

CONSTITUTION OF THE PARABAT VETERANS' ORGANISATION (PVO)

VISION

To maintain the proud heritage of the South African paratrooper within the local and international veterans' communities.

1. INTERPRETATION AND DEFINITIONS

- 1.1 When interpreting this constitution and unless contrary to or inconsistent with the context
- 1.2 Words signifying the singular number shall include the plural and vice versa.
- 1.3 Words signifying the masculine shall include the feminine.
- 1.4 The headings of clauses are for reference purposes only and shall not be taken into account in construing the constitution.
- 1.5 "Parabat veteran" means any person who completed south African military parachute jump training, was awarded wings after completion of such training which can be substantiated by the course number at 1 Parachute Battalion, has completed his military training, no longer performs military service, and has not been dishonourably discharged.
- 1.6 "National Council" means a council consisting of eligible members elected to office by the PVO-members.
- 1.7 "General meeting" means meeting of the National Council to discuss and adopt resolutions on operational and PVO-policy matters.
- 1.8 "Special general meeting" means a meeting of the National Council to discuss a matter as the requesting members wish to have discussed.
- 1.9 "Annual general meeting" means a meeting of the National Council, PVO-members and interested parties to adopt resolutions on constitutional and statutory matters.
- 1.10 "National Executive Committee" means a committee consisting of eligible members elected to office by the National Council.
- 1.11 "Meetings" means a meeting of the National Executive Committee to discuss matters within the Executive Committee portfolios, develop proposals on PVO-policy matters and address tasks assigned by the National Council.
- 1.12 "Canopy" means a body or organisation which is affiliated to the PVO and whose member registration fees are paid to the PVO.
- 1.13 "Resolution" means a decision taken at an annual general meeting which defines PVO policy.
- 1.14 National Council decisions are taken at general meetings or through other channels as may be required.
- 1.15 "Standing committee" means a committee appointed by the National Council with the aim of ensuring that strategic objectives of the PVO is continuously being promoted and achieved.
- 1.16 "Ad hoc committee" means a committee appointed by the National Council to address a specific requirement and which is dissolved once the requirement has been addressed.
- 1.17 The use of the word "writing" includes Electronic Communication but as regards any Member entitled to vote, only to the extent that such Member has notified the PVO-secretary of an Electronic Address.

2. NAME

The name of the organisation shall be “Parabat Veterans’ Organisation / Parabat Veterane Organisasie” hereinafter referred to as “PVO”.

3. EMBLEM

The emblems of PVO as indicated on the sketch annexed hereto and marked annexure “A”.

PVO National Council shall decide upon the manufacture, sale, and use of the emblem of PVO from time to time.

4. SCOPE

- 4.1 PVO is a social and apolitical veteran’s organisation and has no affiliation or association with any political party / body / organisation.
- 4.2 To establish standing national committees and ad hoc committees to address the goals of the PVO.
- 4.3 To establish communication channels for members, with common interests as veteran Parabats and to strengthen the spirit between them.
- 4.4 To assist canopies to canvas and sign on members who will qualify for membership as provided for in their constitutions.
- 4.5 To promote the esprit de corps and traditions of Parabats nationally and internationally. To link up with other international paratrooper organisations and establish relationships, inter-communication, visits, to arrange social gatherings and commemorate special days and occasions.
- 4.6 To establish a Parabat Enablement Fund primarily for the assistance of PVO-members and as defined in the Enablement Fund Charter.

5. RELATIONSHIP BETWEEN THE PVO AND THE PVO NPC

For the purposes of achieving the goals of the PVO and conducting its financial affairs according to the relevant South African laws, the PVO is duly registered and incorporated as a Non-Profit Company in terms of the provisions of the Companies Act of South Africa, Act 71 of 2008.

6. MEMBERSHIP

6.1 Membership renewal

- 6.1.1 Maintaining membership of the PVO requires that the member is a member of an affiliated canopy and that the Canopy has transferred the annual PVO membership contribution for that year into the NPC account.
- 6.1.2 Annual PVO membership contributions shall be paid over by each canopy into the PVO account on 1 July, with a further bi-annual transfer of PVO-membership contributions for new members taking up membership within a Canopy after 1 July. Refer charter.
- 6.1.3 The PVO-membership fee contribution shall annually be confirmed at the National Council AGM.

6.2 New individual membership

- 6.2.1 Awarding of new membership of the PVO is managed within a canopy in conjunction with the national Membership Committee.
- 6.2.2 A member may join only one affiliated canopy with the understanding that such membership welcomes attendance of any other canopy or national event.
- 6.2.3 Processing of applications shall follow the procedure as defined by the Membership Committee.

