CONSTITUTION OF THE CAPE CANOPY OF PARATROOPERS

ADOPTED VERSION, 8 AUGUST 2019

Established 1984, formerly a member of the SA Paratroopers Association 1985. A universitas in the form of a voluntary association.

1. NAME, LEGAL COMPETENCE, AUTONOMY AND DISSOLUTION

1.1 The name of the Association shall be "The Cape Canopy of Paratroopers" in shortened form also called "the Cape Canopy", or "the Canopy".

1.2 The original formal name of this association was "The South African Paratroopers Association Cape Canopy", the Canopy being historically linked to the now defunct "SA Paratroopers Association" in having been a founding member thereof in 1985. The Cape Canopy of Paratroopers continues its own existence as the same legal person as constituted in 1984, and it retains ownership and control of all its assets, liabilities, bank accounts, rights and obligations, but assuming to itself henceforth the stated formal name as set out in clause 1.1 here above.

1.3 The Cape Canopy of Paratroopers is an autonomous universitas in the form of a voluntary association with legal personality and with the right to posess property, to open & operate banking accounts, to make investments, to accept bequests, to sue or be sued in its own name and to execute legal acts.

1.4 The Chairman (called "the Stick Commander") or the Vice Chairman or such other person as may be specifically appointed ad hoc by resolution of the Management Committee, will represent the Canopy in litigation or in contractual or other negotiations and will execute on behalf of the Canopy any contracts and/or formal documentation as might be necessary.

1.5 The Canopy may dissolve or be liquidated or be amalgamated with another like organisation or body by decision of a two thirds majority vote of members at a special general meeting convened specifically for such a purpose. At least 30 (thirty) days' written notice of the meeting must be given to members with specific reference to this clause of the Constitution and stating the intention to dissolve or be liquidated or to amalgamate as the reason for the meeting. Such written notice must be given to members either by personal delivery, or by registered post, or by electronic communication. The members present (either in person or by written proxy) at such special meeting shall be a quorum. At such meeting the assets of the Canopy are also to be disposed of as per the specific decision of the meeting.

2. LIABILITY OF MEMBERS AND OFFICE BEARERS, AND AFFILIATION

2.1 The liability of members vis a vis third parties for delictual or contractual liabilities of the Canopy will be limited to their paid up membership fees.

2.2 In the absence of proof of criminal intent no office bearer of the Canopy will be held responsible for any diminishing in value or loss of the assets of the Canopy which may occur during his term of office.

2.3 The Canopy will not have any primary objective of profitmaking for its own sake, but will be allowed to charge membership fees and to undertake initiatives to raise funds by whatever reasonable means so as to cover its costs of administration and costs of affiliation to other bodies, and/or to fund or partly fund the costs of Canopy activities, or to further the objectives of the Benevolent Fund to be established in terms of clause 4.2.9, and/or to further the interests of any other worthy cause as circumscribed in clause 4.2.9.

2.4 The Canopy will always be completely non-racial and a-political and the Canopy respects the Government of the day and upholds the Constitution of the Republic of South Africa.

2.5 The Cape Canopy shall be formally affiliated to the South African Legion with all its members to be duly registered affiliated members thereof and will annually continue to maintain such affiliation. It is recorded that the Cape Canopy's full affiliation with the SA Legion shall validly have the vicarious effect that the members of the Canopy, being an organization for veteran soldiers, will de facto also be duly affiliated to the Council of Military Veterans Organisations ("CMVO") as is prescribed by law.

3. EMBLEM AND MOTTO

The emblem of the Canopy shall be an opened white parachute with a twin set of rigging lines, each set having five lines, culminating in two connecting points by which hangs a gold and white protea-motiv on a maroon shield bordered in gold, positioned between two flared wings in gold and maroon, and with the words "Cape Canopy" inscribed in white capitals on an upward-curving flared maroon and gold scroll directly underneath the shield, as depicted on the example annexed hereto marked Annexure "A".

The motto of the canopy shall be SEMPER EXCELSIOR meaning Always Higher /or/ Always Better /or/ Ever Excelling, thereby formulating the dedication and striving of Canopy members to attain the highest grade of excellence in all they undertake in furtherance of the Mission of the Canopy.

