



# Rules | Reëls

## Domestic Rules

### Purpose of the rules

These domestic rules were formulated by the executive management (Manco) of the CMVO.

These rules set standards for the handling of administration and logistics. It will assist member organisations and individual veterans in their dealing with the Council also.

### Who is affected by these rules?

The domestic rules are applicable to member organisations and military veterans who are associated with the CMVO.

### Rules statements

1. Affiliated member organisations and individual military veterans must comply with these rules. Deviations from the rules must be reported to the Manco.

For easy reference and use the subject of the 30 rules are listed below:

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## Description of rules

### RULE 1

#### MANNING OF OFFICES

The Office Administrator mans the office on a full time basis during weekdays. All other Office Bearers, those working on a part time/voluntary basis, visit as and when necessary.

**Office Hours and Arrangements.** (Appointments and casual/unannounced visitors). The offices will be open during weekdays as follows:

- Monday to Thursday: 7:30 - 15:30 (Office will be manned).
- Monday to Thursday: (Telephones will be answered until 13:00, thereafter personnel will attend to administration).
- Friday: 7:30 - 13:00

When the offices are not open through these hours it is due to the Office Administrator performing official duties at DHQ, DMV and other places as part of her day to day activities. Such out of office periods will be noted on the door of the Office to indicate whether/when the office will be manned again. All Office Bearers and members of Manco and MO's, to take note that the best practice would be to make an official appointment when planning to visit the Office. In cases of prolonged periods of absence from the Office all Manco members and MO's representatives will be informed by e-mail in advance.

### RULE 2

#### MANAGEMENT OF PERSONNEL (OFFICE BEARERS)

**Selection and Recruiting.** Any vacancy that arises or new position approved within the structures of the CMVO will be advertised within the CMVO. Positions will be advertised via Manco members to the various MO's.

**Appointment.** If more than one application is received the shortlist/possible candidates will be discussed by Manco. If more than one candidate is decided upon, those candidates will be interviewed by the Manco and the chosen member will be instituted.

**Resignation.** Must be in writing and addressed to the Chairman of the CMVO with the SG for info.

**Termination of Service.** Refer to the updated version of the CMVO Constitution, the first sentence of paragraph 51 read in conjunction with paragraph 22.

**Discipline.** As all veterans are no more serving in the military they will not be subject to the MDC. The standard Basic Conditions of Employment Act rules will apply. If any rules are contravened such matters will be brought to the attention of any Manco member who must report it to the other Manco members for their further attention and action, in terms of that Act.

Should any Office Bearer commit any alleged misconduct which includes fraudulent or criminal behaviour, such conduct will be reported to the Manco/Council who will report same to the relevant enforcement agencies such as SAPS, etc.

**Grievance.** Should any individual have a grievance, such grievance must be directed to the Secretary General in writing. The SG will direct the grievance to the appropriate person in charge, which will be able to address the grievance. As the CMVO is a voluntary organisation the assigned person dealing with the grievance will investigate and discuss the issue at the first possible opportunity with the Chairperson. If not possible to attend to the grievance immediately, the assigned person shall notify the aggrieved in writing when he will address the issue and give an indication when he/she will provide the outcome. Preferably the matter should not stretch over a period that exceeds 14 days after the first up-coming Manco/Council meeting.

### RULE 3

#### UPKEEP/MAINTENANCE OF STATISTICS

The upkeep of statistics and other management information forms an important part of decision making in the organisation. The upkeep of proper and accurate statistics is the responsibility of all Office Bearers within their respective portfolios. It also serves as the backbone of proper housekeeping and paves the way to sensibly motivate issues when required.

### RULE 4

#### GENERAL COMMUNICATION

All CMVO members are encouraged to ensure open and timeous communication amongst everybody. The use of channels must however always be adhered to.

### RULE 5

#### CMVO WEBSITE & FACEBOOK (SOCIAL MEDIA)

**Access to Website and Facebook.** The official use and maintenance of these mediums will however remain the sole responsibility of the Web Administrator appointed by the CMVO National Chairman. The members with official authority to publish change/add information and answer enquiries officially have been issued with passwords to access the programmes. All members are encouraged to follow activities on this medium to stay updated with any developments. News publications of importance and CMVO policies are available on the CMVO website.

