



CONSTITUTION (as amended 23/6/23)

- 1.1 NAME
- 1.2 DEFINITIONS
- 1.3 JURISTIC PERSON
2. MEMBERSHIP
- 3.1 VISION AND MISSION
- 3.2 AIMS
4. GENERAL PROVISIONS REGARDING MEMBERSHIP AND FEES
5. DISCIPLINARY ACTION AND/OR TERMINATION OF MEMBERSHIP
6. MANAGEMENT OF SASS
7. QUORUM
8. ELECTION OF MANAGEMENT AND OFFICE-BEARERS
9. THE RIGHT TO VOTE
10. NOMINATION AND VOTING PROCEDURES
11. TERM OF OFFICE OF OFFICE BEARERES
12. DUTIES AND POWERS OF THE PRESIDENT
13. DUTIES AND POWERS OF THE NATIONAL MANAGEMENT COMMITTEE (NMC)
14. POWERS AND FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE (NEC)
15. DECISION-MAKING BY STRUCTURES OF MANAGEMENT OF SASS
16. CONSTITUTION OF SASS AT PROVINCIAL LEVEL
17. MEETINGS AND CONFERENCES OF SASS
18. GENERAL PROVISIONS
19. AMENDMENT OF THE CONSTITUTION
20. DISSOLUTION OF THE SOCIETY

1.1. NAME

The name of the Society shall be the

SOUTH AFRICAN SHERIFF'S SOCIETY (SASS)

hereinafter called the 'Society'.

1.2 DEFINITIONS

- 1.2.1 'Society' - means the South African Sheriff's Society;
- 1.2.2 'Meeting' - means a gathering of members in any structure recognised by this constitution;
- 1.2.3 'Member' - means a Sheriff who's application for membership of this Society was accepted and who's membership fees are paid up to date; and may include a qualifying member from an affiliated organisation who is in good standing;
- 1.2.4 'Sheriff' - means a Sheriff, appointed in terms of Legislation governing the appointment of Sheriffs;
- 1.2.5 'Legal Practice Council' - means any society of attorneys recognised by law;
- 1.2.6 'Term of office' – means a period in which an office bearer shall occupy a particular position within the society
- 1.2.7 'Elections' - means the election of leaders of SASS and affiliates, at all levels and layers, in any manner provided for in this constitution;
- 1.2.8 'SODESTA' – acronym for: Society for deputy sheriffs and office staff.

1.3 JURISTIC PERSON

The Society is a juristic person and exists independent of its members

2. MEMBERSHIP

- 2.1 The following persons are entitled to **full membership** of the Society:
 - 2.1.1 Any Sheriff who applies for membership whose application has been approved by the Society and is accepted as a member;
 - 2.1.2 Any sheriff who undertakes to honour the Constitution and Code of Conduct of the Society;
- 2.2 Any person may be accepted as an honorary member of SASS in terms of Clause 18.1 of this Constitution.

3.1 VISION AND MISSION

3.1.1 VISION

- 3.1.1.1 The **South African Sheriff's Society** aspires to become the premier leaders in promoting the Sheriffs profession within the Civil Justice System with various stakeholders including the citizens of South Africa;
- 3.1.1.2 To inspire, empower and transform the Sheriff's profession by upholding the dignity of all mankind in line with the national constitution;
- 3.1.1.3 We commit ourselves to achieve the following **goals**:
 - 1. Training and research of the highest quality;
 - 2. Assistance in the development of staff and deputy sheriffs to their fullest potential;
 - 3. Promotion of a society of Sheriffs founded on mutual tolerance, respect, understanding, integrity, openness, diversity and gender equality;
 - 4. Networking on national, regional and international levels;

5. Collection, interpretation and dissemination of information to members of the Society for the benefit of the profession;
6. Promotion of quality service by its members to the Civil Justice System working in collaboration with other stakeholders;
7. Appreciation of the value and the promotion of the contribution made by SASS members in order to realize SASS vision.

3.1.1.4 Members of SASS will strive to live these values and achieve these goals in their daily activities and interaction with stakeholders.

