



32 BATTALION VETERANS' ASSOCIATION
32 BATALHÃO ASSOCIAÇÃO DE VETERANOS
CONSTITUTION / CONSTITUIÇÃO

Website: www.32va.co.za





1. Founding of Association and Name





An Association known as the 32 Battalion Veterans' Association (the Association) was founded on 15 September 2001 comprising of members as defined in paragraph 3, below.

2. Aims of the 32 Battalion Veterans' Association





2.1. Membership

-  To establish local and international, regional infrastructure and leadership to manage, administer and recruit former 32 Battalion members
-  Through the Gert Nel Hall (Museum) thereby creating a channel that will contribute to the preservation of the history, culture, and experiences of 32 Battalion for the world to share.

2.2. Camaraderie

-  To promote camaraderie between former members of 32 Battalion ("32Battalion")
-  To maintain an effective communication channels between 32 Battalion Veterans' Association members
-  To arrange formal and informal member activities at regular intervals to maintain the "esprit de corps"
-  To promote relationships with other national and international specialist military veterans organisations

2.3. Tradition and Memorabilia

-  To act as curator of the history and traditions of 32 Battalion.
-  To sustain and encourage the continuation of the traditions of 32Battalion by means of the commemoration of special historical events and to honour the memory of late 32Battalion members.
-  To promote the public image of 32Battalion Veterans' Association.
-  To act as the only custodian of the 32 Battalion and 32 Battalion Veterans' Association brand, logo, images and/or trademarks.

2.4. Finances and Resources

-  To raise and administrate all finances and resources in support of the aims of the Association.

3. Membership 32 Battalion Veterans' Association

- 3.1. A person will become eligible for full membership of the Association if he or she was an "on-strength" member of the 32 Battalion for a minimum continuous service period of at least three (3) months.
- 3.2. Honorary/Special Membership may only be granted by means of a two-third majority vote of members attending the Annual General Meeting.

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3.3. The 32 Battalion Veterans' Association Committee ("hereinafter referred to as the Committee") will consider applications for other membership (e.g. Affiliated and Honorary members). The final decision remains with the Committee.

3.4. The secretary (or delegated) of the Committee shall prepare and maintain a membership list of all members.

3.5. Annual membership fees of R 360-00 are payable by members. The Association will also be dependent on donations made on a strictly voluntary basis.

3.6. Suspension of membership.

3.6.1. The Committee may in its discretion permanently or temporarily suspend any member guilty of gross misbehaviour. In this regard, it is important to note that the Association subscribes to:



Non-Racialism;



Non-Politicisation;



Christian values;



The laws of South Africa.

4. 32 Battalion Veterans' Association Committee

4.1. Control and management of the Association is the responsibility of the Committee as determined by the Fundraising Act No 107 of 1978 and in accordance with the guidelines of the Annual General Meeting.

4.2. A committee will be elected at the Annual General Meeting held annually and subject to this constitution, will hold office for periods associated with the positions below. The committee will have full power to manage all the affairs of the Association.

4.3. The Committee will consist of a:



Honorary President



Chairman – 24 months



Secretary – 24 months



Treasurer – 24 months



IT and Branding (including Media Liaison) – 24 months



Five additional members – 24 months

4.4. Operation of the Committee

A quorum will consist of the chairman and three committee members. In a case where a quorum is not present the chairman will notify all the members of a new date and place for a meeting.

The committee members present at the subsequent meeting will then represent a quorum.

The Honorary President will have the right to take part and vote in all the meetings of the Committee.

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Where a member of the Committee resigns or passes away, the committee may appoint a new member temporarily, until the Annual General Meeting.

Committee meetings must take place not less than once every three months.




The Committee may appoint persons such as Auditors and Attorneys to assist the Association in their professional capacity.

The Committee can act at their discretion in all instances not covered by this Constitution on condition that these acts should be in compliance with the general aims of this Association and the laws of the country.







The Committee will receive no remuneration for services rendered. Travel and other expenses incurred on behalf of the Association may be refunded to members if approved by the Committee and if funds are available.

5. Responsibilities and Powers of Committee Members









5.1. The Honorary President; the main duties and responsibilities include:

-  To act as a watchdog for the Association to ensure that the aims of the Association are adhered to.
-  To promote the public image of 32 Battalion and the Veterans' Association
-  To assist with special projects, as required

5.2. Committee Chairman; the main duties and responsibilities include:








-  Responsible for the day-to-day running of the Association.
-  Authorising urgent payments for later approval by the Committee.
-  Where necessary and in specific circumstances, co-opt any other member of the Association to serve temporarily in the Committee.
-  Preparing and delivering the Chairman's Report at the Annual General Meeting regarding the Association's activities.
-  Promoting the public image of 32 Battalion and the Veterans' Association
-  Ensuring proper governance and control of all Association affairs.

