution and Rule 21.
- 27 Upon closure of a Branch, the College shall be informed in writing and all membership, financial records and assets shall be forwarded to
- (a) the nearest or most appropriate, operational Branch; or
  - (b) the College; or
  - (c) where circumstances do not allow such transmission to another Branch or the College, to a regimental service association or charity having had close ties to the British South Africa Police.

### **Administration of Benevolence**

- 28 It is the responsibility of Branch Committees, in their sole discretion, to fulfil the terms of Clause 2(a) of the Constitution in regard to any Member of the Branch, should the circumstances of the Member so necessitate.
- 29 A member of the Branch Committee shall be nominated to handle matters of Benevolence and perform the duty of Almoner.
- 30 Assistance may be granted to any:
- (a) non-member, former attestees of the British South Africa Police, entitled to be Members of the Association as defined in Clauses 10 to 12;
  - (b) former subscribing Members of the Association; and
  - (c) their spouses, partners and families, in need of financial or other assistance, provided that such assistance shall be granted in the entire discretion of the Branch to which the application for assistance is made.
- 31 Whilst applications shall be considered on their merits, should a member not have submitted an application for benevolence, but he is known to be in need of assistance, Branch Committees shall consider the circumstances of the member with a view to the grant of assistance in similar manner to when an application has been submitted,
- 32 Benevolence may be administered in whatever manner may be appropriate to the circumstances.
- 33 Branches may expend whatever amount is considered necessary within the limits of available Branch funds in terms of Clauses 2 of the Constitution – The Objects of the Association.
- 34 Any Branch may, in its entire discretion, refer any request for benevolence to the College, which shall consider the application and, if worthy, refer the matter to all the Branches for their assistance in fulfilling the needs of the applicant, which benevolence shall be voluntary and shall not be obligatory.

### **Meeting Rules**

#### **Notice**

- 35 Notice of any Annual General Meeting or Special General Meeting shall be not less than 21 days before a meeting.

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- 36 The Honorary Secretary of the Branch or College shall be obliged to issue notice of any meeting requisitioned in terms of Clause 46 within 7 days of the date of such requisition.

### **Proxies and Quorums**

- 37 Members of the Branch or College entitled to attend and vote at a meeting shall be permitted to appoint proxies to attend and speak in their stead or vote on a poll at any meeting of the College.
- 38 A proxy appointed by any Member of a Branch or the College shall be a Member of the Association.
- 39 Notification of proxy appointment at a Special General Meeting shall be lodged with the Secretary of the Branch or College, in writing, e-mail being accepted, not less than 48 hours before the meeting commences.
- 40 Three Members or their proxies present in person at a meeting shall constitute a quorum.

### **Conduct of Meetings**

- 41 Meetings shall be conducted in such manner as the Chairman of the meetings shall direct.
- 42 Meetings of the College and the Branches may be conducted as group discussions in any information technology forum, including e-mail groups, social media groups or any such other platform which allows a near real-time interaction among its members.
- 43 Any other business permitted by the Chairman of any meeting may be discussed at that meeting.
- 44 In the event that there are matters on the agenda of a general meeting that require broader consensus of all the Members, the Chairman may adjourn the meeting and conduct a postal ballot or a poll of the Members, the rules and procedures for which shall be determined by the Branch Committee.

### **Special General Meeting Provisions**

- 45 The business of a Special General Meeting may be conducted by means of a written resolution that shall be circulated to all Branch or College Members who shall notify the Secretary of the Branch or College, as the case may be, of their acceptance or rejection of the written resolution within 7 days of receipt.
- 46 A written resolution may be circulated by e-mail and other electronic means.
- 47 A written resolution circulated in lieu of a Special General Meeting may be passed by three quarters of the Branch or College Members entitled to speak and vote at a Special General Meeting.

### **Voting**

- 48 Voting at any meeting will be by a show of hands,  
provided that, the Chairman of the meeting may call for a poll as he deems appropriate in the circumstances.
- 49 Resolutions at any meeting shall be proposed and seconded by any Member at the meeting entitled to speak and vote.
- 50 Where there is contention on a matter proposed and seconded, the Chairman may put the matter to the vote and the proposal shall be passed by a simple majority, except in the case of a Special General Meetings which shall require a two thirds majority.

