



COUNCIL OF MILITARY VETERANS' ORGANISATIONS OF SOUTH AFRICA

RAAD VAN MILITÊRE VETERANEORGANISASIES VAN SUID-AFRIKA

POLICY & PROCEDURE

POLICY FOR MEMBERSHIP APPLICATION FOR NEW ORGANISATIONS

Purpose of the policy

The Council of Military Veterans Organisations CMVO needs to assist any veterans' organisation which has indicated its intention to become (Affiliate) as member organisation of the CMVO.

Who is affected by this policy?

Potential member organisations of the CMVO
CMVO, Management Committee (ManCo)

Policy statements

1. Who may apply?

Private sector organisations or associations which lawfully represent the interests of military veterans may apply for membership.

2. Types of membership

Full membership – Full membership of the Council is open to any national, provincial or regional organisation of military veterans whose objects and values, in the view of the Council, are in accord with those to which Council prescribes.

Associate membership - Associate membership of the Council is open to any international, national or regional organisation of military veterans and or any organisations that represent the interests of military veterans and whose objects and values are, in the view of the Council, generally in accord with those to which Council prescribes.

3. Application process

Applications must be addressed to the Secretary General of the CMVO and contain the following:



POLICY & PROCEDURE

- 3.1. A formal letter in which the intention to join is stated, signed by the senior principal of the organisation.
- 3.2. A completed Membership Application Form.
- 3.3. Supporting documents
 - A copy of its constitution, containing details of its nature and objectives
 - Full details of its office bearers
 - The total number of military veterans it represents
 - Minutes of a meeting, or extract thereof, showing that the leadership of the organisation was elected in a fair manner and that the constitution of the organisation was agreed upon.
 - A statement about its financial affairs

4. Consideration/Approval process

- 4.1. The Secretary General of the CMVO must inform the Chairman without delay of such an application.
- 4.2. The Secretary General will then distribute such application to the ManCo members for their comments and recommendations.
- 4.3. The input by the MANCO members will be applied by the Secretary General where applicable and then distributed to the Council members for their comments and recommendations.
- 4.4. All inputs received will be considered during the first possible ManCo meeting to finalise a recommendation to the next Council meeting to the following:
 - Whether the application is supported or not.
 - Category of membership.
 - Membership subscription fees and annual fees to be charged if applicable.

5. Decision

A final decision will be taken by the Management Committee (ManCo)

Policy name: Management of Non Associated Military Veterans
Issue number: 01/2014 Reviewed

Date of issue:

Page 2 of 4
22/01/2014
10/01/2017



POLICY & PROCEDURE

6. Admission of new members

Approved applications must be processed timeously and professionally to ensure an effective, longstanding relationship.

- 6.1. The application documentation as approved must be filed for safekeeping.
- 6.2. The following must be updated by the Secretary General:
 - Register of Member Organisations
 - CMVO protocol list.
 - List of contact details to key personnel.
- 6.3. A welcoming letter will be prepared by the Secretary General for the Chairman's signature after which it will be forwarded to the organisation. (See attached welcoming letter).
- 6.4. A membership certificate will be presented formally to the organisation during the next Council meeting or AGM, whichever occurs first. (See attached Membership Certificate).
- 6.5. All steps must be taken by the CMVO after approval of membership to have the organisation well informed to CMVO policies, guidelines, procedures, programs etc.

7. Unsuccessful applications.

When an application is not approved, the Secretary General will prepare a letter with the reasons for not acceptance that is signed by the Chairman and send to the organisation.

How this policy will be applied

The process to be followed by organisations to become members of the CMVO must be communicated to all MANCO and Council members to enable them to give proper assistance where necessary. The Secretary General of the CMVO will take full responsibility to oversee the whole process to ensure a professional end result.

Consequences for non-compliance of policy

Non-membership

Policy name:	Management of Non Associated Military Veterans	Page 3 of 4
Issue number:	01/2014	22/01/2014
	Reviewed	Date of issue: 10/01/2017

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POLICY & PROCEDURE

Legal support for this policy

- CMVO Constitution

Definitions

Term	Definition
Organisation	Any organisation of military veterans whose objects are generally in accord with those of the Council.

Associated Documents

Form Name	Explanation
Application Form	Form to be completed and submitted to Secretary General of CMVO upon application for membership
Welcoming letter	Issued to a newly approved member organisation.
Membership Certificate	Issued to a newly approved member organisation.

Owner of the policy

Mil Vet Structure	National CMVO
Position	ManCo
Position incumbent	Secretary General

Version Control

Date	Version	Description of update	Author / Reviewer
2014/01	1.0	First draft	N Pretorius
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Policy name: Management of Non Associated Military Veterans
 Issue number: 01/2014 Reviewed

Date of issue: 22/01/2014
 10/01/2017

Page 4 of 4