3.1.2 **MISSION**

The mission of SASS is:

- i) To serve and protect the Sheriffs' profession as an important, effective and impartial role player within the Civil Justice System of South Africa;
- ii) Promote the public status of the Sheriffs profession by ensuring that all its members are committed to the highest ethical and professional standards.

3.2 **AIMS**

The aims of the Society is to promote and protect the general interests, welfare and public esteem of its members, and the Society shall, *inter alia* :-

- 3.2.1 ensure that all its members at all times act in compliance with its Code of Conduct;
- 3.2.2 promote the standards of professionalism of its members by, amongst others, providing guidelines;
- 3.2.3 through training, guidance and research promote the professional efficiency and efficacy of its members;
- 3.2.4 negotiate benefits for its members and to do everything possible to ensure that fees are adjusted annually to compensate for inflation and rising costs and to wipe out historic increases below the inflation rate;
- 3.2.5 appoint persons to represent the Society and its Members at forums to promote the official views of the Society;
- 3.2.6 where it is required of the Society, to nominate or recommend members for appointment;
- 3.2.7 ensure mutual recognition and support and promote professional *esprit de corps*;
- 3.2.8 promote the public status of the Sheriff's profession by ensuring that all its members are committed to the highest ethical and professional standards;
- 3.2.9 to consider the wellbeing, on a national basis, of deputy sheriffs and other staff employed by Sheriffs;
- 3.2.10 pay the costs or part of the legal costs, or otherwise engage in any legal action where a judgment or finding is in the general interest of all members, subject to the availability of funds;
- 3.2.11 provide funding or donations from existing and/or funds raised by members for specific purposes in accordance with accepted prescripts by the Society's financial policy; (see 14.1.4.10 below)
- 3.2.12 promote interaction with Sheriffs (or similar judicial officers) and/or their organisations in other countries;
- 3.2.13 support and/or undertake research into matters affecting the Sheriff's profession.

4. GENERAL PROVISIONS REGARDING MEMBERSHIP AND APPLICABLE FEES

Application for Membership shall be by way of a written application to SASS Management, and will include particulars as determined by the Management, and an undertaking that the applicant will subject himself/herself to the Constitution and Code of Conduct of the Society;

- 4.1 Annual subscription, as determined annually by the Society's Annual General Meeting, which shall be payable to the Society within 30 (thirty) days of application;
- 4.2 The Secretary shall keep a register of enrolled members, recording the full names, identity number, postal and physical address, postal code, fax number, e-mail address and area of jurisdiction;
- 4.3 Members of the Society may use its logo or crest and/or the words, 'Member of the South African Sheriff's Society', on their letterheads and business cards.

5. DISCIPLINARY ACTION AND TERMINATION OF MEMBERSHIP

5A. TERMINATION OF MEMBERSHIP

A Member ceases to be a member of the Society if:

- 5.1 He/she resigns in writing by letter addressed to the Secretary;
- 5.2 Two thirds of the members of the Executive Committee present, vote in favour of terminating the membership of a member, or to suspend a member for a period, for the following reason/s:
 - 5.2.1 He/she failed to pay the required membership fee after a final demand has been sent to such member by registered mail or by e-mail at the address mentioned in the application for membership (or other address provided in writing);
 - 5.2.2 In the opinion of the Management, he/she is guilty of contravening the Code of Conduct of the Society;
- 5.3 A member dies;
- 5.4 A member retires;
- 5.5 Any person who ceases to be a member of the Society has no claim against the assets of the Society.

5B. DISCIPLINARY ACTION

- 5.6 In the discipline of a member, the rules of natural justice will apply.