6.3 New canopy affiliation

- 6.3.1 The Membership Committee shall consider the application to affiliate with the PVO. The Membership Committee shall present a recommendation to the National Council for approval.
- 6.3.2 Processing of applications shall follow the procedure as defined by the Membership Committee.

6.4 Individual membership categories

6.4.1 ORDINARY MEMBER

- 6.4.1.1 Must be a qualified jumper, having been trained and awarded his wings under the auspices of 1 Parachute Battalion or another unit accredited to provide jump training and award wings.
- 6.4.1.2 May exercise a vote at canopy meetings and nomination and election of National Council candidates.
- 6.4.1.3 May be nominated and elected to hold office on the National Council
- 6.4.1.4 Canopy membership fee due is as defined within the canopy, which shall include the PVO-membership contribution as defined in article 5.1.
- 6.4.1.5 Life membership awarded prior to the National Council resolution of February 2019 shall be honoured by the PVO.

6.4.2 HONORARY MEMBER

- 6.4.2.1 Canopies may award honorary membership within the canopy, provided that the National Council is notified of such honorary membership conferred.
- 6.4.2.2 May exercise a vote at meetings of the National Council if compliant with article 5.4.1 and may be nominated and elected to hold office on the National Council and may be co-opted to serve on the PVO's NEC or sub-committees.

6.4.2.3 Honorary members shall not be compelled to pay membership fees unless electing to do so.

6.3.3 SUPPORTER/FRIEND

6.4.3.1 Supporters or friends of the PVO may be awarded supporter membership.

6.4.3.2 May not be nominated and elected to hold office on the National Council.

6.4.3.3 Canopy membership fee due is as defined within the canopy, which shall include the PVO-membership contribution as defined in article 6.1.

6.5 Membership fees

6.5.1 Duration of a member's subscriptions coincides with the Financial Year, from 1 July to 30 June.

6.5.2 PVO-membership contributions will be determined by the National Council at the Annual General Meeting.

6.5.3 Canopies shall transfer the full PVO-membership contribution for new members joining within the first 6 months of the membership year,

6.5.4 Canopies shall transfer 50 % of the PVO-membership contribution for new members joining within the last 6 months of the membership year.

6.6 Membership application

In order to obtain membership, the application and vetting thereof will be managed within a canopy and member information forwarded to the National Membership Committee.

6.7 Membership registers

The National Membership Committee shall maintain a membership register to which canopy membership registers must be aligned.

6.8 Membership certificates

6.8.1 Upon acceptance, each member shall be issued with a Membership Certificate.

6.8.2 Membership certificates shall contain the

6.8.2.1 Affiliated canopy name,

6.8.2.2 Member's force number,

6.8.2.3 Member's name and surname,

6.8.2.4 Canopy membership number,

6.8.2.5 PVO-membership number,

6.8.2.6 Date upon which the certificate is issued.

6.9 Membership termination

6.9.1 Individual membership shall terminate when a member:

6.9.1.1 Passes away,

6.9.1.2 submits a written resignation,

6.9.1.3 If membership fees remain outstanding after 1 year, such membership becomes inactive,

- 6.9.1.4 If membership fees remain outstanding after 2 years, membership of the PVO shall lapse on 1 July of the third year.
- 6.9.2 The National Council may terminate membership of any member if the member has been found acting in a manner that is unbecoming as defined within the Code of Conduct.
- 6.9.3 A member shall have the right to appeal and the process will be conducted according to guidelines contained in the Code of Conduct.
- 6.9.4 The decision of the National Council in this respect shall be final and binding.

6.10 Maintaining Canopy affiliation with the PVO

- 6.10.1 The National Council shall from time to time assess the participation of affiliated canopies. The process and criteria applied shall be as defined by the PVO Membership Committee.
- 6.10.2 Where canopy participation is found to be insufficient, the National Executive Committee will engage with the canopy management team to work toward resolving the matter.
- 6.10.3 If unresolved, the National Executive Committee shall present the matter to the National Council and a resolution on continued affiliation of the canopy taken.

6.11 Association with the PVO

- 6.11.1 Organisations active within the paratrooper veterans' environment may be recognised as PVO-associated groups.
- 6.11.2 Such groups will have to indicate acknowledgement of the PVO-Constitution.
- 6.11.3 May have Individual members who are members of an affiliated canopy.
- 6.11.4 A request to associate with the PVO will be evaluated by the National Membership Committee and acceptance of the request will be subject to approval by the National Council.