The use of electronic media must be encouraged and promoted. All MO's, Prov/Reg Structure should strive to establish their own social media sites and to make sure it is linked to the CMVO website.

Guidelines for Answering/ Comments and Follow up. It is the responsibility of Office Bearers to use their judgement when and where to obtain management's approval to update/answer on issues/enquiries. Serious or contentious issues should be brought to the Manco's attention prior to publishing.

## RULE 6

### DOCUMENTS CONTROL

#### (FILING/ARCHIVING/ELECTRONIC/ETC)

##### **Use of letterheads:**

- External Correspondence. All official correspondence from the CMVO directed to external addressees must be on an official letterhead of the CMVO.
- Formal letters to MO's and Prov/Reg Structures must also be on official letterheads.
- Internal Communication. Correspondence directed between members of the Manco and also between CMVO office and MO's and Prov/Reg Structures need not be on official letterheads.

Electronic Communication. Same as above. It is important that there be clarity on:

- Outgoing messages where minutes and agendas are concerned should be addressed to Principle Members and the secretaries of MO's to ensure it is received.
- Both, info and action addressees should be identified correctly before sending.
- Proper acknowledgement of receipt is essential.

##### **Record Keeping.** The following policy applies:

- Official documents such as Constitutions, Member Organisation in time contact detail, Policies, agendas and minutes will be kept by the Secretary General CMVO.
- Correspondence should be kept in clearly marked files. It must be indexed and stored in the CMVO office.

## RULE 7

### LANGUAGE POLICY

**Language Policy.** There must be distinguished between the following types:

- **Formal.** English will be used for/during all official activities such as meetings, minutes, agendas, instructions, etc.

- Informal. Any language of choice can be used between individuals sharing that common language. Where communication between more than two individuals takes place and they are not all sharing the common language, such communication should then be conducted in English.
- **Electronic.** Same as above.

## RULE 8

### COMMUNICATION TO AND FROM CMVO REGIONAL/PROVINCIAL STRUCTURES

It is imperative that the formal channels of communication be upheld. Ensure that communication to and from the Regions/Provinces are directed through the Chairman/Secretary.

## RULE 9

### CMVO OFFICE ADDRESSES AND LOCATION

The offices are situated in the DHQ Disposal Unit at Salvokop in Pretoria. The facility provides conference facilities that need to be booked with the Office Administrator to synchronise with Unit's activities.

- The physical address is: 1 Patriot Road, Salvokop, 0001. The street runs behind the C Max Prison in Pretoria.
- The postal address is: Private Bag X161, DOD Disposal (91), Pretoria, 0001.
- The GPS co-ordinates are: S25° 45,919. E28° 10,555.
- Office telephone number: 012-355 2907.
- Office facsimile number: 086 218 0005.
- Email: [queries@cmvo.co.za](mailto:queries@cmvo.co.za) or [cmvohr@gmail.com](mailto:cmvohr@gmail.com) (office).
- Website: [www.cmvo.org.za](http://www.cmvo.org.za).

Other contact details of Manco and Council members available on name list.

## RULE 10

### ACCESS TO PREMISES/BUILDING

All parties or individuals who visit the CMVO offices are required to sign the access register at the gate to the premises. No access cards are provided. All members are to take note of the fact that cars may be searched upon entering and exiting the Unit.

## RULE 11

### OFFICE BEARERS

**Office Bearers (Full/Part time/ volunteer).** All elected individuals who are Principle members of the Council, the Manco, MO's and Regional/Provincial structures are named Office Bearers.

## RULE 12

### LEGAL POSITION

The CMVO operates as an independent legal persona in its own name.

The CMVO is registered as a Non-profit Organisation (NPO).