6. MANAGEMENT OF SASS

- 6.1 There shall be three (3) layers of the management of SASS, constituted as follows:

6.1.1 The National Management Committee (NMC) consisting of:

- 6.1.1.1 The National Executive Committee (NEC) as provided for in clause 6.1.2 of the Constitution
- 6.1.1.2 Nine (9) Provincial members elected
- 6.1.1.3 Additional members co-opted by the National Management in terms of clause 6.3 of the Constitution
- 6.1.1.4 One SODESTA representative

6.1.2 The National Executive Committee (NEC) consisting of:

- 6.1.2.1 The President
- 6.1.2.2 The Deputy President
- 6.1.2.3 The Secretary
- 6.1.2.4 The Treasurer
- 6.1.2.5 Not more than three (3) additional member co-opted by the National Management

6.1.3 **The Provincial Management Committees (PMC) for each province, consisting of:**

- 6.1.3.1 The Provincial Chairperson
- 6.1.3.2 The Deputy Provincial Chairperson
- 6.1.3.3 The Provincial Secretary
- 6.1.3.4 The Provincial Treasurer
- 6.1.3.5 Not more than 3 (three) additional members co-opted

6.2 A member of the Management will remain on the Management Committee for the full term until the newly elected Management have been inaugurated, unless his/her membership has been terminated in terms of paragraph 5;

6.3 It shall be the prerogative of Management to co-opt any **knowledgeable person or persons** on the Management, who will not have any right to vote;

6.4 Where any vacancy in management was to occur for whatever reason, it shall be the prerogative of the NEC to fill such a vacancy or leave it until such time that an elective conference is held.

7. **QUORUM**

7.1 More than 50% of the members of National Management committee (NMC) and National Executive Committee (NEC) present, shall constitute a **quorum**, and

7.2 In the absence of a quorum the meeting shall be reconvened at short notice.

8. **ELECTION OF MANAGEMENT AND OFFICE BEARERS**

The **Management** of the Society shall consist of:

FOUR (4) National Members, and

Not more than **NINE (9) Provincial members**;

who shall be elected bi-annually in terms of the Constitution.

8.1 Election of Management and Office Bearers shall be held in line with this Constitution and must be conducted in the alternative year of every conference and such alternate year may be referred to as an "elective year". Management will have the mandate to prescribe the procedure of the nomination and voting of management.

8.2 The National Executive Committee may appoint any member in good standing to become an Electoral Officer.

8.3 It shall be the responsibility of the Electoral Officer to be the custodian of all aspects pertaining to elections, including counting of all votes at the National Conference and safe keeping of ballot papers prior to and after the elections.

8.4 Where there are disputes over any position voted for, a recount and or a new round of voting may be conducted.

8.5 Where there are no disputes relating to voting, the Electoral Officer shall, after the conference, hand over all voting papers and records to the newly elected President.

8.6 The electoral officer shall not avail himself/herself for any elective position during the conference and during the election period in the conference.

8.7 It shall be in the sole discretion on the Electoral Officer to request assistance with the conduct of Elections

8.8 It shall be in the sole discretion of the Electoral Officer to announce all the names of the members duly elected and for the position or level at which such a member has been elected.

8.9 **ELECTION OF THE PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER**

8.9.1 Members present at the NATIONAL CONFERENCE shall, before closing the meeting, elect from those National members elected, a **PRESIDENT, VICE-PRESIDENT, SECRETARY** and a **TREASURER**;

8.9.2 No person may be elected as **PRESIDENT** for more than two consecutive terms

9. **THE RIGHT TO VOTE**

9.1 All members of SASS in good standing shall have the right to vote;

9.2 The right to vote shall extend *mutatis mutandis* to all structures of SASS referred to in Clause 6;

9.3 The right to vote at National Conference shall be exercised in line with the provisions of Clause 10 of this Constitution.

10. **NOMINATION AND VOTING PROCEDURES**

10.1 **NOMINATIONS**

10.1.1 All members in good standing shall be entitled to nominate and vote for a candidate of their choice and shall exercise their right for each candidate standing for election provided that any member who is not in good standing may not:

- 10.1.1.1 make any nominations;
- 10.1.1.2 second any nomination, and
- 10.1.1.3 cast a vote for any member,

for the election of Office-bearers or at any decision-making meeting of the Society;

10.1.2 Any member who is in good standing, may be nominated and elected as a Member of the Management;

10.1.3 A Nomination Form, duly signed and with full details of the candidate including the nominee's acceptance, full names, contact details and office of the nominee, shall be submitted to the Secretary ten (10) days before the elective conference is to be held.

