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GOVERNMENT NOTICES GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF AGRICULTURE DEPARTEMENT VAN LANDBOU

No. R. 1421

6 November 1998

AGRICULTURAL PRODUCT STANDARDS ACT, 1990 (ACT No. 119 OF 1990)

REGULATIONS RELATING TO THE GRADING, PACKING AND MARKING OF WHEAT INTENDED FOR SALE IN THE REPUBLIC OF SOUTH AFRICA: AMENDMENT

The Deputy Minister of Agriculture, acting under section 15 of the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), on behalf of the Minister of Agriculture—

- (a) made the regulations in the Schedule; and
- (b) determined that the said regulations shall come into operation on 1 November 1998.

SCHEDULE

Definitions

1. In this Schedule "the Regulations" means the regulations published by Government Notice No. R. 905 of 10 July 1998.

Amendment of regulation 1 of the Regulations

2. Regulation 1 of the Regulations is hereby amended by—

- (a) the substitution of the definition of other grain with the following definition:

"**other grain**" means the kernels or pieces of kernels of barley, oats, triticale, maize, rye and sorghum;"
and

- (b) the substitution of the definition of unthreshed ears with the following definition:

"**unthreshed ears**" means ears and bits of ears of wheat, barley, triticale and rye that still contain seeds;".

Amendment of regulation 4 of the Regulations

3. Regulation 4 of the Regulations is hereby amended by—

- (a) the substitution of the expression "*Ergot sclerotia*" in paragraph (b) of subregulation (1) of the expression "ergot sclerotia"; and
- (b) the substitution of paragraph (d) of subregulation (1) of the following paragraph:
- "(d) be free from insects;".

Amendment of regulation 6 of the Regulations

4. Regulation 6 of the Regulations is hereby amended by—

- (a) the insertion of the following paragraph after paragraph (b) of subregulation (3):
- "(c) Notwithstanding the provision of paragraphs (a) and (b), wheat shall be deemed to comply with the requirements of the paragraphs concerned if it deviates not more than 30 seconds, allowed with regard to the reproducibility of the method, from the minimum prescribed for Super Grade, Grade 1, Grade 2 and Utility Grade, as the case may be;";
- (b) the substitution of subparagraph (i) of paragraph (a) of subregulation (4) of the following paragraph in the Afrikaans text:
- "(i) 'n minimum van 14 persent (op 'n 12 persent vogbasis) proteïen bevat; en"; and
- (c) the substitution of subparagraph (i) of paragraph (b) of subregulation (4) of the following paragraph in the Afrikaans text:
- "(i) 'n minimum van 13 persent (op 'n 12 persent vogbasis) proteïen bevat; en".

Substitution of regulation 11 of the Regulations

5. Regulation 11 of the Regulations is substituted by the following regulation:

- "11. (1) A working sample is obtained by dividing the representative sample of the consignment according to the ICC (International Association for Cereal Chemistry) 101 (Approved 1960) method.
- (2) Containers in which a working sample for the determination of moisture or any other analysis at a laboratory is packed, shall—
- (a) be undamaged, clean and strong enough for the transport of the working sample;
- (b) be manufactured from linen or double layered paper;
- (c) in the case of moisture determination and the determination of undesirable odours, be airtight and watertight; and
- (d) on the container itself or on a label which is affixed to the container or placed in the container, be clearly marked within an identification mark and any other additional information that might be of use to the laboratory: Provided that in the case of a working sample for moisture determination the label shall not be placed in the container."

Substitution of regulation 16 of the Regulations

6. Regulation 16 of the Regulations is hereby substituted with the following regulation:

- "16. The moisture content of a consignment of wheat may be determined according to any suitable method: Provided that the results thus obtained are in accordance ($\pm 0,3$ per cent) with the results obtained by the 72 hour at 103 °C oven dried method [AACC (American Association of Cereal Chemists) Method 44/15A/1981]."