The CMVO for the purpose of fulfilling its aims and objectives, set forth in its Constitution:

- Enter into contracts,
- opened and operate a banking account in its own name and
- accept donations, membership fees, sponsorships, etc. which they will dispose of in terms of its Constitution and other guidelines/policy documents.

## RULE 13

### COMPOSITION OF MANCO & COUNCIL MEETINGS

**The CMVO Manco exists of the following members:**

- Chairman.
- Deputy Chairman.
- Secretary General.
- Treasurer.
- Convenor Commemoration Services.
- Convenor ICT.
- Convenor Stakeholder Management and Support.
- Convenor Personnel Administration.
- Chaplain.
- 3 Designated Members of MO's (Currently SA Legion, MOTH and Gunner Association).

**The CMVO Council exists of the following:**

- All the above.
- The Principle member of the MO to attend. If not possible the Vice Principle to avail him/herself to attend.

A comprehensive list of Office Bearers will at all times be available at the SG, who will maintain the list. For everyone's convenience the list will be distributed twice annually to all role players. Care must be taken to destroy the old version every time a new list is received.

## RULE 14

### MINUTES, AGENDAS AND MEETINGS

Minutes and Agendas forms an important part of any organisation's existence as this is where the history of the organisation is recorded as well as providing a track record and time line of all decisions taken. The agendas and minutes will be issued according to the official CMVO language guidelines. Discussion points to be included in the agenda should be addressed to the SG at least 14 days prior to the Manco/Council meeting. Copies of agendas and minutes must be distributed according to scheduled meetings to all stakeholders ten (10) days prior to a Manco/Council meeting. Manco/Council meetings are scheduled in advance on the annual calendar and published on the website.

All Agendas sent out must be accompanied by copies of the previous meeting's minutes.

Discussion points submitted must be categorised as follows when submitted:

- For information only.
- For decision taking. The decision need to be listed and motivated with a short background sketch and an indication of the desired outcome.

Minutes must be distributed not later than ten (10) days after a meeting.

Normally it takes place on the last Wednesday of each month. Every month a Manco meeting will be held but every third Manco meeting will be substituted with a Council meeting.

Special meetings may be called as/when required as per the Constitution.

An AGM meeting will be held annually before the end of May. The agenda will be distributed to all members three weeks before the date of the meeting. The AGM will address the following:

- Chairman's annual report.
- Treasurer's financial report.
- Financial statements of the CMVO.
- Appoint auditors for the next financial year.
- To elect new/incoming office bearers.
- Consider and vote on duly submitted proposals.

The Chairman of the CMVO will chair the AGM. In the event that the Chairman is not available, the Deputy Chairman or another elected/appointed Office Bearer will chair the meeting.

Proposals for consideration at AGM shall meet the following requirements:

- It must be submitted in writing to the Secretary General at least one (1) month prior to the AGM, as it must be included in the Agenda of the AGM.

- It should clearly state the nature of the business to be decided upon. (Description important).

A quorum will consist of one-third of the Members who are entitled to vote and present in person at the Meeting.

Voting on decisions will be done by majority vote. In the absence of the Principal Representative an authorised Secundus member may stand in. (For detail see the CMVO Constitution).

## **RULE 15**

### **MEMBERSHIP**

A Member Organisation who is a member of the CMVO Council whose admission and powers meet the following:

- Full Membership of Veteran Organisation who subscribe to its Constitution.
- Affiliated/Associated Membership of Veteran Organisation.
- Individual members joining a registered or to be established CMVO Veteran Organisation.

## **RULE 16**

### **AFFILIATED MEMBER ORGANISATIONS**

Member Organisations (MO) function autonomous, however it is required that the MO's has an up to date Constitution. Record of paid up (active) members of the Association must be kept as well as of their contact details. It is the responsibility of the MO's to keep the SG CMVO up to date with contact details of Office Bearers.

An Office Bearer contact list of MO's Reps and Regional Structures (Formal/Informal) will be kept up dated on a continuous basis by the Secretary General. The contact list must be available at the CMVO office at all times.

The Secretary General will circulate the list to all MO's (full and affiliated) at least twice a year to ensure all organisations have the latest contact particulars.