5.3. Secretary; his/her duties include:





-  Internal Communications and Special Projects
-  Convening meetings of the Committee.
-  Compiling, keeping and distributing agendas, minutes, newsletters and other publications regarding the activities of the Association.
-  Assisting the chairman in all matters concerning the Association.
-  Safekeeping of all documents and papers of the Association.
-  Keeping and updating a master of the list of all members, their membership numbers and addresses.
-  Conducting all correspondence of the Association.
-  Communication strategy, structures & media.

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5.4. Treasurer; his/her duties include:

-  Managing all aspects of the Association's finances in compliance with the Laws of South Africa and general accounting principles.
-  Preparing financial reports for meetings on request.
-  Opening and controlling the bank accounts of the Association.
-  Being responsible to ensure that the financial situation of the Association remains stable and sound.
-  Maintaining financial records of the Association and ensuring that the books are audited every financial year end.
-  Authorizing urgent payments for later approval by the Committee.
-  Budget.





5.5. IT and Branding; his/her duties include:

-  Creating and maintaining a website for the Association;
-  Maintaining communications channels and social media for members in line with strategy
-  Branding – maintenance and protection of the Association's brands and copyrights. Assisting the CUCA and extended Cuca to ensure proper branded products.
-  Representing the VA to the media











5.6. Additional Committee Portfolios

The additional members will be required to fulfil one/a combination of the following portfolios:

5.7. Compliance; his/her duties include:

-  To act as a watchdog for the Association to ensure that the aims of the Association are adhered to.
-  Museum & Tree of Honour.
-  Constitution.
-  Any internal or external dispute resolution.

5.8. Social Support services; his/her duties include:

-  Establish & execute standard work procedures pertaining parades, funerals, laying of wreaths, services, etc. with regard to the following:
 -  Physical application
 -  dress code & regalia as applicable
 -  Roles and responsibilities
 -  Incorporating 32 Battalion traditions aligned with CMVO, where possible
 -  To promote the public image of 32 Veterans Association.
 -  Managing the extended Cuca
 -  Serving the external market and generate funds
 -  Managing the supply chain (costs, quality, prices & VA mark-up)
 -  Protecting the interests of the VA

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Facilitate ideas with VA committee

5.9. Veteran Projects; his duties include:



To provide assistance, within the means provided by members, where needs may arise with selected projects e.g. Pomfret



Coordinate veteran registration of selected groupings of members

5.10. Cuca shop; his duties include:



Serving the VA membership



Needs analysis with regard to items and stock



Memorabilia, Regalia & 32 Battalion VA shop

5.11. Recruitment; his duties include:



Keeping and updating a master of the list of all members, their membership numbers and addresses.



Recruiting former 32 Battalion Members via social media and word of mouth.



Vetting of applicants who wish to join the Association.

5.12. Regional VA Coordinators

Regional VA Coordinators will be appointed to lead and coordinate events in the various regions, as determined, based on viability and numbers.

The Roles of the Regional VA Coordinators are as follows:



Act as local focal point, initiator and coordinator of activities in his region, as well as a communication channel with the committee.



Creating & maintaining a communications channel for members in line with strategy

6. Financial Management and Controls

6.1. The Committee will collectively be accountable for the financial affairs and transactions regarding the Association. The accountability will be for the period that members serve on the committee.

6.2. For the sake of good governance, the following three members, or someone delegated by one of the following to stand in on his behalf, must approve all financial transactions and/or payments.



Chairman;



Treasurer;



Secretary

7. Annual General Meetings


7.1. The Annual General Meeting (AGM) is the governing body of the Association and will take place annually.


7.2. Notice shall be given to all members at least 60 days before the date of the Congress. A quorum will consist of the members attending the AGM.


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7.3. No Proxy Votes are allowed, only members present at the Annual General Meeting (quorum) may vote on condition that the member's name appears on the Member's List held by the Secretary.

7.4. Besides the minutes and any other official matters, the following must also be dealt with at the Annual General Meeting:

 A report by the Committee regarding the work done, also an account of all the activities of the Association preceding the meeting. This includes all the audit reports.

 Any other matter a member wishes the Congress to attend to. Any point for discussion must reach the secretary at least 40 days before the date set for the Congress.

 The election of office-bearers for the next term.

 Any amendment, addition to or deletion from the Constitution can be done during the Annual General Meeting on condition that proper notice is given and that two thirds of the delegation vote in favour of such amendment, addition or deletion.

8. Emblem/Logo of 32 Battalion Veterans' Association

The existing Emblem registered by the 32 Battalion Bond will serve as the official emblem/logo for the Association.


9. Dissolution of the 32 Battalion Veterans' Association


Should the Annual General Meeting decide that the Association must dissolve, such action must be in terms of the Fundraising Act No 107 of 1978, and the Committee may by their own discretion expend existing funds by making donations according to the rules and aims of the Association.