Amendment of regulation 18 of the Regulations

7. Regulation 18 of the Regulations is hereby amended by the substitution of paragraph (c) of subregulation (2) of the following paragraph:

"(c) a maximum deviation of 30 seconds with regard to reproducibility shall be allowed."

Amendment of Table 1 of the Regulations

8. Table 1 of the Regulations is hereby amended by the substitution of paragraphs (a) and (b) by the following paragraphs:

1	2	3	4	5
(a) Heavily frost-damaged kernels/Erg rypbeskadigde korrels [Reg. 20 and/en 21].....	5	5	5	10
(b) Screenings/Sifels [Reg. 19].....	3	3	3	10

No. R. 1421

6 November 1998

WET OP LANDBOUPRODUKSTANDAARDE, 1990 (WET No. 119 VAN 1990)

**REGULASIES MET BETREKKING TOT DIE GRADERING, VERPAKKING EN MERK VAN KORING
BESTEM VIR VERKOOP IN DIE REPUBLIEK VAN SUID-AFRIKA: WYSIGING**

Die Adjunkminister van Landbou, handelende kragtens artikel 15 van die Wet op Landbouprodukstandaarde, 1990 (Wet No. 119 van 1990), namens die Minister van Landbou—

- (a) het die regulasies in die Bylae uitgevaardig; en
- (b) bepaal dat die genoemde regulasies op 1 November 1998 in werking sal tree.

BYLAE**Woordomskrywing**

1. In hierdie Bylae beteken "die Regulasies" die regulasies gepubliseer by Goewermentskennisgewing No. R. 905 van 10 Julie 1998.

Wysiging van regulasie 1 van die Regulasies

- 2. Regulasie 1 van die Regulasies word hierby gewysig deur—
 - (a) die woordomskrywing van ander graan met die volgende woordomskrywing te vervang:

"'ander graan' die korrels of stukkies korrels van gars, hawer, tritcale, mielies, rog en sorghum;"; en
 - (b) die woordomskrywing van ongedorste are met die volgende woordomskrywing te vervang:

"'ongedorste are' are en gedeeltes van are van koring, gars, tritcale en rog wat nog korrels bevat;".

Wysiging van regulasie 4 van die Regulasies

- 3. Regulasie 4 van die Regulasies word hierby gewysig deur—
 - (a) die uitdrukking "*Ergot sclerotia*" in paragraaf (b) van subregulasie (1) met die uitdrukking "*ergot sclerotia*" te vervang;
 - (b) paragraaf (d) van subregulasie (1) deur die volgende paragraaf te vervang:

"(d) vry van insekte wees;".

Wysiging van regulasie 6 van die Regulasies

- 4. Regulasie 6 van die Regulasies word hierby gewysig deur—
 - (a) die volgende paragraaf na paragraaf (b) van subregulasie (3) in te voeg:

"(c) Ondanks die bepalings van paragrawe (a) en (b) word koring geag aan die toepaslike vereistes van die betrokke paragrawe te voldoen indien dit nie meer as 30 sekondes, toegelaat ten opsigte van die reproduseerbaarheid van die metode, van die minimum voorgeskryf vir Super Graad, Graad 1, Graad 2 en Utiliteitsgraad, na gelang van die geval, afwyk nie;".
 - (b) subparagraaf (i) van paragraaf (a) van subregulasie (4) met die volgende subparagraaf te vervang:

"(i) 'n minimum van 14 persent (op 'n 12 persent vogbasis) proteïen bevat; en"; en
 - (c) subparagraaf (i) van paragraaf (b) van subregulasie (4) met die volgende subparagraaf te vervang:

"(i) 'n minimum van 13 persent (op 'n 12 persent vogbasis) proteïen bevat; en".