## **RULE 17**

### **ACTIVITIES OF MEMBER ORGANISATIONS (MO's)**

To properly represent the CMVO on all Military Veteran forums as well as other forums, it is important that the Chairperson be kept up to date with critical and/or important developments and activities within the MO's.

All Manco and Council Members to use their sound judgement and discretion as to how and when to inform the Chairperson; especially if they need support from the CMVO.

## **RULE 18**

### **SANMVA REPRESENTATIVE**

The CMVO Council will elect and appoint a representative to represent it at the SANMVA. The appointee will have the mandate of the Council to report on CMVO matters and also to defend, maintain, provide feedback and inputs to SANMVA, on behalf of the CMVO.

## **RULE 19**

### **MAINTENANCE OF CMVO BUILDINGS/OFFICES**

Maintenance of the facilities allocated to the CMVO for use will not be maintained by the CMVO, it will remain the responsibility of the DHQ Disposal Unit's OC. Damages caused by CMVO members will be fixed or replaced at CMVO cost. When using facilities such as the Conference Room it is the responsibility to ensure such facility is handed back in the same condition as it was when receiving it. This excludes normal cleaning services for which DHQ Disposal Unit will remain responsible.

## **RULE 20**

### **PARKING ARRANGEMENTS AT CMVO HEAD OFFICE**

All Office Bearers and Visitors to CMVO offices are to refrain from parking under the carports during working hours as such parking are allocated to DHQ Disposal Unit staff members. Care must be taken not to ruin the relationship between the CMVO and the host unit. There is ample parking in open areas where our members and visitors can park.

## **RULE 21**

### **RECORD OF FURNITURE AND EQUIPMENT**

#### **(INCLUSIVE OF ELECTRONIC EQUIPMENT OF CMVO AND SANDF)**

There will/must be distinguished between furniture and equipment belonging to the CMVO and that of the SANDF. Separate inventories will be kept by the Office Administrator. The Office Administrator is responsible to keep both inventories up to date. A monthly inspection and control will be exercised by the Convenor Personnel Administration.

## **RULE 22**

### **MOVING OF FURNITURE, EQUIPMENT, ETC.**

#### **(BRINGING AND REMOVING)**

No furniture or equipment may be removed from the premises without authority and/or permission from the Chairman/SG CMVO.

Should permission be granted for any movement of furniture and/or equipment, such movement must be recorded by indicating the following:

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- Who gave permission? Name of person and his appointment/position.
- What was moved? Description of the goods e.g. serial numbers, etc.
- When was it moved? Indication of dates must be provided and recorded.
- Why was it removed? Indicate the reason for the movement such as e.g. moving of office, in for repairs, etc.

## RULE 23

### ACCESS CONTROL TO OFFICES

#### (KEY MANAGEMENT)

Four sets of keys are available and allocated as follows:

- Chairman - Gen Dippenaar – Set 1.
- SG – Brig Gen Pretorius – Set 2.
- Conv Pers Admin – Col Dicker – Set 3.
- Office Administrator – Mrs Riana Venter – Set 4.

Any person with the need to get access to the office for whatever purpose must arrange with any of the above officials to arrange/effect the access. At least two days prior arrangement is necessary before the date on which access is required.

## RULE 24

### DRESS CODE

**Informal Dress.** The dress to Manco meetings is informal. The CMVO approved T-Shirt and Golf shirt and Manco and Council members are encouraged to wear such dress as it creates esprit de corps and visibility. At informal get-togethers such as braais, potjiekos competitions, etc. the wearing of such informal approved dress is recommended.

**Formal Dress.** The dress to Annual General Meetings is respective MO's dress codes. When attending official parades and functions, members and officials should wear their individual MO's approved attire and meet the requirements of their respective MO's dress codes.

## RULE 25

### MANAGEMENT OF PETTY CASH

A Petty Cash system exists at the CMVO Head Office. The Secretary General manages it in conjunction with the Treasurer.

