



Constitution of the Southern Africa Amateur Satellite Association

**Updated 26 December 2006
Registration number 55-363**

1.0 Name and definition

- 1.1 The name of the organisation shall be: Southern Africa Amateur Satellite Association (SA AMSAT) and henceforth SA AMSAT in the Constitution

2.0 Conditions of existence

- 2.1 SA AMSAT shall exist in its own right, separately from its members
- 2.2 SA AMSAT shall be able to own property and other possessions
- 2.3 SA AMSAT shall be able to sue and be sued in its own name
- 2.4 SA AMSAT shall continue to exist even when its membership changes and there are different office bearers
- 2.5 Members and office bearers do not have rights over things that belong to SA AMSAT
- 2.6 The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives of SA AMSAT
- 2.7 In the event SA AMSAT closes down it has to pay off all its debts. After doing so, if there is property or money left over it should not be paid or given to members of the organisation. It should be given to the South African Amateur Radio Development Trust or the South African Radio League. SA AMSAT general meeting can decide what organisation this should be

3.0 Purposes and objectives

- 3.1 To promote the use of amateur satellites and to encourage active experimentation in satellite communication and allied fields
- 3.2 To render active assistance to AMSAT on a worldwide basis and to IARU Region 1 Satellite Coordinating Group.

- 3.3 To foster international goodwill and cooperation through the joint experimentation and study
- 3.4 To encourage the more effective and expanded use of the higher frequency bands
- 3.5 To disseminate scientific, technical and operational information

4.0 Membership, subscriptions and privileges of membership

- 4.1 Membership shall be open internationally to any person, irrespective of race, colour or creed, or group, indicating an interest in supporting the purposes, objectives and activities of SA AMSAT
- 4.2 There shall be three classes of membership, the qualifications and rights of the members in each class and their voting rights are as follows:
 - 4.2.1 An ordinary member shall be a person who demonstrates interest in furthering the goals of SA AMSAT. This member shall have the opportunity to hold office and shall be entitled to vote at a general meeting or in postal ballots
 - 4.2.2 A sponsor member has the same right as an ordinary member
 - 4.2.3 Affiliated membership – other groups may affiliate at the discretion of the management committee. This class of membership has no voting rights.
- 4.3 Honorary Life Member - A member may be awarded honorary life membership in recognition of services to SA AMSAT and Amateur Satellite Communication in General.
 - 4.3.1 A motion proposing a person for honorary life membership award should be submitted for discussion at the AGM
 - 4.3.2 The maximum number of awards shall not at any time exceed 5% of the membership
- 4.4 The membership dues may be determined annually at the AGM
 - 4.4.1 In special cases, subscriptions may be reduced at the discretion of the committee. A member whose subscription is not renewed within sixty days of due date, shall cease to be a member. Re-admission will require an additional fee of R5 above the normal subscription.

5.0 Elected officers, management committee, appointed officials

- 5.1 The general policies of SA AMSAT shall be established by the management committee
- 5.2 The management committee will manage SA AMSAT. The management committee will be made up of not less than 5 members. They are the office bearer of the organisation
- 5.3 The management committee shall consist of the following office bearers:
 - 5.3.1 President
 - 5.3.2 Vice President
 - 5.3.3 Treasurer
 - 5.3.4 Secretary
 - 5.3.5 Cape-Coordinator
 - 5.3.6 KwaZulu-Natal Coordinator
 - 5.3.7 Transvaal/OFS Coordinator
- 5.3.8 The management committee shall have the right to co-opt additional management committee members
- 5.3.9 The outgoing Presidents shall automatically service on the management committee for one year after expiry of his term of office
- 5.4 All management committee members shall be elected for two years by secret postal ballot. Each year 50% of the management committee shall retire. Retiring management committee members may be re-elected. All nominations shall indicate acceptance by nominee
- 5.5 The management committee shall meet at least once per annum
 - 5.5.1 The management committee shall conduct its daily business by post or over the air
 - 5.5.2 Matters requiring a management committee decision shall be documented and circulated to the management committee members for comment and decision. A simple majority will secure a decision. A time limit of 21 days from date stamp on envelope containing document shall be applicable
 - 5.5.3 In urgent cases telephone or over-the-air decisions may be obtained
- 5.6 Newly elected officers shall assume their respective offices immediately upon their election. The retiring officers shall be responsible for assuring the effective transfer of records and

responsibility to incoming officers

5.7 A set of audited accounts shall be circulated by the management committee at least two weeks before the AGM

5.8 Vacancies in office

5.8.1 The resignation of an officers shall be submitted in writing at least one month before the effective date

5.8.2 In the event of the resignation or demise of the President, the Vice President shall assume the office of the President until the next annual election of officers

5.8.3 In the event of a vacancy occurring on the management committee, the management committee shall co-opt a member

5.8.4 The presiding officers at a management committee meeting shall have a casting vote,

5.9 A bank account with two signatures shall be operated. Any two of the management committee members may sign a cheque

5.10 The sum of R1500 plus interest be maintained specifically for an international travel fund and is limited to travel outside South Africa for matters considered to be of importance to SA AMSAT or South Africa. The approval for utilisation of such funds lies at the discretion of the committee of SA AMSAT

6.0 Meetings

6.1 An Annual General meeting shall be held each year for the benefit of members. The normal business of an AGM shall be conducted

6.2 Management Committee members may claim reasonable expenses incurred, at discretion of the management committee, provided such expenses do not total more than 20% of the current assets of SA AMSAT

6.3 The membership shall be given not less than thirty notice of the date and place of the meeting. At this meeting the officers shall present an annual report and results of the postal ballot shall be announced.

6.4 Written nominations of candidates, who have agreed to serve, if elected to the management committee, shall be submitted to the Secretary/Treasurer by a date specifiexd in advance of the annual meeting. A candidate shall require nomination by one regular member

- 6.5 At the Annual General Meeting votes for the committee shall be counted. A mail ballot shall accompany the meeting notice. Voting shall be conducted in a fair and democratic manner and ballots must be received prior to the start of the annual meeting.
- 6.6 The members receiving the largest number of votes shall be declared elected to the management committee
- 6.7 A simple majority of the management committee shall constitute a quorum

7.0 Regional working groups

- 7.1 Members may form, on approval of the management committee, regional working groups
- 7.2 The regional working groups shall elect a convener
- 7.3 Regional working groups will report regularly and keep the management committee informed of their activities and progress on projects
- 7.4 The management committee may delegate any of its duties or functions to a regional working group
- 7.5 The regional working group may request financial assistance from the management committee. Each case shall be documented and treated on merit
- 7.6 A regional working group may raise funds for its own use subject to the approval of the management committee of SA AMSAT
- 7.7 Working groups may not operate bank accounts on a negative balance
- 7.8 Working groups shall annually send a financial statement to the management committee within 30 days of 31 August each year.

8.0 Patron

- 8.1 At an AGM a Patron may be elected
- 8.2 The Patron shall serve for two years after which he/she may be re-elected

9.0 Amendments

- 9.1 Any proposed changes in the constitution must be notified to all members at least six weeks before the AGM and a postal ballot held. A simple majority vote will secure an amendment.