4. MISSION, ETHOS AND OBJECTIVES

4.1 Mission and Ethos

The mission of the Canopy is to create, sustain, actively build out and enhance an organized environment of camaraderie for their members where the communal special background, mind set and characteristics unique to the training and experiences shared by airborne paratrooper soldiers will form the connecting bond.

The ethos of the Canopy is that its members, in commiting to this constitution, will be proudly patriotic in their unwavering love for their fatherland, the Republic of South Africa and supportive of one another as well as to current or future generations of South African Paratroopers.

4.2 Objectives

The objectives of the Canopy, in furtherance of its mission and ethos, are the following:

4.2.1 To find, canvas and sign on potential members who qualify for membership as herein stipulated and who accept the terms of this constitution; and

4.2.2 to act as communication channel and negotiating agent for its members by liaising with all levels of military and other authority as well as with other military veterans organizations; and

4.2.3 To enhance communication between members and to strengthen the spirit of camaraderie between them; and

4.2.4 To honour the memory of fallen and deceased members; and

4.2.5 To organize functions which will strengthen the bonds of friendship and camaraderie between members; and

4.2.6 To receive membership dues and to collect donations and to administer such funds strictly in terms of the provisions of this constitution; and

4.2.7 To collect and disseminate amongst its members any information which may be of value to them; and

4.2.8 To arrange regular formal as well as informal get-togethers and activities whether for purely social purposes or whether pertaining to special military days and/or occasions; and

4.2.9 To establish a Canopy Benevolent Fund (CBF) for the purpose of giving monetary assistance or other support to deserving Canopy members or to the widows, and/or to orphans and/or to other dependents of deceased Canopy members, and/or to support worthy causes as approved by the Management Committee and the CBF Board, all in accordance with this Constitution and the founding charter of the CBF; and

4.2.10 To promote the esprit de corps and traditions of paratroopers nationally and internationally, independent of race, religion, sexual orientation or political affiliation.

4.2.11 The Canopy will ever strive to continue and enhance its inherent connection with, support of, and affinity for: its historical parent Unit 1 Parachute Battalion, the Parachute Regiment, and all airborne associated military units. As demonstration of this dedication the Canopy will always support paratroopers who are serving in the defence of South Africa, and the Canopy will do whatever it can to inspire young South Africans to become Paratroopers.

4.2.12 The Canopy will encourage and assist the custodianship of memorabilia of South African Paratrooper history, culture and experience in any way it can.

5. MEMBERSHIP AND FRIENDS OF THE ASSOCIATION

There are four (4) categories of membership of the Canopy namely: Ordinary Membership, Associate Membership, Affiliate Membership and Honorary Membership. There is also a special status called “Friends of the Paratroopers/Parabats” that can be conferred on a person. Membership of this Association in whatever category as well as the status of “Friend of the Parabats” can only be attained after stringent vetting by the Management Committee (“ManCo”) who will apply a test of absolute honesty and transparancy to each application or recommendation, such testing also to be applied retroactively, so as to ensure that the integrity of the various classes of membership is never compromised and that the honour of the Association and its members is never cheapened or brought into disrepute.

5.1 Ordinary Members

5.1.1 All airborne soldiers who in the South African context are also known as “Paratroopers” or “Parabats” regardless of race or creed who can submit proof (a) that they are trained paratroopers who had successfully undergone and qualified in a military PT- and parachute-jumping course in the SANDF or its predecessors the SADF and other statutory and non-statutory forces, and (b) that they served as such in the South African armed forces, will qualify to either apply or be recommended by any Canopy member to become an Ordinary Member. Ordinary members have the right to wear formal or informal paratrooper insignia, wings, head dress, tie and paratrooper attire during Association gatherings and outings and will have full voting rights and the right to serve as a Canopy office bearers.

5.1.2 Military personnel from any other SA military corps or unit who have successfully completed the SA military PT- and parachute-jumping course in the SANDF or its predecessors the SADF and other statutory and non-statutory forces, may be considered by the ManCo for Affiliate membership as per clause 5.3, with the special concession in regard to clause 5.3.3 that they will be allowed to wear paratrooper wings.