10. Legal Status of the 32 Battalion Veterans' Association

10.1. The 32 Battalion Veterans' Association shall register as a Non-Profit Organisation according to legal requirements (NPO).

10.2. The Association endeavours to register with: -

 The Department of Defence and Military Veterans Affairs in terms of legislation recognising the association as a Military Veterans Association.

 The Department of Social Development.

 The South African Revenue Services (SARS).

10.3. The Association is constituted as a voluntary association.

10.4. The Association shall comply with and conform to the rules, principles and requirements of a voluntary association of persons as prescribed by the Constitution of the RSA.

10.5. Legal action taken against or by the Association will be in the name of "The 32 Battalion Veterans' Association".

10.6. Notices. All notices shall be sent by electronic mail (e-mail) to the member or person for whom they are intended at his last known address.

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- 10.7. The Association will be an independent Military Veterans entity however not limited thereto. It will support Military Veterans' endeavours without compromising the independence of the Association to function in the best interest of its members.

11. Non-Profit Organisation

- 11.1. The Association is not formed and does not exist for the purpose of making a profit for either the Association or individual members.
- 11.2. The Association will continue to exist as an organisation to the benefit of its members.
- 11.3. Any income of the Association shall be applied solely for investment and for the promotion of the objectives for which The Association has been established.
- 11.4. No part of the income or assets of The Association shall be distributed, directly or indirectly, by way of dividend, donation or otherwise, to an office bearer or member of The Association, except in the case where it is reasonable compensation for services rendered. The payment must be a commensurate with the work that has been done, and may not be determined as a percentage of any amounts received or accrued by the Association.
- 11.5. The Association will not accept any donation that is revocable at the instance of the donor for reasons other than material failure to conform to the original agreement or conditions, or any donation where the donor imposes conditions that will directly or indirectly benefit him/her or any person connected to him/her.
- 11.6. The Association will not use its resources directly or indirectly to support, advance or oppose any political party.
- 11.7. The Association undertakes to submit to the Commissioner of the South African Revenue Service a copy of any amendment to the Constitution or any other written instrument by which it has been operating and/or governed.

12. Categories of Membership and Affiliation

Individuals aspiring to be part of the Association shall apply for membership on the prescribed format. Along with the application, Bona Fide proof of qualification criteria is to be submitted. Membership is based on former service in 32 Battalion. Membership/Affiliation of the Association shall be the following five categories:



Full Membership.



Affiliate Membership.



Honorary Membership



Family Membership





Friends of 32 Battalion Veterans. Note: Although not a membership category, the Association acknowledges the need to accommodate friends.










- 12.1. Full Membership.

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A person will become eligible for membership of the Association if he or she was a (on strength) member of the unit for a minimum continuous service period of at least three (3) months, except for those who have been discharged from their respective Services or Corps for misconduct. The following process of becoming a member, applies:

-  Apply on prescribed application form and file compelling portfolio of evidence.
-  Pay Subscription fee for Blazer Badge, official tie.

12.1.1. Rights of Full Members:

-  Right to attend any official meeting and/or function of the Association.
-  Right to have their voice heard at any official meeting and vote regarding the matter.
-  Participation is actively encouraged in all the Association activities open to its members.
-  Right to lodge motions, recommendations, nominate candidates and vote regarding the matter.
-  Right to nominate candidates and vote for Committee.
-  Right to nominate and vote for any candidate to fill an Associate position or function.
-  Right to be elected and serve on the Committee.
-  Access to official communication platforms.
-  May be nominated as a Life Member or Honorary Member.

12.2. Affiliate Membership





In addition AFFILIATE membership may be bestowed upon a person in recognition of outstanding service to the Association; the Association's community or for other actions or achievements deemed appropriate.

AFFILIATE membership does not supersede any prior membership category or the voting entitlement of such category.

Nomination for AFFILIATE membership may be submitted to the Committee.


Decision to approve or decline an AFFILIATE membership nomination shall be made only by the Committee serving at the time of the nomination.

12.2.1. Rights of AFFILIATE Members:




-  Right to attend any function of the association.
-  Participation is actively encouraged to participate in all the Association's activities open to its members.
-  Right to lodge input, make recommendations, and nominate candidates.
-  Access to any official communication platform.

12.3. Honorary Membership.





The Association may invite eminent or distinguished persons to become Honorary members of the Association for a period determinable at the discretion of the Committee. Honorary membership is open to persons not eligible for Full membership, having the interests of the Association at heart and has delivered exceptional contributions towards the Association. The following process of becoming an Honorary member, applies:

-  Nominated by any Member of the Association submitting the nomination in the prescribed manner.