10.1.4 Nominations shall be made on a form specifically prescribed for such purpose by the Management.

10.1.5 The Electoral Officer shall have a discretion to reject or accept any all nominations not fully complying with the provisions of 10.1.3 above;

10.1.6 The Electoral Officer shall within five working days in writing acknowledge to the nominator, receipt and acceptance, or otherwise, of the nominations;

10.1.7 The Electoral Officer shall at least 5 days prior to the date of the elective conference, ensure that those members allegeable to attend the conference, are given the names and details of all nominated persons.

10.2 **VOTING**

THE FOLLOWING ARE THE METHODS IN TERMS OF WHICH MEMBERS OF THE SOCIETY MAY VOTE

10.2.1 **PHYSICAL VOTING**

Voting shall ordinarily be conducted at conference by all members in good standing and shall be as determined by the Electoral Officer in consultation with the National Executive Committee.

10.2.2 **ELECTRONIC VOTING:**

10.2.2.1 Where feasible and after consultation with management, the Electoral Officer may allow elections to be conducted electronically in accordance with guidelines in terms of Clause 8.1;

10.2.2.2 Any member in good standing may cast an electronic vote to the Electoral Officer prior to the elective conference in accordance with guidelines in terms of Clause 8.1;

10.2.2.3 Electronic voting in terms of clause 10.2.2.2 must take place at least three (3) days prior to the elective conference

10.2.2.4 **SOCIAL MEDIA PLATFORM VOTING:**

It shall be within the discretion of the electoral officer, after consultation with management, to allow any member to vote via any social media platform.

10.2.3 A ballot paper may be declared by the Electoral Officer as spoilt

10.2.4 After counting of the votes at Conference and subject to Clause 8.9, the Electoral Officer shall announce the **FOUR** candidates with the highest number of votes, as the Four duly elected **NATIONAL MEMBERS** of the Management;

10.2.5 The Electoral Officer shall thereafter announce the names of a member duly elected by a Province as a Provincial Chairperson. Such a member automatically qualifies to be a member of the National Management.

10.2.6 If during the year a member of national management, for whatever reason, fails to fulfil the responsibilities of his/her office or ceases to be a member of the Society, the vacancy created may be filled on temporary basis until the next election;

11. **TERM OF OFFICE OF OFFICE BEARERS**

11.1 Where any office bearer has been elected for a period to any office, such period may not exceed a period more than two years.

11.2 If for any reason an elective conference cannot be held, an Office Bearer may continue holding the office until it is reasonably possible to hold an elective conference.

12. **DUTIES AND POWERS OF THE PRESIDENT**

12.1 The President convenes meetings as required by the Constitution;

12.2 The President chairs meetings of the National Management Committee, Executive Committee, National Conference, National General Meeting and Extraordinary General Meetings and ensures that all meetings are conducted in compliance with the law and conduct of meetings;

12.3 The President shall ensure that all members who are entitled to address the meeting, are afforded such opportunity;

12.4 The President shall ensure that any person present at a meeting who might have a conflict of interest in any matter, shall recuse himself / herself from such a meeting during the discussion and voting on the matter;

12.5 The President may not move a motion from the chair, but has to vacate the chair in order to propose a motion and to speak thereon;

12.6 In the event of an equality of votes the President shall have a casting vote.

12.7 The President is responsible to ensure that the Executive Committee carry out all its duties and perform its functions;

12.8 The President is the official spokesperson of the Society and no other member or official may make any statement on behalf of the Society without the express prior authority of the President;