5.1.3 The Committee shall screen and consider all applications and recommendations for ordinary membership and should the Committee approve membership and the applicant subscribe in writing to this constitution, such applicant shall upon payment of the required membership fee be admitted as an ordinary member of the Canopy.

5.1.4 “International” and/or “Country” ordinary membership in the Canopy shall be open to persons who would qualify for Ordinary Membership in terms of clauses 5.1.1 and 5.1.3 but who reside outside of the Western Cape. Such members will pay full membership fees but are for practical reasons exempted from regularly attending meetings. They will enjoy the full benefits of Ordinary Canopy membership and may attend meetings as and when they can and may vote at meetings either in person or by way of a written proxy given to any attending member in good standing.

5.1.5 Life Ordinary Membership may be awarded to an ordinary Canopy member whose parachute jumping course took place fifty (50) years or more in the past, or to any ordinary member who has been an active fully paid up member for at least ten years, or to any ordinary Canopy member who has made an exceptional contribution to Canopy affairs. An award of Life membership can only take place on positive recommendation and motivation by the Management Committee and must be approved by a majority of members at any General Meeting of the Canopy. Payment of membership fees shall not be compulsory for Life members.

5.2 Associate Members

5.2.1 Persons who have qualified through an official army parachute jump course as an airborne soldier in the armed forces of any foreign country and has served as such in the military armed forces of that country may on invitation by the Committee be considered for Associate Membership of the Canopy provided that they are able to prove their airborne credentials to the full satisfaction of the Committee. In this regard the Committee will demand proof of the applicant's successful completion of an official military paratrooper jumping course as well as proof of the applicant's actual military service as an airborne soldier in the defence force of the applicable country.

5.2.2 The Committee, whose decision shall be final, shall screen and consider all recommendations for Associate membership and should the Committee approve such membership and the person subscribe in writing to this constitution, such person shall upon payment of the required membership fee be admitted as an Associate member of the Canopy. The normal Canopy subscription fees shall be payable by Associate members.

5.2.3 Associate Members of the Canopy will have the right to vote as well as the right to hold office in the Canopy and will also during Canopy gatherings and outings have the right to wear the formal or informal paratrooper insignia, head dress, wings and paratrooper attire of the foreign military unit that the member has served in.

5.3 Affiliate Membership

5.3.1 Persons who are not paratroopers but who have served in the South African armed forces and are, after due consideration by the Management Committee, deemed to have been especially linked to The Parachute Regiment and/or to the activities and ideals of the Canopy, may be offered affiliate membership.

5.3.2 Affiliate members must subscribe to this Constitution, will pay the full subscription fee and will have the same rights and priviliges as ordinary members, which include full voting rights and being eligible to hold office.

5.3.3 Such members may wear their own units' military insignia, head dress and attire during Association gatherings and outings but are not allowed to wear paratrooper insignia, head dress, wings and paratrooper attire of any kind, with the exception of specially designed "Supporter of Paratrooper" informal attire as might be requested and paid for by such members, but the design of which is to be specifically approved by the committee and manufactured and distributed under the control of the committee.

5.3.4 The Committee may on good cause unilaterally, and shall when specifically so instructed by way of a resolution of a General Meeting of members, terminate a person's Affiliate membership without having to give reasons to such person.

5.4 Honorary Membership

5.4.1 The Management Committee may as a reward for meritorious service to the Canopy designate any person as an Honorary Member, regardless of whether such person has a military background or not, subject to such conditions and prerequisites as the Committee may decide.

5.4.2 Honorary members will be required to formally subscribe to this constitution but will not have voting rights and are not eligible for office, save for being co-opted to the position of Honorary President of the Management Committee. (See Clause 7.1.2)

5.4.3 Payment of membership fees and regular attendance of Canopy meetings shall not be compulsory for Honorary members and Honorary membership shall last for the duration of such person's lifetime, or until he/she resigns, bearing in mind however also clause 5.4.7.