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-  Acceptance will be processed by the Committee, but needs to be approved at an AGM by a two-thirds majority
-  On acceptance, the Committee will award a blazer badge and certificate at the cost of the Association to the nominated, accepted member
-  In exceptional cases, honorary membership may be withdrawn by 32 Battalion Veterans' Association, based on a two-thirds majority decision at the AGM.




12.3.1. Rights of an Honorary member:

-  Right to attend any official meeting and/or any function of the Association.
-  Right to have their voice heard at any official meeting.
-  Participation is actively encouraged to participate in all the Association activities open to its members.
-  Access to all communication platforms.





12.4. Family Membership

“Family membership” is reserved for spouses and children of Full Members or deceased Full Members to become part of the ASSOCIATION after application is made and shall be dealt with by the COMMITTEE.

12.4.1. Process of becoming a member:

-  Apply on prescribed application form and file compelling evidence of criteria.
-  Evaluation by the Committee
-  Award of membership

12.4.2. Rights of Family Members:



-  Right to attend any official function of the ASSOCIATION.
-  Participation in all the ASSOCIATION's activities available to its members is actively encouraged.
-  Access to official social media communication platforms.
-  May be nominated as an Affiliate Member or Honorary Member.

12.5. Friends of the 32 Battalion Veterans

Any person, who does not fall into any of the categories of membership as listed, may be invited to become a Friend of the 32 Battalion Veterans. A Friend will have no voting rights or any benefits other than taking part in the event or function.

Procedure. A member may nominate the person identified as a potential friend and submits a motivation to the Committee for approval.

12.5.1. Rights of a Friend

-  Friends will not be entitled to wear any official of the Association's insignia or badges or the 32 Battalion beret, but will receive a certificate of acknowledgement.
-  Friends can be nominated as Honorary members and qualify for the benefits of becoming an Honorary member.

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12.6. Proof of Membership: Every member shall receive such proof of membership as shall from time to time be deemed necessary and/or desirable by the Committee.

12.7. Privileges of Membership: Membership of the Association shall entitle a member to all the privileges of the Association.

12.8. Liability of Members:

No liability shall attach to any member of the Association other than in respect of his or her payment of any money he or she may be owing to the Association.

It remains the right of the Committee to delete/remove the member from the Association's official communication platforms should the member not abide by and comply with the rules of the Association or act in bad faith that may damage the image or reputation of the Association.

13. 32 Battalion Tree of Honour

The 32 Battalion Veterans' Association, as the only custodian of the 32 Battalion Tree of Honour, honours its former 32 Battalion members who have paid the highest price by losing their lives, by displaying their names on the 32 Battalion Tree of Honour.

The names that are displayed on the 32 Battalion Tree of Honour were recorded and an official register of names are held by the Committee which serves as official record of names displayed on the 32 Battalion Tree of Honour.

The general criteria for a name to be displayed on the 32 Battalion Tree of Honour are as follows:



The deceased person must have been a member of 32 Battalion and was killed while participating in a military operation. This includes, but is not limited to the members from other units formally seconded to 32 Battalion.



Any member of the Association may nominate a name to be displayed on the 32 Battalion Tree of Honour by providing such information that the Committee may deem to be sufficient. Thereafter the Committee shall present a proposal to the Annual General Committee meeting for approval.



Only after such approval by the Annual General Meeting was granted, shall the name be displayed on the 32 Battalion Tree of Honour.

14. Dress Regulations (Dress; Decorations and Medals - How, Where and What to Wear?)

Preamble: When 32 Battalion Veterans' Association members congregate in public, whether for a casual chat or parade it is essential that we reflect a professional soldier-like bearing associated with our former unit - 32 Battalion. Remember it is more than likely that you could appear in photographs and/or social media pages! Therefore, it is extremely important to always dress the part, which is most appropriate for the occasion, be it a Parade or "skouerskuur". A 'uniform look' always creates an impression of 'esprit de corps'.

Organizers or Focal Points for an event where 32 Battalion Veterans' Association members will be present; must ensure that the correct dress is communicated to those members in attendance.

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The regulations have been adopted from CMVO guidelines and adapted to suite our unique “Esprit de Corps”. Those members of 32 Battalion Veterans’ Association who are not in possession of the approved Association Dress are encouraged to make their best efforts to procure this as soon as possible.

General: When on parade, addressing an event or when official photos or group photos are taken:

PLEASE ENSURE THAT THE BLAZER BUTTONS ARE DONE UP!

When wearing a tie, please ensure that it is properly tied and hoisted, and not ‘relaxed’ half way down your chest. Your personal discipline should ensure that you continue to observe these rules. The 32 Battalion Veterans’ Association Executive have the sole authority to amend and modify these Dress Regulations. It is accepted that by joining 32 Battalion Veterans’ Association, members will abide by **our** Dress Regulations.