Vervanging van regulasie 11 van die Regulasies

- 5. Regulasie 11 van die Regulasies word deur die volgende regulasie vervang:
 - "11. (1) 'n Werkmonster word verkry deur die verteenwoordigende monster van die besending volgens die ICC ("International Association for Cereal Chemistry") 101 (Goedgekeur 1960) metode, te verdeel.
 - (2) Houers waarin 'n werkmonster vir die bepaling van vog of enige ander ontleding aan 'n laboratorium verpak word, moet—
 - (a) onbeskadig, skoon en sterk genoeg vir die vervoer van die werkmonster wees;
 - (b) van linne of dubbellaagpapier vervaardig wees;
 - (c) in die geval van vogbepaling en die bepaling van ongewenste reuke, lugdig en waterdig wees; en
 - (d) op die houer self of op 'n etiket wat aan die houer geheg of in die houer geplaas is, duidelik gemerk wees met 'n identifikasiemerk en enige ander addisionele inligting wat vir die laboratorium van hulp mag wees: Met dien verstande dat in die geval van werkmonster vir vogbepaling die etiket nie in die houer geplaas mag word nie."

Vervanging van regulasie 16 van die Regulasies

- 6. Regulasie 16 van die Regulasies word hierby met die volgende regulasie vervang:
 - "16. Die voginhoud van 'n besending koring kan volgens enige geskikte metode bepaal word: Met dien verstande dat die resultate aldus verkry in ooreenstemming ($\pm 0,3$ persent) is met die resultate verkry deur die 72 uur by 103 °C oonddroogmetode [AACC ("American Association of Cereal Chemists") Metode 44/15A/1981]."

Wysiging van regulasie 18 van die Regulasies

7. Regulasie 18 van die Regulasies word hierby gewysig deur paragraaf (c) van subregulasie (2) met die volgende subregulasie te vervang:

“(c) ’n maksimum afwyking van 30 sekondes ten opsigte van reproduseerbaarheid toegelaat.”.

Wysiging van Tabel 1 van die Regulasies

8. Tabel 1 van die Regulasies word hierby gewysig deur paragrawe (a) en (b) deur die volgende paragrawe te vervang:

1	2	3	4	5
(a) Heavily frost-damaged kernels/Erg rypteskadigde korrels [Reg. 20 and/en 21].....	5	5	5	10
(b) Screenings/Sifsele [Reg. 19].....	3	3	3	10

**DEPARTMENT OF JUSTICE
DEPARTEMENT VAN JUSTISIE**

No. R. 1420

6 November 1998

ATTORNEYS ACT, 1979

**AMENDMENT OF THE RULES OF COURT GOVERNING THE PRACTICAL EXAMINATIONS AND
ADMISSION OF ATTORNEYS, NOTARIES AND CONVEYANCERS**

The Chief Justice of South Africa has, after consultation with the judges-president of the various provincial divisions of the High Court of South Africa and the presidents of the various societies, under section 82 of the Attorneys Act, 1979 (Act No. 53 of 1979), made the rules of court in the Schedule.

SCHEDULE**Definition**

1. In this Schedule “the Rules” means the rules of court published by Government Notice No. 23 of 8 January 1988, as amended by Government Notices Nos. R. 1189 of 8 July 1994, R. 78 of 26 January 1996, R. 679 of 26 April 1996 and R. 924 of 17 July 1998.

Amendment of rule 3 of the Rules

2. Rule 3 of the Rules is hereby amended by the substitution for subrule (4) of the following subrule:

“(4) The examiners shall, in respect of a written examination paper of any of the subjects referred to in section 14 (1) (a), (b), (c), (d) and (e) of the Act or any part of such paper of the subjects referred to in section 14 (1) (a), grant a re-mark to any candidate who applies in writing for a re-mark to the secretary of the law society of the province where he or she has written such examination within one week after the results of the examination have been published.”.

Amendment of rule 4 of the Rules

3. Rule 4 of the Rules is hereby amended by the substitution for paragraph (b) of subrule (1) of the following paragraph:

“(b) (i) Every candidate entering an examination in respect of the subjects referred to in section 14 (1) (d) or (e) of the Act shall pay a fee of R150 in respect of any such examination to the secretary of the law society of the province where he or she is to sit for such examination.