5.4.4 The widows of deceased members of the Canopy may be considered for honorary membership should they so wish it.

5.4.5 Honorary members may, if they have a military background, wear their own units' military insignia, head dress and attire during Association gatherings and outings but are not allowed to wear paratrooper insignia, wings and paratrooper attire of any kind. A partial exception is made in the case of the Honorary President. (See clause 7.1.2)

5.4.6 Persons eligible for Honorary Membership may include also juristic persons.

5.4.7 The Committee may on good cause unilaterally, and shall when specifically so instructed by way of a resolution of a General Meeting of members, terminate a person's honorary membership without having to give reasons to such person.

5.5 General Matters Regarding Membership and Termination of Membership

5.5.1 The membership fees will be decided on annually by the Management Committee to be approved by the Annual General Meeting and is payable by members yearly upon demand in order to remain in good standing.

5.5.2 A register of all members shall be maintained and a certificate of proof of membership shall be issued to each member.

5.5.3 Any membership may at any time be reviewed by the Man.Co. after the receipt of a formal Inquiry report and recommendation by an ad hoc Disciplinary Committee appointed in similar fashion as per clause 5.5.5 and membership may be revoked if it is found that false or erroneous information was provided regarding the member's eligibility for membership, whether such information was presented to the Management Committee either mistakenly but bona fide, or deliberately and with fraudulent intent.

5.5.4 Membership of the Canopy in whatever form will automatically be terminated upon death or upon receipt by the Management Committee of a written resignation by the member.

5.5.5 Membership of the Canopy may also be terminated by decision of the Management Committee on the grounds of the member showing constant negative interest in the Canopy, or of improper or unacceptable conduct by a member resulting in bringing or potentially bringing the Canopy into disrepute. Alternatively a fine or other reasonable measure of censure may be imposed for transgressions. The Committee will appoint an ad hoc Disciplinary Committee of at least three people (which must include the Army Representative) to handle the hearing in the form of an interrogatory process but without legal representation being allowed. The appointed Disciplinary Committee will elect its own chairman and will

report back to the Management Committee with a recommendation as to the verdict. The Management Committee will make a final decision on the appropriate verdict which verdict will immediately be communicated in writing to the member in question and will also forthwith be communicated to all members of the Canopy. If the verdict is one of termination of membership, it shall be reviewable by a Special General Meeting, provided such meeting is requested in writing in proper fashion in terms of clause 6.2.2 within ten (10) days of the termination notice being sent to the members, failing which the termination will be final.

5.5.6 A member whose membership fees remain unpaid for a period of three months or more from the date upon which it became payable, will automatically forfeit his rights as member until such time as full payment of the membership fee is received by the Management Committee, and may lose his membership by unanimous decision of the Management Committee if he does not react positively after receipt of a written demand, such lack of reaction being tantamount to showing "constant negative interest".

5.6 Friends of the Canopy

5.6.1 There is created a special category of people called "Friends of the Canopy" or "Friends of Paratroopers" who, even though they might have no military background, may be specially linked to the Canopy in the following manner and on the following conditions:

5.6.2 Five (5) or more ordinary members in good standing may petition the Committee in writing to accord the status of "Friend of the Canopy" to a prospect.

5.6.3 The petition shall set out motivational arguments in favour of the appointment.

5.6.4 The Committee will consider the petition and may also interview the prospect in person.

5.6.5 The status of "Friend of the Canopy" will be formally accorded to the prospect only if the ManCo unanimously decide so to do.

5.6.6 Friends of the Canopy will be required to subscribe to this Constitution and will pay a reduced membership fee as set by the Committee.

5.6.7 They will be welcome to attend meetings and gatherings of the Canopy as approved by the ExCo but will not have the right to hold office or the right to vote at any meeting of the Canopy.

5.6.8 Friends of the Canopy may if applicable wear their own army unit's military insignia, head dress and attire during Association gatherings and outings but are never allowed to wear paratrooper insignia, head dress, wings and/or formal or informal paratrooper attire of any kind, with the exception of specially designed "Friend of Paratroopers" informal attire as might be requested and paid for by the interested Friend or Friends, but the design of which is to be specifically approved by the committee and manufactured and distributed under the control of the committee.