Important Notes:

1. When not in military uniform, the correct gesture of respect for ‘The Fallen’ is, after bowing the head, one’s medals are covered with the right hand (or head dress). This is called the Veterans’ Salute. This is also entirely appropriate for non-veterans (family members) who are wearing medals.
2. When wearing official 32 Battalion Veterans’ Association Dress, including our 32 Battalion Beret, we will perform the normal hand salute.
3. For the purpose of these Dress Regulations ‘right’ and ‘left’ are your left and right.
4. 32 Battalion Beret: **Only as per the 32 Battalion Veterans’ Association Dress Regulations, never, never with other clothing!**
5. Only Airborne qualifications and aircrew proficiency wings are worn centred above the medals.
6. The only tie that may be worn with the 32Bn Jacket/blazer is a 32Bn tie.
7. Any other Service Branch, Corps, Unit or Regimental ‘Parent unit’ tie. Must be worn with the appropriate jacket; not 32 Bn Jacket/blazer.
8. **Nameplate:**
 - a. Only the Official 32BnVA nameplate may be worn. It is placed on the right lapel of the Jacket/blazer with the bottom of the nameplate aligned with the top of the Jacket/blazer pocket. If a tiepin is worn is should be positioned in line with the top of the Jacket/blazer/shirt pocket.
 - b. **MOTH Name plate not to be worn with 32Bn Dress.**
9. Black Jerseys may be worn under the 32 Bn Jacket/blazer.
10. Clean-shaven or beards neatly trimmed.

Battalion Veterans’ Association Dress Regulations:

<ul style="list-style-type: none"> • All ceremonial parades • All wreath-laying ceremonies • Memorial and Remembrance Day celebrations • Unveiling of War Memorials • Official openings of Military buildings/establishments • Inaugurations 				<ul style="list-style-type: none"> • Dedication and thanksgiving services • Church Service • Official Garden Party • Official Reception during the day • Official ‘Gala’ or ‘Black tie’ events during the evening (After 18H00) – NO BERET 			
Dress	Footwear	Trousers	Shirt	Jacket	Headgear	Meds & Decks	Other/Notes
1A	Black leather shoes. Black or grey socks.	Long grey trousers. Black or grey leather belt.	White-collar shirt; short or long sleeves. 32Bn tie.	Black Blazer. 32Bn embroidered badge on left pocket.	32Bn. Beret with ‘Buffelkop’ and Corps ‘Balkie’.	Full size mounted medals in the correct order of precedence.	Appropriate Tiepin if required. Medals: Court mounted or Swing mounted 32Bn VA Lapel pin or 40-year Lapel Pin on left lapel Miniature Poppy on left lapel Name plate on right breast Maximum 2 Proficiency badges on right breast (Excludes Parachute wings) Parachute wings on left of jacket above medals Next-of-kin’s medals on right of jacket – one set only.
					<i>No Beret (After 18H00)</i>	<i>Miniature mounted medals in the correct order of precedence (After 18H00)</i>	<i>Maximum 2 miniature Proficiency badges (After 18H00)</i>

Unauthorised Medals



Private Organisations Medals. Medals awarded by private organisations may not be worn on a military uniform or with official honours. However, the medals of some Life-Saving Societies have been given limited official recognition,

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enabling recipients to wear them when official honours were worn, usually on the right breast - after permission has been granted through official channels. Two examples are the Medal of the Royal Humane Society and the Medal for Life Saving at Sea of the German Society for Saving the Shipwrecked. Medals awarded by recognised private associations, such as the Scouts or military veterans' associations, are not to be worn in uniform. If they are worn in civilian dress or the association uniform they are worn them after official SA honours or on the right breast as prescribed.



False Orders. There are numerous false orders on sale. Many resemble genuine orders whose names have been adopted wrongly or illegally. The only orders recognized are those subordinate to heads of state or governments. They are not to be worn with official honours.



Commercial Medals. Various commercial ventures sell medals called commemorative medals. These have private origins and have no official sanction. Many are advertised and sold. They include medals for former Prisoners of War, for various campaigns and engagements for which no official medals have ever been instituted or for National Service. Periodically rumours are put out that they have been accorded official recognition. It is essential to be aware of these spurious medals. To wear them with official honours lowers the status of earned South African honours. Do not wear them with official honours in any circumstances.