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- 51 Any resolution approved by any postal ballot or poll of Members in terms of Rule 44 shall have the same force and effect as any resolution passed at a general meeting.
- 52 The chairman of the meeting shall have a casting vote in the event of drawn vote requiring a simple majority.
- 53 Any subscribed Member of a Branch Association may attend a Special General Meeting of the College, but shall not be entitled to speak or vote.

### **Minutes**

- 54 The Honorary Secretary shall record the proposals and resolutions made and record minutes of the meeting.
- 55 Minutes of meetings shall be distributed to Members of the Committee or Meeting for which they were drawn at the next and subsequent meeting of that Committee or Meeting along with the notice and agenda of the next meeting.

### **Branch Finance and Accounts**

- 56 Branch Funds of the Association shall consist of all those assets held immediately before the adoption of this Constitution and donations, Life Membership subscriptions, annual subscriptions, profits resulting from all social functions organized under the auspices of the Association, and revenue from any other source.
- 57 The President and Branch Chairmen shall ensure that the Association and its autonomous Branches, respectively, keep true records of account of all monies received and expended by the Association.
- 58 The accounts of the College and Branches shall be prepared by a competent person and approved at the Annual General Meeting.
- 59 The financial year of the Association shall be the calendar year running from 1st January to the 31st December each year.
- 60 The Secretary of the College, Honorary Secretaries or Treasurers of Branches shall ensure that proper financial statement reflecting income and expenditure and the manner in which funds are accumulated shall be laid before the Annual General Meeting each year.
- 61 Application for grants, relief or assistance shall be considered by the Committee of the Branch to which the application is made. Branches may consider such applications and grant assistance within their financial capabilities.
- 62 Any Branch that is in regular receipt of funds shall maintain a bank, savings or deposit account,  
provided that Branches may, in their entire discretion, invest funds in any reputable investment institution, other than a bank, for the retention of all or part of their funds.
- 63 Any investment of such funds shall be:
  - (a) authorised at a full meeting of the relevant Branch Committee and properly recorded in the minutes of the meeting, or
  - (b) where there is a Trust in place shall be approved by the Trustees.
- 64 All monies received shall be receipted by the officer responsible for treasury, in a consecutively numbered duplicate receipt book, and shall be deposited in the account opened in terms of Section 61 without delay.

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- 65 All Branches that operate any deposit account shall maintain a cash book in which shall be recorded all receipts and disbursements on behalf of the Association.

### **Archiving**

- 66 Branch Committees shall be obliged to maintain and store all records of the Association for a minimum period of seven years or such longer period as may be required by any statute in the country in which they are situated.

### **Trusts**

- 67 Where any Branch accumulates sufficient funds, they may form a Trust in the name of their Branch and may appoint a Board of Trustees comprising at least three Members or any such persons deemed appropriate.
- 68 The Trust shall be fully compliant with any local statutes concerning welfare and charities, taxation and the registration of Trusts.
- 69 The duties of the Board of Trustees shall be to ensure that:
- (a) the funds of the Trust be properly invested in the most secure and advantageous manner;
  - (b) all revenue received and expenditure incurred is in terms of the Trust and commensurate with the resources of that Trust and conforms to the purpose of Branch in terms of its Constitution, Rules of Administration and any local byelaws; and
  - (c) the accounts of the Trust are kept in a proper manner and are audited by a competent person annually.

### **Social Activities**

- 70 The Association is required, in terms of Clause 2(b) of the Constitution, to provide a means of social contact between members.
- 71 The Branches shall encourage, where possible, the use of all available means to achieve such objective, including meetings, recreation and leisure facilities, newsletters and social media, where appropriated to all its Members and, where appropriate to non-Members who are former attestees of the BSA Police invited to do so
- 72 Branch Committees and Regional Representatives shall be entirely responsible for the organisation of suitable functions for this purpose, e.g. dinners, meetings, and cyber-based interactions.
- 73 The primary object of such functions is to provide a means of social contact and thus such functions need not be organised on a profit-making basis.