5.6.9 The status of "Friend of the Canopy" may for good cause be summarily revoked by the Management Committee whose decision shall be final.

6. MEETINGS OF MEMBERS

6.1 Annual General Meeting

6.1.1 The Canopy's Annual General Meeting (AGM) of members will be held within three (3) months from the end of the financial year on a date as decided upon by the Management Committee.

6.1.2 At such meeting the Chairman will report to the members on the past year's activities and the financial report will be presented for approval.

6.1.3 Any possible outstanding ratification by the body of Canopy members regarding Committee decisions, if so prescribed by the Constitution, may also take place at the AGM.

6.1.4 Vacancies regarding the posts of the four members of the Executive Committee will be filled by way of election and/or formal ratification during the AGM.

6.1.5 Written notice of the AGM together with the Agenda, which notice must include the names of all proposed candidates for the Executive Committee up for election, must be sent to all members at least fourteen (14) days before the taking place of the meeting.

6.2 Special General Meeting

A special general meeting may be convened in the following circumstances:

6.2.1 It the Management Committee decide that such a meeting is necessary, in which case any matter which is placed on the agenda by the Management Committee will be attended to; or

6.2.2 At the written request of 10 (ten) ordinary members setting out precisely the issue(s) to be addressed and the motion(s) they propose for decision at the meeting.

6.2.3 The Management Committee will without delay set a date for the meeting to be held within (30) days after deciding to call a meeting or receiving the request and will with at least fourteen (14) days' Notice advise all members of the date and the agenda, including in such Notice the details and motion(s) concerning the specific matter or matters for which the meeting is convened. No other motions or matters may be entertained at such a meeting, with the exception of purely procedural matters.

6.3 Rules of All General Meetings

6.3.1 A quorum for the purpose of all general meetings shall be 50% +1 (fifty percent plus one) of the number of ordinary members in good standing of the Canopy. Good standing will mean that a member's annual membership fees are fully paid up and only such members will have voting rights. Members in good standing represented by written proxy will be counted as being present.

6.3.2 The Chairman of the Canopy, bearing the honorary title of "Stick Commander", will act as Chairperson of general meetings, or in his absence the Vice Chairman, bearing the honorary title of "Stick 2 IC" or "Deputy Stick Commander", will so act. In the absence of both Chairman and Vice Chairman, any one of the members of the Management Committee must be elected as Chairperson for the meeting.

6.3.3 Proper minutes will be kept of the proceedings and decisions of all general meetings.

6.3.4 Only ordinary members in good standing will be allowed to propose or second motions or candidates for election and to vote at general meetings either in person or by proxy, although all members are allowed to attend and may join in discussions.

6.3.5 Voting at all meetings will take place by a show of hands unless at least two present members in good standing request that the voting should take place by way of secret ballot.

6.3.6 Members who cannot be present, must prior to the start of the meeting lodge a formal reason-giving apology with the Secretary so as not to be marked A.W.O.L. and may authorize the Secretary or any other attending member in good standing to vote on their behalf by way of a written signed and witnessed proxy which is to be handed in to the Secretary at the start of the meeting. Such proxy may be in specific or in general terms.

6.3.7 All ordinary matters will be decided by a simple majority of votes. The presiding chairperson will, in the event of a locking of votes regarding ordinary matters, also have an additional casting vote.

6.3.8 Where a specific majority is prescribed by the Constitution, such vote can only be carried by the stipulated majority and no casting vote will apply.

6.3.9 General meetings will be preceded by Scripture reading and prayer.

6.3.10 Proper minutes of the proceedings at all general meetings will be taken and the minutes are to be recorded and safeguarded by the Committee in adequate fashion.

6.4 Monthly Social Meetings

6.4.1 Monthly social meetings shall be held at the Canopy Head Quarters (HQ), normally on the evening of the second Thursday of every month, or on such other date as the Committee may decide and advise.

6.4.2 Although not prescribed, Committee meetings may precede such social meetings as a rule of practicality.

6.4.3 Such gatherings will take the form of an initial semi-formal session with the Stick Commander presiding. Members will be dressed in blazer and tie plus beret, the proceedings to be opened by a rendering of the Paratrooper's Prayer.