7. PROCESSING OF PERSONAL INFORMATION

All personal information, as defined in Section 1 of the Protection of Personal information Act, 4 of 2013 ('POPIA'); received collected, used, disseminated, destroyed, and / or processed; of any member, organisation, supplier, third party, services provider, and / or Data Subject, will be processed in accordance with the provisions of POPIA, and specifically in terms of the 8 Conditions for the lawful processing of Personal Information.

8. GOVERNANCE

8.1 National Council

8.1.1 Mandate

- 8.1.1.1 The National Council is the highest authority and is responsible for formulating and approving policies, processes, procedures and guidelines to ensure proper governance of the PVO.

- 8.1.1.2 The National Council shall be responsible for the management of PVO in accordance with the resolutions adopted by the annual general meeting as set out in this constitution.
- 8.1.1.3 The National Council shall define the powers and functions of the office bearers of the National Executive Committee.
- 8.1.1.4 The National Council may appoint a Patron of the PVO.
- 8.1.1.5 The National Council may appoint from time to time an advisory council to assist in matters of policy and veterans' affairs.
- 8.1.1.6 The National Council may appoint auditors and attorneys to assist the PVO.
- 8.1.1.7 The National Council shall nominate and appoint directors as required by the NPC MOI.

8.1.2 **Composition**

- 8.1.2.1 The National Council is elected by the members of the PVO.
- 8.1.2.2 The National Council shall define the powers and functions of the office bearers of the National Executive Committee.
- 8.1.2.3 The Council shall ex officio consist of the chairmen of affiliated canopies, the chairmen of the standing committees as well as the members elected or co-opted to the National Executive Committee.
- 8.1.2.4 Where elected Canopy Chairman is also elected as Chairman to one of the PVO Standing Committees, the Canopy may elect another Canopy member ex officio, in lieu of the elected Canopy Chairman.
- 8.1.2.6 If an elected member of the National Council is unable to complete his term of office, the National Council may co-opt a member with voting power to fill such vacancy.

8.1.3 **Term of Office**

- 8.1.3.1 The term of office of the Council shall be 3 years and may continue by re-election.
- 8.1.3.2 Canopy chairpersons shall ex officio serve on the Council upon election within an affiliated canopy.

8.1.4 **Meetings**

Meetings shall take place as general meetings, annual general meetings or special general meetings.

8.1.4.1 **Frequency**

- 8.1.4.1.1 A general meeting shall take place within the first four months of each calendar year and another within the last four months of the same calendar year.
- 8.1.4.1.2 A special general meeting shall be convened within 14 calendar days, upon receipt of such written request by the Secretary. Such written request shall contain the signatures of at least ten (10) members of PVO. The agenda of any such special general meeting shall be to discuss only the matter / s the requesting members wish to have discussed.

- 8.1.4.1.3 An annual general meeting shall be held not later than 6 (six) months after the end of each financial year. Not more than 15 (fifteen) months shall elapse between the date of the one annual general meeting and the next.
- 8.1.4.2 Attendance of meetings
 - Any interested party may attend meetings of the National Council.
- 8.1.4.3 Notice of meeting (Agenda)
 - 8.1.4.3.1 The Secretary will call upon the National Council for agenda items to be included at least 45 calendar days before the planned date of a meeting.
 - 8.1.4.3.2 Notices of meetings shall include the agenda for the meeting.
- 8.1.4.4 Constituting the meeting
 - 8.1.4.4.1 Attendance in person of 51% (excluding proxies) of the ex officio and elected members shall be a quorum.
 - 8.1.4.4.2 If a member of the National Council cannot attend a meeting, such member may provide a proxy vote in writing to another member of the meeting.
- 8.1.4.5 Decisions and Resolutions
 - Decisions and resolutions will be adopted by a simple majority vote.
- 8.1.4.6 Voting
 - 8.1.4.6.1 Only elected members, ex officio and co-opted members to the National Executive Committee (excluding ex officio Secretariat and Treasury) with membership in good standing may cast a vote at an Annual General Meeting or special general meeting.
 - 8.1.4.6.2 Each member of the National Council shall have one vote and the PVO National Chairperson shall have a casting vote.
 - 8.1.4.6.3 Voting will be done by a show of hands or by ballot paper.
 - 8.1.4.6.4 Decisions and resolutions shall be adopted by a simple majority vote.
 - 8.1.4.6.5 Proxy votes shall not be given to the chairman of the meeting.
 - 8.1.4.6.6 The number of votes available to be cast shall be the sum of the number of affiliated canopy chairmen and the number of standing committee chairmen. Where any of these seats are vacant, the vote count will be reduced to the number of seats of persons present at the meeting.
 - 8.1.4.6.7 Constitutional amendments shall be adopted by a 66% majority vote of members of the National Council.
- 8.1.4.7 Minutes
 - 8.1.4.7.1 Proper minutes and attendance records must be kept of all meetings of PVO.
 - 8.1.4.7.2 The Secretary shall distribute draft minutes within 4 weeks of the date of the meeting and deemed to be a true reflection of the proceedings unless members present at the meeting advise the secretary in writing of corrections required.
 - 8.1.4.7.3 National Executive Committee members present at the meeting shall sign the minutes.
 - 8.1.4.7.4 Upon written request to the designated Information Officer, and subject to the provisions of the POPI-act, minutes shall be made available to any member of the PVO.