- 12.9 It is the duty of the President to regularly receive financial reports from the Treasurer and to scrutinise income and expenditure with a view to ensuring the financial well-being of the society and in particular authorise expenditure approved by the Executive Committee, for which funds are available;
- 12.10 In the event of the President being incapacitated or unable to attend any scheduled meetings at which he/she presides as Chairperson, the Vice-President shall take over the functions and powers of the President and should both the President and the Vice-President be unable to attend a scheduled meeting, a member of Management shall be elected to act as Chairperson for that meeting.
13. **DUTIES AND POWERS OF THE NATIONAL MANAGEMENT COMMITTEE (NMC)**
- 13.1 The National Management Committee (NMC) shall meet whenever necessary, provided that there shall be at least two (2) meetings of the NMC a year.
- 13.2
- 13.3 All members of the Society may attend meetings of the NMC of the Society, at their own costs. Such members shall not have a voting right at such meetings, but may address the meeting on any subject on the agenda, for a specific time period at the discretion of the Chairperson;
- 13.4 Any member of the NMC may attend any meeting of the National Executive Committee (NEC) or a Committee of the Management at his / her own costs and may participate in the deliberations, but may not vote;
- 13.5 Members of the Society may request an item to be placed on the Agenda of the Management for discussion, provided the item is fully motivated;
- 13.6 The management and administration of the Society shall vest in the National Management Committee (NMC) and the Management shall be authorised to, subject to budgetary constraints, appoint officials, acquire offices and equipment and take any action or decision it may deem necessary to serve the interests of its members;
- 13.7 The new NMC shall establish such structures and **Permanent Committees** as it may deem necessary from among SASS members and by co-opting an expert person or persons when required; provided that the Committees' Terms of Reference and Delegated Authority shall be determined by the Management at that meeting;
- 13.8 The following **Permanent Committees** shall be constituted by Management, who shall meet, preferably by telecon, at least once in every two month period:

 Legal Committee - At least three Members;
 Finance and Benefits Committee - At least three Members
 Communication, Training and Electronic Media – At least three Members
- 13.9 In order to give effect to Paragraph 3.2.9 of this Constitution, a **Permanent Committee on Deputy and Administrative Staff Matters**, consisting of three members of Management, shall be constituted each year to liaise with Deputies and Administrative Staff and to consider any requests or delegations.
- 13.10 All Permanent Committees report and make recommendations to every meeting of the Management.
- 13.11 The Management may also at any time appoint **Task Committees** as may be necessary from among themselves and/or by co-opting of an expert person or persons; provided that the Committees' Terms of Reference and Delegated authority at the time of appointment shall be determined by the Management and that the Committee shall dissolve once its brief has been completed and it has submitted its last report to the Management;

- 13.12 The **Chairpersons of all Committees** of the Society shall be appointed by the Management and shall be present members of the Society;
- 13.13 The Management shall annually at the Annual General Meeting propose a **Budget** of Income and Expenditure for the following year, as well as the membership fees, for approval or amendment by the meeting;
- 13.14 A **Banking account/s** in the name of the Society shall be opened into which all funds shall be deposited and from which withdrawals shall be made in accordance with directions of the Management;
- 13.15 All payment requisitions for EFT's shall be authorized by the following two signatories:
the President or Vice-President
together with
one of either the Treasurer or the Secretary.

14. **POWERS AND FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE (NEC)**

- 14.1 The National Executive Committee (NEC) have the following powers and functions:
 - 14.1.1 To give effect to the decisions of the NMC and to ensure that all resolutions of the NMC are carried out;
 - 14.1.2 To represent the Society at deliberations and negotiations in accordance with the mandate of the Annual General Meeting and/or the Management;
 - 14.1.3 To ensure that proper books and records are kept of all transactions of the Society and to annually submit audited statements thereof to the NMC, who shall annually submit these to the Annual General Meeting for approval;
 - 14.1.4 To be responsible for the day-to-day management and administration of the Society by:
 - 14.1.4.1 Ensuring that in all cases where the Society has to be represented at another forum, the terms of reference of the delegation is formulated and approved by Management;
 - 14.1.4.2 Considering urgent policy matters and communicating it to all relevant structures of the Society including where relevant, members;
 - 14.1.4.3 Approving expenditure voted in the Annual Budget and for which funds are available, provided that over-expenditure on a budget vote shall have the prior approval of the Management;
 - 14.1.4.4 Ensuring that the income and membership fees budgeted for by the Management are collected;
 - 14.1.4.5 Coordinating all planning processes in respect of the Management and other Committees;
 - 14.1.4.6 Defraying where necessary, expenses incurred by any member in the execution of his/her duties as a Member of the NEC and/or NMC;
 - 14.1.4.7 Facilitating where necessary, the awarding of an honorarium at the General Meeting annually, to members and/or Officials of the Society;
 - 14.1.4.8 Monitoring and ensuring that task teams appointed by NMC or NEC carry out their duties and submit their reports accordingly;
 - 14.1.4.9 Approving Agendae and Draft Minutes;
 - 14.1.4.10 The NEC may compile, on behalf of the NMC, Financial Policies, Procedures and Regulations and may amend them if and when required, provided that the full text and/or amendment shall be submitted to the National Conference for endorsement.