6.4.4 The semi-formal session will consist of information-sharing and report-back by the Stick Commander about past, current and future activities of the Canopy and the relevant actions and intentions of the Management Committee. This part of the proceedings will incorporate a question-and-answer session during which members may ask questions and make suggestions to the Committee for their consideration, however without any vigorous debating or the formal putting of motions and voting being allowed, unless the Stick Commander in his sole discretion asks for a show of hands on any issue in order to act as a guideline to the Committee.

6.4.5 The semi-formal session is to be ended by the traditional stick "Check Equipment!" and the stick "Tell-off!".

6.4.6 The second phase of the gathering will be ad lib social activity to conclude the evening.

6.4.7 Ordinary members are required annually to attend not less than fifty per cent of such meetings, a text or e-mail apology to the Secretary of the committee however being sufficient notification of a valid apology.

6.4.8 Members may bring guests to these meetings, male guests to be similarly attired in blazer and tie, and if of a military background also their beret or cap, and ladies to be dressed elegantly. Members will be responsible for briefing their visitors beforehand on the rules, regulations and traditions pertaining to the Canopy, and members will be held accountable for any misconduct by their visitor-guests.

6.4.9 Members must introduce their visitors to the Chairman or his designate prior to commencement of the meeting so that they may be introduced and welcomed to the meeting at the start thereof and invited to sign the visitor's book.

6.4.10 Cryptic minutes of the proceedings at the monthly social meetings will be recorded by the Secretary and kept safe.

7. THE MANAGEMENT COMMITTEE AND ORGANISATIONAL STRUCTURE

The affairs of the Canopy shall be managed by a Management Committee which is also referred to in this Constitution as "the Committee", or the "ManCo", consisting of:

7.1.1 Four (4) elected office bearers namely: a Chairman ("the Stick Commander"), a Vice Chairman ("the Stick 2 IC" or "Deputy Stick Commander"), a Secretary, and a Treasurer, which four officials will be known as the Executive Committee or "the Ex-Co". The four ExCo members must all be members in good standing and will each serve for an initial term of two (2) years and may serve for another term thereafter, after which they must step down, unless no able candidate for replacement can be found willing to be nominated at the time, in which case the member may be allowed by decision of the AGM to continue serving in his post until replaced at a following AGM. The ExCo has the responsibility to direct the affairs of the Canopy, to see to it that decisions of the ManCo and those of the Canopy are executed, and to act speedily on behalf of the Canopy in extremely urgent matters which may arise as per clause number 7.12 of this Constitution.

7.1.2 An Honorary President (HP), who does not have to be a member of the Canopy or necessarily have any current or former military rank, but is freely selected and appointed by the Management Committee for as long as the Committee sees fit. The following competencies and conditions will rule his appointment: The Honorary President will ideally be of more senior years, well established and experienced in life, with some standing in the community and with knowledge of the business world and preferably also of the military milieu. He will have a passion for the best interests of the Canopy. A serving Honorary President is allocated the right, on all formal or semi-formal Canopy occasions, to wear a maroon paratrooper beret with Canopy emblem, the Canopy tie, and a black jacket bearing the Canopy emblem as the pocket badge. His role as ceremonial figurehead of the Canopy will be to act in the spirit of a "senator" who, as advisor and soundboard in the deliberations and planning of the Management Committee, will offer his wisdom and guidance so that his experience will be put to the best possible use in the decision making of the Committee.

7.1.3 A number of co-opted Committee members: As many portfolio heads as are reasonably required to manage the various portfolios of the Committee as designated by it, will be co-opted and will serve for as long as their services are required by the Committee. These portfolio heads should each have an Assistant as approved by the ManCo, which assistants are intended to be understudies of the portfolio heads and may represent them by proxy at meetings of the ManCo when necessary.