8.2 National Executive Committee

8.2.1 Mandate

8.2.1.1 The National Executive Committee is accountable within the PVO and to ensure that decisions and resolutions of the National Council are executed.

8.2.1.2 The National Executive Committee must take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in this Constitution. Its activities must abide by the law and good governance.

8.2.1.3 The members of the National Executive Committee shall be the signatories to agreements entered into with third party organisations.

8.2.2 Composition

8.2.2.1 The National Executive Committee is elected by the National Council.

8.2.2.2 The minimum number of executive committee members shall be 4 (four) unless the National Council in a general meeting otherwise resolves.

8.2.2.3 The National Executive Committee shall consist of:

8.2.2.3.1 PVO National President,

8.2.2.3.2 PVO National Vice-President,

8.2.2.3.3 The chairman of the Secretariat ex officio,

8.2.2.3.4 The chairman of the Treasury ex officio.

8.2.2.3.5 The National Executive Committee may request National Council approval to co-opt additional members to the Executive Committee,

8.2.2.3.6 Custodianship of affiliated canopies, standing committees and special projects will be agreed amongst elected NEC-members at the first meeting after election or to co-opt additional members as per 8.2.2.3.5 above.

8.2.3 Term of Office

Members shall be elected to the National Executive Committee for a term of 3 years and may be nominated and re-elected to further terms.

8.2.4 Meetings

8.2.4.1 Frequency

The National Executive Committee shall meet at least quarterly.

8.2.4.2 Notice of meeting (Agenda)

Notice of meetings shall be distributed with 2 weeks' notice or as resolved at each meeting.

The National Council shall be informed of executive committee meetings to be held.

8.2.4.3 Constituting the meeting

A meeting will be constituted when 51% of the elected and co-opted office bearers are in attendance.

If a member of the National Executive Committee cannot attend a meeting, such member may provide a proxy vote in writing to another member of the meeting.

Proxy votes shall not be given to the chairman of the meeting.

Proxy votes shall be presented to the PVO-Secretary.

8.2.4.4 Decisions

Decisions will be adopted by simple majority vote.

8.2.4.5 Voting

Decisions shall be taken by a show of hands or by ballot papers.

8.2.4.6 Minutes

The Secretary shall distribute minutes within 2 weeks after the meeting.

8.3 PVO Policies, Processes, Procedures and guidelines

8.3.1 The standing committees of the National Council shall formulate, document and review policies, processes, procedures and guidelines as the organisational development requires and as technological advances may require.

8.3.2 Revision or addition of documented policies, processes, procedures and guidelines will be subject to National Council approval.

8.4 Dissolution of the PVO

8.4.1 The organisation may close down if at least 66% of the members present at a meeting of the National Council convened for considering such matter votes in favour of closing down.

8.4.2 When the organisation is dissolved it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non- profit organisation that has similar objectives.

9. ELECTIONS

9.1 Election of the National Council and the National Executive Committee takes place every 3 years.

9.2 A Chief Electoral Officer, Electoral Committee and Electoral Peer Review Panel is appointed by the National Council at the first meeting of the Council in the year that an election should take place.

9.3 The electoral procedure will be communicated and adopted by the National Council as defined within the election policy and planned and proposed by the Chief Electoral Officer.

9.4 The term of the Electoral Committee shall commence on the date that all members are appointed and shall terminate on the date that the NC has accepted the post-Election Report.

10. FINANCIAL MANAGEMENT

10.1 Financial year end

The accounts of PVO shall be closed on the 30th of June of each calendar year.

10.2 Mandate

The elected Treasurer PVO is mandated by this Constitution as approved by the National Council to manage the financial affairs of the PVO and liaise with the appointed auditors and financial institutions.

The Treasurer PVO may constitute a Financial Committee of which the membership and task delegation must be approved by the National Executive Committee.