15. **DECISION-MAKING BY STRUCTURES OF MANAGEMENT OF SASS:**

- 15.1 Subject to clauses 12, 13 and 14 of this Constitution, all decisions of the structures of the Society shall be taken in properly constituted meetings where notices are given and relevant members are in attendance;
- 15.2 All decision of the structures of the Society shall be taken in line with Clause 7 in a physically constituted meeting subject to the following:
- 15.2.1 In respect of any matter which cannot wait until the next meeting, such a matter may be decided by way of a ROUND-ROBIN, ELECTRONIC OR ANY SOCIAL MEDIA MECHANISM acceptable to the NEC;
- 15.2.2 A decision shall not be invalid by mere fact that a non-relevant person was in attendance of such a meeting.
- 15.3 The above provisions shall apply *mutatis mutandis* to all structures of the management of the Society.

16. **CONSTITUTION OF SASS AT PROVINCIAL LEVEL**

- 16.1 SASS shall be constituted in line with the national boundaries of the Republic of South Africa with provincial structures in accordance with the current provinces of South Africa.
- 16.2 The NMC may merge one province with the other or divide for purposes of management and administration, a province.
- 16.3 The member of Management elected from that specific Province in terms of par 10.2.5, shall be the **Chairperson** of the Province and shall be responsible for promoting the aims of the Society in that Province by meetings and otherwise.
- 16.4 All members of SASS must belong to a province and no member shall be a member at national level without subscribing to a province.
- 16.5 Provincial rules must not be in conflict with National rules or with this constitution and the NMC may direct a province to amend or remove any rule in conflict with the rules or policies of SASS.
- 16.6 Provincial Management Committees (PMC's) must submit reports, not less than 10 days prior to the National Conference, to the NMC on their activities for the preceding year to be presented at the National Conference each year.
- 16.7 Provinces as well as their PMC's are subject to the discipline and authority of the NMC which shall have the power to dissolve any Provincial structure.
- 16.8 No Province may act or issue statements on behalf of sheriffs without the prior authorisation of the President.
- 16.9 A Province may collect voluntary financial contributions from members and other sources.
- 16.10 Any donations or sponsorships received by a Province may be paid to the Treasurer of the Society.
- 16.11 PMC's is required to open and maintain a current bank account with a reputable financial institution, that is linked to the national bank account.
- 16.12 The chairperson of the Province shall present a financial report indicating income and expenses for the financial year at national conference each year.