Visual/Pictorial Aid



Typical Medals – 5

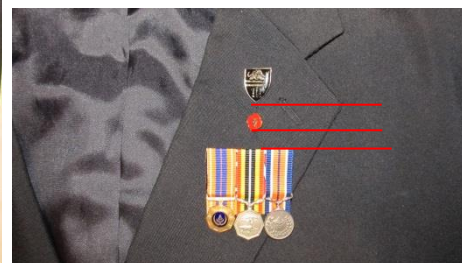
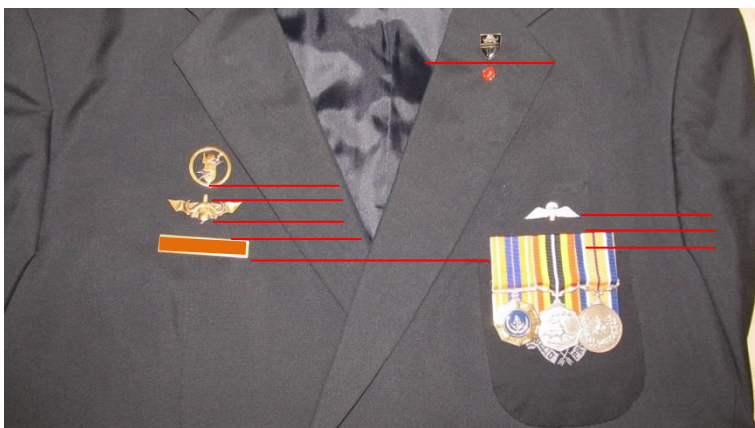


Court Mounting – more than 5



Swing Mounting

We used various person's proficiency badges to demonstrate the placing of the medals/badges etc. The pictures do not imply that the person has achieved those qualifications.



Notes: Spacing is 6mm in all instances.

1. Bottom of name plate is aligned with top of pocket. Proficiency badges (Maximum 2) are spaced 6mm above name plate and not on lapel.
2. If no name plate is worn, the bottom of first proficiency badge is aligned with the top of the pocket.
3. Own medals are worn on left, top of medal mount 6 mm above top of pocket.
4. Wings are worn on left of jacket, if no medals are worn; wings are place centre and 6mm above top of pocket.
5. 32BN VA lapel pin or 40-year Lapel Pin is worn on left of jacket in line with the top of the lapel as illustrated.
6. Metal poppy to be worn 6mm below the 32BN VA lapel pin or 40-year Lapel Pin.
7. When miniatures are worn (After 18H00) then it can be worn on the lapel or above the pocket as normal medals as worn.

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Dress with miniatures after 18H00

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Attachment A

CODE OF HONOUR AND DISPUTE RESOLUTION / CÓDIGO DE HONRA E RESOLUÇÃO DE DISPUTAS

As a Member of the 32 Battalion Veterans' Association, I undertake to adhere to the following Code of Honour:-

1. To behave in a dignified manner at all times when in the dress of the Association, or when otherwise present at functions of, or representing the Association.
2. To show respect and courtesy towards fellow Members, Friends and Guests of the Association, and to representatives or personnel of other organisations, or members of the public, when meeting them under the auspices of the Association.
3. To display loyalty towards the Association, and towards the Members and Friends of the Association, at all times.
4. To respect, abide by and uphold the rules, regulations, conventions and traditions of the Association at all times.
5. To subscribe to our Credo: Honesty, Loyalty and Justice.
 - a. **Honesty:** truthfulness, sincerity and freedom from deceit or fraud
 - b. **Loyalty:** implies a faithfulness that is steadfast in the face of any temptation to renounce, desert, or betray
 - c. **Justice:** fair or just treatment

Como membro da Associação de Veteranos do 32 Batalhão, comprometo-me a aderir ao seguinte Código de Honra:-

1. Comportar de forma digna em todos os momentos, quando no vestido da Associação, ou quando de outra forma presente nas funções ou representando a Associação.
2. Mostrar respeito e cortesia com os colegas, amigos e convidados da Associação e com representantes ou funcionários de outras organizações, ou membros do público, quando os encontrarem sob os auspícios da Associação.
3. Mostrar a lealdade em relação à Associação, e para os Membros e Amigos da Associação, em todos os momentos.
4. Respeitar, respeitar e manter as regras, regulamentos, convenções e tradições da Associação em todos os momentos.
5. Para assinar o Credo: Honestidade, Lealdade e Justiça.
 - a. **Honestidade:** Veracidade, sinceridade e liberdade de engano ou fraude
 - b. **Lealdade:** Implica uma fidelidade firme em face de qualquer tentação de renunciar, desertar ou trair
 - c. **Justiça:** Tratamento justo ou justo

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DEFINITIONS OF 32 BATTALION VETERANS' ASSOCIATION FACT FINDING & DISCIPLINARY COMMITTEE STRUCTURES:

FACT FINDING COMMITTEE:

A Fact Finding Committee is an Ad-Hoc Committee appointed by the 32 Battalion Veterans' Association Executive, with a specific Mandate; this Mandate will be to investigate all circumstances, and collect material pertinent to a contravention of our 32 Battalion Veterans' Association Constitution encompassing the Code of Honour by a 32 Battalion Veterans' Association member/members. The decision to establish a Fact Finding Committee rests with the 32 Battalion Veterans' Association Executive, acting on best advice or requests received via the correct methods i.e. completed forms to the secretary.