10.3 Recordkeeping

The Treasurer PVO must maintain:

10.3.1 Records of all income received from donations, grants and membership fees,

10.3.2 records of all expenses related to operating costs, licence and affiliation fees and other payments to third parties as required from time to time,

10.3.3 Income and expense related records for a period of at least 5 (five) years.

10.4 Banking

Financial transactions shall be conducted through a banking account opened with an acknowledged bank.

All monies received by PVO shall be deposited into such banking account.

All payments made out of such an account shall be expensed by electronic funds transfer (EFT), duly authorised by at least two members of the National Executive Committee.

10.5 Budgeting

The Treasurer PVO shall present a budget for approval to the National Council at a general meeting at least 3 (three) months before the end of the current financial year.

10.6 Financial statements

The Treasurer PVO shall request the appointed auditor to commence with auditing and compilation of the financial year end report to allow the directors of the legal entity to approve the statements in terms of GAAP and recommend that the National Council approve the report at the Annual General Meeting.

The financial year end report shall be distributed to the National Council, no less than 10 (ten) working days before the date of the AGM.

10.7 Financial management reporting

The Treasurer PVO shall distribute the monthly bank statements to the National Executive Committee.

The Treasurer PVO shall prepare quarterly financial management reports and distribute these reports to the National Council.

These reports to reflect the opening balance as per the bank account, income received per income category, expenses incurred per budgeted category and the closing balance as per the bank account.

10.8 Discretionary Spending

Discretionary spending consistent with the objectives of PVO is allowed, provided that:

- 10.8.1 It falls within the general parameters set forth in the budget,
- 10.8.2 Does not prevent PVO from fulfilling its other responsibilities and objectives,
- 10.8.3 Has been sanctioned by prior approval of the National Council and
- 10.8.4 Is reported in regular management accounts distributed to the National Council.

10.9 Financial assistance for office bearers

The PVO shall not act as a financial services provider and members and office bearers shall not be entitled to financial assistance in the form of loans or grants.

11. CONSTITUTIONAL AMENDMENTS

- 11.1 The constitution can be amended by a resolution of the National Council taken at the Annual General Meeting. The resolution has to be passed by no less than two-thirds of the NC members.
- 11.2 Proxy votes shall not be considered when voting on constitutional amendments take place.
- 11.3 Any member of the PVO may submit a proposed amendment to the Constitution. Such proposed amendment must be seconded and motivated and submitted in writing.
- 11.4 Proposed amendments to be submitted no later than one month before the date of an AGM as notified by the Secretariat.
- 11.5 Such written proposed amendment shall be presented to the President who will refer it to the National Executive Committee for review and action.
- 11.6 The National Executive Committee shall assess the proposed amendment and may assign to an ad hoc committee to proceed with the formulation of the proposed amendment.
- 11.7 The Constitution as amended shall be distributed to all members of the National Council with the minutes of the NEC meeting where discussed.

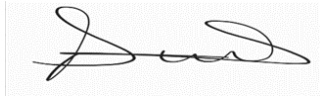
12. ANNEXURES

The following Annexures are recognised within this Constitution:

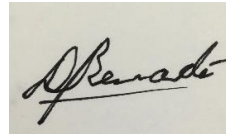
Annexure A: Version Control

Annexure B: PVO Logo

Annexure C: PVO Structures



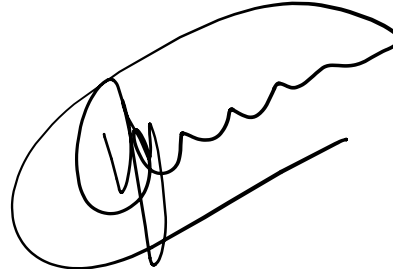
PVO President



PVO Vice-president



PVO Secretary



PVO Treasurer

ANNEXURE A: Version Control

	Version	Changes	AGM adopted
1	PVO Constitution 2015	First version	
2	PVO Constitution Amended 2 2017	Logo amended; membership categories defined	
3	PVO Constitution Amended 1 2018	Membership categories refined	AGM 2018
4	PVO Constitution Amended 2021	Document re-structured; Articles 4, 5, 6, 7, 9, 10 added; Articles 1,2,3, 5, 8, 11,12 revised	AGM 2021
5	PVO Constitution Amended 2022	Refer amendments numbered 0 to 15 submitted to NEC.	AGM 2022
6	PVO Constitution Amended 2023	Refer amendments submitted to NC on 19 September 2023.	AGM 2023

ANNEXURE B: PVO Logo



ANNEXURE C: PVO Structures



PVO Structure 2023 - 2026

October 2023