(ii) Every candidate who applies for the re-mark of any of the examinations referred to in subparagraph (i), shall pay a fee which is twice the amount determined in the said subparagraph for the paper concerned: Provided that in the event of the candidate receiving a pass mark as a result of such a re-mark, the fee shall be refunded to him or her.”.

No. R. 1420

6 November 1998

WET OP PROKUREURS, 1979

**WYSIGING VAN DIE HOFREËLS BETREFFENDE DIE PRAKTIESE EKSAMENS EN TOELATING VAN
PROKUREURS, NOTARISSE EN TRANSPORTBESORGERS**

Die Hoofregter van Suid-Afrika het, na oorlegpleging met die regters-president van die onderskeie provinsiale afdelings van die Hoë Hof van Suid-Afrika en met die presidente van die onderskeie ordes, kragtens artikel 82 van die Wet op Prokureurs, 1979 (Wet No. 53 van 1979), die hofreëls in die Byaë uitgevaardig.

BYLAE

Woordomskrywing

1. In hierdie Bylae beteken "die Reëls" die hofreëls afgekondig by Goewermmentskennisgewing No. 23 van 8 Januarie 1988, soos gewysig deur Goewermmentskennisgewings Nos. R. 1189 van 8 Julie 1994, R. 78 van 26 Januarie 1996, R. 679 van 26 April 1996 en R. 924 van 17 Julie 1998.

Wysiging van reël 3 van die Reëls

2. Reël 3 van die Reëls word hierby gewysig deur subreël (4) deur die volgende subreël te vervang:

"(4) Die eksaminatore sal, ten opsigte van 'n geskrewe eksamen vraestel van 'n vak waarna in artikel 14 (1) (a), (b), (c), (d) en (e) van die Wet verwys word of enige gedeelte van 'n vraestel wat kragtens artikel 14 (1) (a) afgelê is, 'n hermerk toestaan aan enige kandidaat wat skriftelik binne een week nadat die resultate gepubliseer is aansoek doen om 'n hermerk by die sekretaris van die prokureursorde van die provinsie waarin hy of sy sodanige eksamen afgelê het."

Wysiging van reël 4 van die Reëls

3. Reël 4 van die Reëls word hierby gewysig deur paragraaf (b) van subreël (1) deur die volgende paragraaf te vervang:

"(b) (i) Elke kandidaat wat inskryf vir 'n eksamen ten opsigte van die vakke in artikel 14 (1) (d) en (e) van die Wet bedoel, moet ten opsigte van enige sodanige eksamen 'n bedrag van R150 betaal aan die sekretaris van die prokureursorde van die provinsie waarin hy of sy sodanige eksamen gaan aflê.

(ii) Elke kandidaat wat om 'n hermerk van enige eksamen waarna in subparagraaf (i) verwys word aansoek doen, sal 'n bedrag wat dubbel is van die bedrag wat in die bovermelde paragraaf vasgestel is betaal: Met dien verstande dat indien 'n kandidaat 'n slaagpunt behaal as resultaat van sodanige hermerk, die bedrag aan hom of haar terug betaal sal word."

SOUTH AFRICAN REVENUE SERVICE SUID-AFRIKAANSE INKOMSTEDIENS

No. R. 1415

6 November 1998

CUSTOMS AND EXCISE ACT, 1964

AMENDMENT OF SCHEDULE No. 3 (No. 3/407)

Under section 75 of the Customs and Excise Act, 1964, Schedule No. 3 to the said Act is hereby amended, **with retrospective effect to 1 October 1996**, to the extent set out in the Schedule hereto.

G. MARCUS

Deputy Minister of Finance

SCHEDULE

I	II				III	
Rebate item	Tariff heading	Rebate code	C D	Description	Extent of rebate	Annotations
306.02				By the insertion after rebate code 01.02 to tariff heading No. 28.00 of the following:	Full duty	
		"02.02	26	Inorganic chemicals, entered for the purposes of this provision on or before 31 December 1996		
				By the insertion after rebate code 01.02 to tariff heading No. 29.00 of the following:		
		"02.02	25	Organic chemicals, entered for the purposes of this provision on or before 31 October 1998	Full duty	

No. R. 1415

6 November 1998

DOEANE- EN AKSYNSWET, 1964

WYSIGING VAN BYLAE No. 3 (No. 3/407)

Kragtens artikel 75 van die Doeane- en Aksynswet, 1964, word Bylae No. 3 by bogenoemde Wet hiermee gewysig, met terugwerkende krag tot 1 Oktober 1996, in die mate in die Bylae hierby aangetoon.