17. **MEETINGS AND CONFERENCES OF SASS**

17.1 **MEETINGS**

- 17.1.1 In between conferences of SASS, there shall be meetings held by various management structures of SASS for the purpose for which will be to implement resolutions and decisions of the National Conference and deal with the day-to-day affairs of SASS.
- 17.1.2 Meetings of the NMC must be held at least twice a year;
- 17.1.3 Meetings of the NEC may be held as regular as may be necessary but shall be held at least once in a quarter;
- 17.1.4 Meetings of Provinces must be held once in a semester;
- 17.1.5 Meetings of the PEC's may be held as regular as may be necessary but shall be held at least once in a quarter;
- 17.1.6 Meetings may be conducted physically, virtually, telephonically, electronically or by any of these combined methods acceptable to SASS management.
- 17.2 **NATIONAL CONFERENCE**
- 17.2.1 The bi-annual meeting at which the President's Report shall be considered and the newly elected Management installed, shall be known as the **NATIONAL CONFERENCE**.
- 17.3 **NATIONAL GENERAL MEETING**
- 17.3.1 This will take place, as far as possible, bi-annually in the year when no elections are held and on a date and at a place as determined by the President in consultation with the NEC or NMC.
- 17.4 **NATIONAL CONFERENCE**
- 17.4.1 The National Conference shall:-
 - 17.4.1.1 Receive and consider the Annual report of the President;
 - 17.4.1.2 Receive and consider the Annual report of the Secretary;
 - 17.4.1.3 Receive and consider the Financial Statements and Audit report of the Society;
 - 17.4.1.4 Consider and approve the Budget for the ensuing financial year;
 - 17.4.1.5 Determine and fix the Membership Fees for the ensuing year;
 - 17.4.1.6 Any motion from the floor and other matters placed on the Agenda;
 - 17.4.1.7 Amend, review, delete or adopt any new proposal of this Constitution;
 - 17.4.1.8 Make policies and take decisions or resolutions for the Society.
- 17.4.2 The **quorum** at the National Conference, National General Meeting and at an Extraordinary General Meeting shall be THIRTY (30) PERCENTUM of the total number of registered members of the Society;
- 17.4.3 Notice of the National Conference and National General Meeting shall be given by the Secretary to all members in writing, by post or by electronic media acceptable to management, at least TWENTY ONE (21) days before meetings;
- 17.4.4 Notice of at least SEVEN (7) days shall be required for Extraordinary Meetings;
- 17.4.5 Notices of meetings shall be accompanied by a list of items for discussion which will appear on the Agenda. Members may request a full Agenda;
- 17.4.6 Any member who has a personal interest in any matter placed on the Agenda for consideration, shall declare such interest and must, in the discretion of the chairperson of such a meeting, withdraw from the meeting.

17.5 **EXTRAORDINARY GENERAL MEETING**

An Extraordinary meeting shall take place at the request of Management or at least 3 members of the Society within THIRTY (30) DAYS of the request, at a time and place as determined by the President, to consider a specific matter or matters.

17.6 **COMMITTEE MEETINGS**

17.6.1 The members of a Committee shall meet at a place determined by the Management, Executive Committee, Convenor or Chairperson of the Committee;

17.6.2 Each member has one vote;

17.6.3 At the request of any member voting on a particular item may take place by way of secret ballot;

17.6.4 Any member who has a personal interest in an item or a proposal on the Agenda, or a particular party, shall declare his/her pecuniary interest and shall withdraw from the meeting room during the consideration and voting on the item or proposal and shall have no opportunity to address the meeting or to vote on the matter;

17.6.5 In the event of an equality of votes the Chairperson shall have a second vote (**casting vote**), which vote he/she shall exercise in favour of maintaining the *status quo* in terms of accepted meeting practices;

17.6.6 More than 50% of the members shall constitute a quorum. In the absence of a quorum the meeting must be reconvened within THIRTY (30) days. All members shall be notified. The members present at such a postponed meeting and entitled to vote, shall form a quorum.

18. **GENERAL PROVISIONS**

18.1 The National Conference may, with the consent of the majority of the members present, award honorary membership to a person/s who rendered exceptional service to the Sheriff's Profession over a number of years;

18.2 Honorary members shall have the right to participate in deliberations at a National Conference, a National General Meeting or a Special General Meeting, but shall not have voting rights;

18.3 Honorary members shall not be obliged to pay membership fees and shall retain their membership for life or for such period as the Society determines;

18.4 The Society shall draft a Code of Conduct to which its members shall comply.

19. **AMENDMENT OF CONSTITUTION**

No amendment or addition to the Constitution shall be made except at a meeting of the National Conference or National General Meeting, held in terms of paragraph 14 and no amendment or addition shall be approved unless at least TWENTY ONE (21) days written notice of the proposed amendment has been given to all members and a two-thirds majority of all members present have voted in favour of such amendment or addition.

20. **DISSOLUTION OF THE SOCIETY**

At the dissolution of the Society its assets shall be transferred to a similar body or bodies promoting the welfare of the Sheriff's profession.