

MEMORANDUM OF ASSOCIATION
OF THE
INSTITUTE OF NON-EUROPEAN ADMINISTRATION.

(Registered under Section 21 of the
Companies Act (No. 46 of 1926)

1. The name of the Institute is the "INSTITUTE OF NON-EUROPEAN ADMINISTRATION".
2. The registered office of the Institute will be situate in the Transvaal Province, South Africa.
3. The liability of the members is limited.
4. The objects for which the Institute is established are to do all or any of the following things for the purpose of attaining such objects if and so far as allowed by law, and observing and performing whatever may be required by law in order legally to carry out such objects, viz:-
 - (a) To establish and maintain a Secretariat or Bureau of Information with the following duties, viz:-
 - (i) To collect facts and information relating to Non-Europeans.
 - (ii) To publicise among Local Authorities, Government Departments and all sections of the public such facts and information.
 - (iii) To conduct a news and publicity service in collaboration with the relative Government Departments.
 - (iv) To act as a link between different Local Authorities, Governmental Departments or Agencies or any other Institute, Association, Society or Body interested in Non-Europeans.
 - (v) To facilitate and develop the administration of Non-Europeans on a National basis.
 - (vi) To prepare and issue an Annual Report.
 - (vii) To issue periodic reviews of actual and prospective legislation and/or literature effecting Non-Europeans.
 - (b) To facilitate, organise and undertake surveys, special investigations and researches into all aspects of Non-European Administration and to collect views and opinions on any matters incidental thereto, and to classify, co-ordinate and publish all such information and knowledge acquired.

- (c) To purchase, prepare, compile, reproduce, print, publish and distribute, either independently or jointly with any other approved Institute, Society, Association or Body, any books, pamphlets, monographs bulletins, journals, papers, treatises, communications or literature of any description relating to the administration of Non-Europeans or calculated to promote the objects of the Institute, and to copyright or protect such publications in such manner as may be deemed advisable.
- (d) To acquire, collect, assemble and render available to its members, or the public generally, books, periodicals, magazines, bulletins, journals, data, facts and information relating to the administration of Non-Europeans.
- (e) To print, publish, sell, lend and distribute any communications and reports made to the Institute or any other Society, Association, Institute or Body, and also any Bills, Circulars, Acts of Parliament, Government Notices, Proclamations, Provincial Ordinances or Official Documents.
- (f) To co-operate with or assist any Legislature, Government, Provincial, Municipal, Educational or other body by conducting research work and obtaining information relative to any aspect of Non-European Administration, and in general to do such act as may assist in overcoming the problems confronting such bodies as the result of the presence of Non-Europeans in urban areas.
- (g) To examine, report upon or otherwise take any such steps as may be deemed advisable in connection with any contemplated legislation or administrative measure, whether Government, Provincial, Municipal or otherwise, likely to affect the administration of Non-Europeans in urban areas, and if deemed advisable to promote and initiate such legislation or administrative act, whether by Private Act or otherwise, provided always that the Institute shall not identify or associate itself with any political party nor shall it concern itself with the election of any Parliamentary, Provincial or Municipal Representatives.
- (h) To render assistance and advice to any Government or Municipal body concerning the administration of Non-Europeans.
- (i) To employ Secretaries, Clerks, Managers, Research workers, scientific or professional men, servants and workers and to pay them and other persons in return for services rendered to the Institute salaries, wages, fees, gratuities and pensions.
- (j) To confer and take action on all matters affecting the administration of Non-Europeans.
- (k) To convene, arrange for or assist with the holding of conferences, meetings, discussions, lectures or gatherings relating to the objects and affairs of the Institute.