G. MARCUS

Adjunkminister van Finansies

BYLAE

I		II			III	
Korting= item	Tarief= pos	Korting= kode	C D	Beskrywing	Mate van korting	Annota= sies
306.02		"02.02	26	Deur na kortingkode 01.02 by tariefpos No. 28.00 die volgende in te voeg: Anorganiese chemikalieë, geklaar vir die doeleindes van hierdie voorsiening voor of op 31 Desember 1996	Volle reg	
		"02.02	25	Deur na kortingkode 02.02 by tariefpos No. 29.00 die volgende in te voeg: Organiese chemikalieë, geklaar vir die doeleindes van hierdie voorsiening voor of op 31 Oktober 1998	Volle reg	

DEPARTMENT OF WELFARE
DEPARTEMENT VAN WELSYN

No. R. 1408

6 November 1998

MODEL CONSTITUTION FOR NON-PROFIT ORGANISATIONS

The Directorate for Non-profit Organisations intends, under section 6 of the NPO Act to prepare and issue the model constitution in the Schedule.

Interested parties are invited to submit any substantiated comments on the proposed model constitution or representations they wish to make in regard thereto, to the Director-General of Welfare, Private Bag X901, Pretoria, 0001 (for the attention of the Director of Non-Governmental Organisations), within 30 days of the date of publication of this notice.

SCHEDULE**Annexure "A"**
Constitution**1. Name**

The organisation will be called _____

Its shortened name will be _____

(When you write your organisation's constitution, put in your organisation's shortened name wherever it says "the organisation" from now on in this model constitution.)

2. (a) The organisation's main objectives are to:

1. _____

2. _____

3. _____

4. _____

5. _____

(Your organisation may have more or less than five main objectives.)

(b) The organisation's secondary objectives will be to:

1. _____

2. _____

3. _____

4. _____

5. _____

(Your organisation may have more or less than five secondary objectives.)

3. Income and property

- 3.1 The organisation will write down and keep a record of everything it owns.
- 3.2 The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- 3.3 A member of the organisation can only get money back from the organisation for expenses that she or he has paid for on behalf of the organisation.
- 3.4 Members or office bearers of the organisation do not have rights over things that belong to the organisation.
- 3.5 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are explained in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. Organisations can go to different banks to seek advice on the best way to look after their funds.

4. Membership

If a person wants to become a member of the organisation, she or he will have to ask the organisation's management committee. The management committee has the right to say no.

Members of the organisation must attend its annual general meetings. At the annual general meeting:

- Members will elect the management committee for the next term of office. Those elected then become the organisation's office bearers.
- The financial statements and the chairperson's annual report will be discussed.
- The budget for the next year will be approved.

All members of the organisation who are over eighteen (18) years of age will be allowed to vote at the annual general meeting.

The organisation shall:

- 4.1 Exist in its own right, separately from its members.
- 4.2 The organisation will still continue to exist even when its membership changes and there are different office bearers.
- 4.3 Be able to sign contracts and enter into other relationships. It can sue and be sued in its own name.
- 4.4 Be able to own property and other possessions.