## RULE 26

### S & T ARRANGEMENTS

Travel expenditure may be claimed for approved travel. A claim must be submitted to the Treasurer on the prescribed form according to the “Financial Guideline Document”, which is available on the website.

## RULE 27

### GENERAL FINANCIAL MATTERS

The following general guidelines are important:

- All expenditure must be approved by the Manco/Council meetings. (This includes approval for once off or continuous expenses).
- Receipts must be issued for all monies received.
- Disbursement/Reimbursement will only be done once an invoice or receipt is received and/or the expenditure was approved.

## RULE 28

### SMOKING

Smoking is a habit that must be discouraged at all times as it is hazardous to your health. According to the SA Constitution all individuals have freedom of choice and it thus remains the choice of an individual to smoke or not. Smoking will however not be permitted in office buildings and it will only be allowed in designated areas. All smokers are to ensure they consider non-smokers when smoking and not to act offensively. During meetings of a long duration smoke-breaks will be provided for.

## RULE 29

### INVITATIONS TO ATTEND MEMORIAL SERVICES AND OTHER FUNCTIONS

Normally invitations are directed to the Chairman of the CMVO. It is some-times not possible for the Chairman to attend these invitations. In such cases it might become necessary for him to arrange/identify alternative member/s to attend or represent him.

The SG will request all of the Manco or MO's to assist when called upon by the Chairman. The SG will keep record of those individuals who stand in for the chairman.

## RULE 30

### CHAPLAIN SERVICES

The CMVO acknowledge the right to religious freedom and freedom of belief of all its members. The CMVO, like in the tradition of Militaries appoints a Chaplain to the MANCO as the Chaplain of the CMVO. The following rules will apply within the CMVO:

- All CMVO meetings will be opened with scripture reading and prayer, however attendance is voluntarily.
- The CMVO Chaplain will officiate at all CMVO activities where the services of a Chaplain are required.
- The CMVO Chaplain will be a member of the Relief Fund of the CMVO.
- The Chaplain will perform/officiate all duties as per his duty assignment sheet.

## RULE 31

### CONFIDENTIALITY OF CMVO ACTIVITIES

All Manco/Council members will not at any time during their term of service at the CMVO, or afterwards, disclose to any person or organisation any information as to the business, dealings, practice, accounts, finance, software, know-how, affairs of the CMVO. All information held about the CMVO should be regarded as confidential and may not be communicated to any outside source without authority.

Members serving on the Manco/Council are doing so as member of the CMVO and not as member of his/her Member Organisation. Members of the CMVO are to ensure to serve the interests of the CMVO and to also be sensitive what and how confidential information is allowed to be filtered through to Member Organisation/s.

Any office bearer holding a position or managing any portfolio should, if in doubt about the disclosure of any information to a third party, consult with the Chairman and/or Secretary General before disclosing any information.

All records (physical and digital), conversations, documentation including minutes and agendas are regarded as confidential. All the above mentioned sources of information in the possession of any Manco/Council member remains the property of the CMVO and shall be handed back to the CMVO on demand or, in any event, upon termination of his/her term of service.

Manco/Council members should understand that any breach of this clause may constitute a very serious breach in trust and may lead to possible further disciplinary action/s.

**RULE 32**

**TERMINATION OF SERVICES**

Any serving member of the CMVO’s Manco/Council must ensure that meetings are attended regularly as scheduled in the annual programme. Should any member not attend three (3) consecutive meetings without officially lodging an apology with the SG it will be regarded as a unilateral termination of services. The SG will make attempt/s to contact the member to verify any sound reason for absence. In the event of not being able to make contact with the individual the member’s services will be terminated and a new representative will be sourced.

In the event of such a decision the SG will inform the member accordingly to his last known address.

**Definitions**

Term	Definition
Rules	Domestic rules

**Owner of the guideline**

Organisation	CMVO
Position	Manco
Position incumbent	Chairman

**Version Control**

Date	Version	Description of update	Author / Reviewer
2015/10/01	1.0	First draft	George Dicker
2016/08/11	2.0	1 <sup>st</sup> Update	George Dicker