7.2 The four office bearers of the ExCo will be elected at the Annual General Meeting. Candidates for the four positions must be formally proposed in writing by a member in good standing and seconded by another and notice of all the nominations for the vacant-falling posts must be communicated to members in the Notice of the Annual General meeting. The election will take place as the last item on the AGM agenda and immediately after the election the retiring members of the ExCo will stand down and the newly elected officials will take up their posts, the new Stick Commander when so elected taking over the chair to end off the meeting. As soon as possible after their election the first order of business of the new ExCo will be to co-opt and appoint any needed Portfolio Heads so as to complete the full Management Committee, all of whom must be Canopy members in good standing.

7.3 The Management Committee will meet whenever necessary and preferably once per month. At the request of the Chairman the Secretary may convene special meetings of the committee. Fifty per cent (50%) of the members of the Management Committee will form a quorum.

7.4 The Stick Commander will act as Chairman or in his absence the Stick 2 IC will so act. Proper minutes of the proceedings of meetings must be taken and kept safe.

7.5 The committee shall be responsible for the control and management of the Canopy in accordance with the resolutions adopted by the Canopy's general meetings and in accordance with this constitution.

7.6 Each member of the Committee shall have one vote. Voting shall take place by show of hands unless any one member requests a secret ballot, and decisions will be taken by simple majority. In the event of a locking of votes the Chairman of the meeting will have a casting vote. The Committee will always strive to attain consensus in decision making.

7.7 In the case of the vacancy of any ExCo member's post occurring, the Management Committee has the power to appoint a substitute from their own ranks by way of the shuffling of portfolios. As such appointments may have an effect on the normal occurrence of rotating vacancies, the appointment is to be either ratified or altered by way of due election at the first following AGM.

7.8 In the case of other vacancies in the ManCo occurring, such vacancies will be filled by co-opting.

7.9 The Executive Committee will have authority to open and operate a bank account or accounts in the name of the Canopy, with any two of the Stick Commander, the Stick 2IC or the Treasurer having joint signing powers.

7.10 The management Committee has the authority to make and call up investments, and to manage and apply the finances and assets of the Canopy in a responsible manner in furtherance of the mission and objectives of the Canopy.

7.11 In urgent matters a motion may be circulated between the members of the Management Committee by way of e-communication citing the issue and the decision sought and requesting the Committee members to file their votes likewise by e-communication, the resulting decision then forming a binding resolution, unless any one member insists on the Committee meeting in person to discuss the issue. Any e-communicated decision will be properly recorded at the first following Committee meeting so as to formally form part of the Minutes.

7.12 In extremely urgent matters of sufficient importance where speed of action is of the essence, the ExCo may make an interim decision and act thereon, which action is to be ratified or amended by the full Management Committee at the first possible opportunity.

7.13 The membership fees for each year will be set by the Management Committee prior to the AGM taking place and the proposed fee will be communicated to members in the formal Notice of the meeting as part of the agenda to be voted on for approval or amendment.

7.14 In cases which ostensibly appear not to be covered by this constitution, where action by the Committee is needful, the Committee will follow its own discretion with the Mission and Objectives of this constitution as guiding principle.

8. FINANCIAL AFFAIRS AND ADMINISTRATION

8.1 The financial year will be from the 1st of January to the 31st of December.

8.2 Proper and meticulous bookkeeping procedures and recording procedures will be followed with regard to the finances of the Canopy. Records will be kept for a period of five (5) years.

8.3 Any actual payment to whatever receiver must in every case be specifically authorised in a recordable fashion by any two of the Treasurer, Stick Commander or Stick 2 IC.

8.4 The financial affairs and statements of the Canopy need not be formally audited but must be examined annually by any qualified independent person, appointed by the management Committee. The report of the Treasurer will be presented to the members during the annual general meeting which report must include the positive approval of the said qualified person, mentioning his name and qualifications.

8.5 Members in good standing will at all times on reasonable notice have free access to all and any of the minutes of the Canopy as well as to all the accounts, bank statements, and bookkeeping records of the Canopy.

9. AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution may be effected only by properly convening a Special General Meeting as per clause 6.2 for the sole purpose of such amendment, or alternatively during the annual general meeting at the suggestion of the Management Committee. In all instances at least fourteen (14) days proper notice of the intended amendment must be given to members and a two thirds majority decision will be necessary in order to put the amendment into effect.