- (l) To take all necessary steps and to enter into negotiations or agreements with any authority or with any person or body for the purpose of furthering and protecting the objects of the Institute directly or indirectly.
- (m) To establish and maintain branches, divisions, centres or subsidiary offices in any place in South Africa or elsewhere on such terms and conditions as may be thought fit.
- (n) To confer and take action on all matters affecting the status, remuneration, duties and responsibilities of persons engaged in the Administration of Non-European Affairs.
- (o) To promote and improve the technical and professional knowledge of persons engaged in the administration of Non-European Affairs and the training of such persons for such service, and with a view thereto to test the competence of such persons by examination; to apply to the appropriate authorities for the recognition, registration and protection of all or any names, designations used as well as certificates issued by the Institute for its members and to confer on such members such rights to the use of such names, designations and certificates as it may think fit.
- (p) To confer and take joint action with other Associations, Societies or Bodies on matters affecting the promotion of the objects of the Institute.
- (q) To purchase, acquire, hold, hire or otherwise obtain any lands, buildings, libraries, books, bulletins, journals, or any other properties or rights and/or to construct, maintain, dispose of, alter or improve or demolish any buildings, premises, works or any other property of any description as may be deemed necessary or convenient for the carrying out and furtherance of the objects of the Institute.
- (r) To borrow or raise money for the purpose of the Institute's business and to secure the payment thereof by bonds, debentures, mortgages or other securities, or in such other manner as may be determined, and for this purpose to mortgage or charge all or any of the property of the Institute.
- (s) To receive and accept and/or hold moneys, donations, subscriptions, grants-in-aid and endowments of any kind from any Government Department, Provincial, Municipal Council, person or body either subject to or not subject to any special trust or conditions.
- (t) To invest any monies which are not required to meet current charges of the Institute in fixed deposits in a Bank, Building Society, Post Office Savings Bank, Union Loan Certificates, Government Securities or first mortgages on fixed property.
- (u) To draw, make, endorse, accept, discount, execute and issue cheques, promisory notes, bills of exchange and other negotiable or transferable instruments.

- (v) To undertake execute and perform any trust or conditions affecting any real or personal property of any description.
- (w) To donate, subscribe or guarantee money for any purpose calculated directly or indirectly to further and promote the objects and affairs of the Institute.
- (x) To make, and from time to time amend, repeal or evolve rules or by-laws for the carrying on of the business of the Institute.
- (y) To pay all expenses of and incidental to the registration and promotion of the Institute.
- (z) To advertise and make known its objects and activities.
- (aa) To prepare and to present, with the authority of the Executive, evidence to Commissions or other Bodies.
- (bb) To do such other lawful things as may be deemed incidental or conducive to the attainments of the abovementioned objects of any of them.

Provided always that it shall not be lawful for the Institute to impose on its members, or to support with its funds or activities, or to attempt to procure the observance by its members of any regulation or restriction which, if an object of the Institute, would make it a Trade Union.

5. The income and property of the Institute, whencesoever derived, shall be applied solely towards the promotion of the objects of the Institute, as set forth in this Memorandum of Association; and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the members of the Institute. Provided that nothing, (subject to the provisions contained in paragraph 6 hereof) herein contained shall prevent the payment in good faith of remuneration to any officer, member or servant of the Institute or other person in return for any services actually rendered to the Institute nor prevent the payment of the travelling and out-of-pocket expenses incurred on Institute business, nor the payment of interest at a rate not exceeding £6 per cent per annum on money borrowed from any member of the Institute; nor the payment of any honorarium to the Secretary.

6. Every member of the Institute undertakes to contribute to the assets of the Institute, in the event of the same being wound up during the time he is a member, or within one year afterwards, for payment of the debts and liabilities of the Institute contracted before the time at which he ceased to be a member, and of the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required not exceeding £1.

7(a) Voluntary Winding Up.

The Institute may be voluntarily dissolved by a special resolution passed by a majority of not less than three-quarters of such members as, being entitled to do so, vote in person at a special meeting of which 21 days notice specifying the intention to propose the resolution as a special resolution has been duly given.

7(b) If upon the winding up or dissolution of the Institute there remains after the satisfaction of all its debts and liabilities, including all costs, charges and expenses of winding up, any property whatsoever, the same shall not be paid to or distributed among the members of the Institute but, if and so far as effect can be given to the next provision, shall be given or transferred to some other Institution or Institutions having objects similar to the objects of the Institute, to be determined by the members of the Institute at or before the time of dissolution, and, in default thereof, by the Minister of Native Affairs.

8. True accounts shall be kept of the income and expenditure of the Institute, and of the property, credits and liabilities of the Institute, and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the articles or by-laws of the Institute for the time being, shall be open to the inspection of members. Once at least in every year the accounts of the Institute shall be examined, and the correctness of the Balance Sheet ascertained and published by two or more qualified accountants.

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