5. Management

- 5.1 A management committee will manage the organisation. The management committee will be made up of not less than six members. They are the office bearers of the organisation.
- 5.2 Office bearers will serve for one year. But they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.
- 5.3 If a member of the management committee does not attend three management committee meetings in a row, then the management committee will find a new office bearer to take that person's place.
- 5.4 The management committee will meet at least once a month. More than a certain number of members need to be at the meeting to make decisions that are allowed to be carried forward. This number is called the "quorum" and the decisions that are made by a quorum are called quorate decisions. If the management committee is made up of six members, then at least four management committee members have to be there for decisions they make to be allowed to be carried forward. If there are more than six members on the management committee, then the majority of its members must be there to take quorate decisions.
- 5.5 Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members two weeks before the next meeting.
- 5.6 The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution.
For example, it needs the power and authority to raise funds. It needs to be able to invite and receive contributions. But in raising funds, it may not start doing any big ongoing trading activities that would change the organisation from being nonprofit in its work. Its activities

must abide by the law. The management committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.

5.7

5.8

5.9

5.10

5.11

(Your organisation may want to add more.)

The organisation has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them. All members of the organisation have to abide by decisions that are taken by the management committee.

6. Finances

6.1 An accounting officer shall be appointed at the annual general meeting. His or her duty is to check on the finances of the organisation.

6.2 The treasurer's job is to control the finances of the organisation, along with two other people from the organisation. They have to arrange for all funds to be put into a bank account in the name of the organisation.

6.3 Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal.

6.4 The financial year of the organisation starts on:

Date _____ Month _____ Year _____, and

ends on:

Date _____ Month _____ Year _____ .

The organisation's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the end of the financial year.

7. Changes to the constitution

7.1 The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the meeting. Members must vote at an annual general meeting, or at a specially called general meeting to do this.

7.2 The change to the constitution can only be accepted if at least 75% of the members at the meeting vote for the change. Members who vote must be people who have been active in the life of the organisation.

7.3 A written notice must go out not less than twenty-eight (28) days before the meeting at which changes to the constitution are going to be proposed. The notice must say that proposed changes to the constitution will be discussed at the meeting.

8. Closing the organisation down

When the organisation closes down 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 organisation that has the same or nearly the same objectives. The organisation's general meeting can decide what organisation this should be. If it cannot reach a decision then the Department of Welfare's Directorate for Nonprofit Organisations will decide.

No amendments may be made which would have the effect of making the organisation cease to exist.

9. Adoption of the constitution

This constitution was approved and accepted by members of

at a special (general) meeting held on

Date _____ Month _____ Year _____ .

Chairperson

Secretary

Your organisation may want to include some of the following details in its constitution. They are to do with how you want it to be run. You may want to add some of your own.

1. Membership

- 1.1 People who are over eighteen (18) years of age and who want to help the organisation achieve its objectives can join. If members have to pay membership fees, they should be allowed to pay once a year to keep their membership up.
- 1.2 The organisation can decide whether to allow other organisations or institutions that are interested in helping achieve its objectives to become members. The organisation decides whether outside organisations or institutions have to pay membership fees.
- 1.3 Every member has one vote.
- 1.4 Each member organisation must appoint someone to represent it. That person will vote on its behalf at meetings of the organisation. It may send someone else, called an alternate, to replace its appointed representative at any meeting if the appointed representative cannot attend.
- 1.5 Each member organisation must tell the organisation's secretary who its representative and alternate will be. If the representative or alternative resigns from or leaves the member organisation, he or she cannot carry on as the member organisation's representative.

2. Ending membership

- 2.1 If a member has not been active in the organisation for six months, or for three meetings in a row without giving a good reason, the organisation can end that person's membership.
- 2.2 If the management committee has a good reason to do so, and if all of the management committee members agree, it can end any individual or member organisation's membership. But the individual, or the appointed representative of the member organisation, has the right to be heard by the committee. When the hearing takes place, the person or member organisation's representative can bring an outside person along if she or he wants to. The hearing must take place before the organisation makes a final decision.
- 2.3 A member may tell the management committee if she or he wants to resign. But she or he can only do this if there will still be at least three members of the management committee left behind once the member has left.
- 2.4 A member may resign if she or he can no longer carry on serving properly because of having a mental disorder, illness or if, by being active in the organisation, she or he can no longer properly run her or his own affairs at home or work.