Such a Committee will normally be formed because of information received and which warrants action to be taken against a Member/Members of the 32 Battalion Veterans' Association, and would be tasked to render a report containing relevant material to the 32 Battalion Veterans' Association Executive. However, circumstances will arise from time to time, where it is necessary to form a Fact Finding Committee, with the Mandate to INVESTIGATE whether there has in fact BEEN a contravention of the Constitution encompassing the Code of Honour. The rendering of such Report to the 32 Battalion Veterans' Association Executive may then consequently result in Disciplinary Action.

NOTE:

1. The Powers of Suspension are vested in the 32 Battalion Veterans' Association Executive. Suspensions may only be LIFTED by the 32 Battalion Veterans' Association Executive, following due process.

DISCIPLINARY COMMITTEE:

A Disciplinary Committee is an Ad Hoc Committee formed to convene a formal Disciplinary HEARING. Such a Committee may comprise of Members of the Executive Committee, or the 32 Battalion Veterans' Association Executive or other suitable 32 Battalion Veterans' Association members; or in exceptional circumstances a professional arbitrator, as required.

The Mandate of such a Committee is to call before it a 32 Battalion Veterans' Association member/members who is/are accused of Contraventions of the 32 Battalion Veterans' Association Constitution encompassing the Code of Honour.

EXPLANATORY NOTE: the 32 Battalion Veterans' Association is a Voluntary Organisation, which operates under a Constitution encompassing the Code of Honour. These provisions are undertaken and complied with on a Voluntary basis by all Members of the Association.

DISCIPLINARY PROCEDURES:

PRINCIPLES:

These disciplinary procedures are based on the following principles:

- 1) Discipline is a process to correct behaviour in line with our Constitution encompassing the Code of Honour.
- 2) Disciplinary procedures must be applied in a prompt, fair and consistent manner.
- 3) 32 Battalion Veterans' Association members are ensured that they will:
 - a) Get a Fair and Unbiased DISCIPLINARY hearing.
 - b) Be timeously informed of allegations of Misconduct made against them.
 - c) Receive written explanations for any decision taken.
 - d) Have the right to Appeal against any Allegations and/or any Decisions reached by a Disciplinary Committee based on the following:
 - i) Procedural fairness
 - ii) Substantive (sanction being viewed as too harsh)
 - iii) The appeal hearing will be based only on the elements raised and will not constitute a re-hearing.
- 4) Disciplinary procedures will still be instituted notwithstanding that the nature of Misconduct may constitute a Criminal Offence.

CONTRAVENTIONS:

A 32 Battalion Veterans' Association member will be guilty of a contravention if he, amongst other things:

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- 1) Fails to comply with, or contravenes, the 32 Battalion Veterans' Association Constitution encompassing the Code of Honour.
- 2) Wilfully or negligently mismanages the Finances of the 32 Battalion Veterans' Association.
- 3) Possesses or utilizes without Permission any property of the 32 Battalion Veterans' Association.
- 4) Intentionally or negligently damages and/or causes losses of 32 Battalion Veterans' Association property.
- 5) Prejudices the Administration, Discipline or Conduct of 32 Battalion Veterans' Association.
- 6) Misuses, or abuses, his position in the 32 Battalion Veterans' Association administratively, or for his own personal financial gain.
- 7) Whilst wearing 32 Battalion Veterans' Association attire executes or performs 32 Battalion Veterans' Association official duties whilst under the influence of alcohol or drugs.
- 8) Whilst wearing 32 Battalion Veterans' Association attire, conducts himself in an improper, disgraceful, or disrespectful manner, likely to prejudice the good name of 32 Battalion Veterans' Association.
- 9) Contravenes any prescribed Code of Conduct of the 32 Battalion Veterans' Association applicable to him, including Dress Codes.
- 10) Incites other 32 Battalion Veterans' Association members to Unlawful conduct, or actions in conflict with acceptable 32 Battalion Veterans' Association Standards of Conduct.
- 11) Gives a knowingly false Statement or Evidence in the execution of his 32 Battalion Veterans' Association duties.
- 12) Commits any action in contravention of any Statutory or Common Laws of the Republic of South Africa.

In applying the above, it is necessary to assess the seriousness of the contravention by considering:-

- 1) The actual or possible impact of the contravention on the good name and work of 32 Battalion Veterans' Association.
- 2) The position held in 32 Battalion Veterans' Association, and the designated Duties, if any, of the alleged offender.
- 3) The circumstances under which the contravention allegedly occurred.

Triggering a Disciplinary Hearing:

Where 32 Battalion Veterans' Association is satisfied that the alleged contravention is of a **serious Nature** and justifies the holding of a Disciplinary Hearing, any enquiry into the alleged contravention must be held as soon as reasonably possible.