3. Office bearers

The office bearers of the organisation shall include:

Chairperson

Vice-chairperson

Treasurer

Secretary

Assistant-secretary

All office bearers shall be elected at an annual general meeting of the organisation. They shall hold office until the next annual general meeting. At it they can stand for re-election.

4. Duties of office bearers

4.1 Chairperson

The chairperson, as leader of the organisation, chairs all the organisation's meetings that she or he attends. She or he must:

- See that members stick to the rules and guidelines that are in their constitution.
- Chair meetings in such a way as to keep good order.
- Sign minutes of meetings after members have agreed that the minutes are accurate.
- Check that accounts show correct spending of the organisation's money, and agree to the accounts being paid.
- Sign cheques on the organisation's banking account or accounts.
- Sign all funding agreements.
- Generally supervise and keep a check on the organisation's affairs.
- Do other duties that the organisation expects of its chairperson.
- Make sure that all officials and committees complete what tasks they have agreed to, and within the time that was agreed to.
- Make sure that meetings take place regularly, as set down in the constitution.
- Use his or her power to ask other officials and members of the organisation and its committees to do certain duties and tasks if needs be.
- Work in a team spirit with other members of the organisation.
- Serve as ex-officio on all sub-committees. Being ex-officio means she or he can attend all of the organisation's meetings and take part in the discussions. But when it comes to voting on issues in the sub-committees, she or he may not vote.
- Run the annual general meeting.
- See that the annual report is written.

4.2 Vice-chairperson

The vice-chairperson takes over the chairperson's tasks and duties when she or he is not there. The vice-chairperson should keep in close contact with the chairperson. The vice-chairperson must:

- Take on duties and functions that have been passed on to him or her.
- Serve as ex-officio on all sub-committees.

If both the chairperson and the vice-chairperson do not attend a meeting, then the organisation's members must elect a chairperson from amongst themselves for that meeting.

4.3 Treasurer

The treasurer keeps a record of all the money that comes into the organisation. This includes, for example, membership fees, donations and money raised from fundraising. The treasurer also keeps a record of all the money that is spent by the organisation. The treasurer must:

- Keep proper records of what the organisation receives, and of what it spends.
- Keep a proper list of the names of members and donors.
- Write out, sign, keep a copy of, and give receipts for all money that the organisation receives.
- Pay the organisation's accounts.
- Be responsible for collecting the membership fees from all members.
- Make sure that the organisation does not spend more money than it has.
- Prepare the organisation's annual financial statements to present to the annual general meeting.

4.4 Secretary

The secretary is responsible for making sure that the organisation's administration runs smoothly. She or he must work closely with the chairperson and the vice-chairperson. The secretary must:

- Keep proper records and minutes of all meetings.
- Deal with letters and other correspondence that the organisation receives and sends.
- Prepare and send out notices of all meetings of the organisation.
- Do other duties that she or he may be asked to do from time to time.
- Prepare the venue for meetings.

4.5 Vice-secretary

Will be in charge of doing the secretary's duties when she or he is not available.

5. Meetings and procedures of the committee

5.1 The management committee must hold at least two ordinary meetings each year.

5.2 The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee what issues will be discussed at the meeting. If, however, one of the matters to be discussed is appointing a new management committee member, then those calling the meeting must give the other committee members not less than 30 days notice.

5.3 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are there choose which one of them will chair that meeting. This must be done before the meeting starts.

- 5.4 There shall be a quorum whenever such a meeting is held.
- 5.5 When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
- 5.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 5.7 If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

6. Annual general meetings

The annual general meeting must be held once every year, towards the end of the organisation's financial year.

The organisation should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent apologies because they cannot come.
- Read and confirm the previous meetings' minutes with matters arising.
- Chairperson's report.
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General.
- Close the meeting.

7. Arrangements until the first annual general meeting

This constitution was adopted on:

Date _____ Month _____ Year _____

by the people who have signed at the bottom of this document.

Signed by

Full name _____

Title _____

Signature _____

Full name _____

Title _____

Signature _____

Full name _____

Title _____

Signature _____

All the people who sign the bottom of this document should also put their initials on every page of the constitution.

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