SUSPENSION:

A 32 Battalion Veterans' Association Member, may be Suspended as part of a Disciplinary Process, initiated by the 32 Battalion Veterans' Association National Chairman. Suspension is the first step in the Disciplinary process, which will require the establishment of a Disciplinary Committee, whose function is to conduct the Hearing as soon as possible. A formal Charge Sheet will accompany the Notice of Suspension delivered to the 32 Battalion Veterans' Association Member allegedly involved in Misconduct.

Note:

1. Suspension for a specified period is also a possible Sanction that may be imposed by a Disciplinary Hearing Committee.

CONDUCTING THE DISCIPLINARY HEARING:

The 32 Battalion Veterans' Association National Chairman may appoint a suitable 32 Battalion Veterans' Association member, a professional arbitrator or Chair the Disciplinary Hearing himself if there is no conflict of interest:

- 1) The 32 Battalion Veterans' Association Member concerned may have a representative/assistant, who is a 32 Battalion Veterans' Association member, and who is not a Legal Practitioner, to accompany him/them at the Hearing. Written evidence to be submitted where applicable and witnesses may be called.
- 2) The Chairperson must ensure that a record of Proceedings of the Hearing is kept. Written and/or Audio.
- 3) The spokesperson alleging the Misconduct will lead evidence of the Misconduct giving rise to the Hearing. The 32 Battalion Veterans' Association Member may question any of the witnesses who are appearing in support of the alleged misconduct.
- 4) The 32 Battalion Veterans' Association Members may lead evidence of their own in their defence/mitigation: the Chairman may question either party for clarification on any appropriate point.

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- 5) The Chairperson may call, on his own account, or by request by either/any party, any person to give evidence in respect of the allegations.
- 6) After due deliberation, should the Disciplinary Committee find the allegations of Misconduct verified, the 32 Battalion Veterans' Association Member concerned must be informed of the Decision. Opportunity must then be given for the member to present motivations in support of mitigation of possible Sanctions.
- 7) Thereafter, the Chairman must inform the 32 Battalion Veterans' Association Member of the Finding of the Committee and the reasons thereof.
- 8) After due deliberation, the Chairperson must pronounce any/the Sanction to be applied within five (5) days of the Decision of the Committee, and the 32 Battalion Veterans' Association Member must be advised in writing against Signature of receipt.
- 9) The findings and outcomes of the Disciplinary Hearing must be communicated to the 32 Battalion Veterans' Association Executive within five (5) days of the decision.

Note:

1. The option of Appeal against the Finding of the Committee may be lodged with the 32 Battalion Veterans' Association President.
2. "Advised in writing against Signature of receipt" – refers to all forms of communication, especially electronic media, via email, Whatsapp, SMS, Messenger, etc.
3. If the 32 Battalion Veterans' Association Member blocks or fails to acknowledge receipt of outcome and/or sanction, 32 Battalion Veterans' Association Executive will communicate the outcome and/or sanctions imposed to all members of 32 Battalion Veterans' Association after 24 hours have passed via channels referred to above.

SANCTIONS:

Any of the following Sanctions may be imposed:

- 1) Suspension for a specified period, not less than 3 months and not exceeding 12 months.
- 2) Prohibition from membership of 32 Battalion Veterans' Association Executive structures and/or Authorities.
- 3) Any combination of the above.
- 4) Expulsion from the 32 Battalion Veterans' Association.

Note:

1. Suspension – When 32 Battalion Veterans' Association Member has been suspended from our Association, then he may not communicate with any other 32 Battalion Veterans' Association members via any medium, nor partake in any way in 32 Battalion Veterans' Association activities during his/her suspension period. Failure to comply with this sanction will lead to automatic expulsion from our Association without any hearing.
2. Resignation by 32 Battalion Veterans' Association Member before, during and after sanction has been applied will ensure that the member will never be allowed to become a member of the 32 Battalion Veterans' Association ever again.
3. Sanction 2 – "Prohibition from membership of 32 Battalion Veterans' Association Executive structures and/or Authorities" may never be expunged from the 32 Battalion Veterans' Association Members record for as long as 32 Battalion Veterans' Association exists.
4. Expulsion from 32 Battalion Veterans' Association – May never become a member of the association again, nor partake in any way in 32 Battalion Veterans' Association activities.

APPEALS:

32 Battalion Veterans' Association President is mandated to hear and consider all properly and timeously lodged Appeals against Suspension and/or Expulsion. All Appeals must be accompanied by Documentary evidence (and supported by available Witnesses where applicable) giving rational reasons for the lodging of an Appeal. The decision of the 32 Battalion Veterans' Association President is Final.

Note:

1. An Appeal against the Finding of the Committee may be lodged with the 32 Battalion Veterans' Association President, this must be in writing, via e-mail within 7 days from when the sanction has been communicated to all members of 32 Battalion Veterans' Association via channels referred to above.
 2. Appeals are not a re-trial, but a plea for leniency on the sanction imposed based on the process above.
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