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Harold J. Laite, Esq.,
P O. Box 3137,
CAPES TOWIS.
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Dear Mr. Laite,
Many thanks for your letter of $22 / 8 / 62$, and my apologies for the delay in replying. I had of necessity to be in Port Elizabeth last week to attend the wedding of my son.

Your letter contains many good suggestions for which I am very grateful. Unfortunately, however, we are now committed to the street collection in Johannesburg on $8 / 11 / 62$. The Committee did consider a "same" day collection for the whole Reef but the practical difficulties of arranging such a date appear to be insurmountable and would require very long term planning. To apply this to the rest of the country would be more difficult still in view of standing annual commitments of other organisations.

It will not be possible for our new body to be fully established or set up by November, but the Planning Committee for Johannesburg has decided that this drive here is to be carried over a long period, possibly a few years. It is intended that the publicity for the start of the drive should stress the new set up.

I am enclosing for your information, a copy of the minutes of the last meeting of the Planning Committee and I shall keep you advised of develepmonts.

A copy of the Draft Constitution, which is now being finally typed is enclosed and if you wish to comment I shall be only too pleased.

Many thanks and kind regards,
Yours sincerely,

Notes on draft Constitution for ROSA.

## Clause 2. Objects.

I suggest that in (b) the words "amelioration or" be inserted after "the" in line 2.

Even international organisations appear not to see a solution of the refugee problem, and to limit BOSA's activity under (b) would pobably give rise ro fruitless discussion if some difficult individual objected to any assistance which was not specifically directed to a "solution"; whereas anything that will tend to ameliorate the unsatisfactory condition of refufees is a desirable action.

Sub-clause (e).
I suggest: delete "by way of" in line 2 and substitute "including the"; and insert "of" between "establishing" and "transit".

There are many ways of assisting refugees, e.g. monetary subsidies or grants, provision of tools and clothing, loans for purchasing houses, cost of transferring people from one centre to another etc, and I feel that ROSA should no be restricted in the manner in which it should be able to assist refugees.

## Clause 4. Administration.

I feel that to provide for a Central Council as well as an Executive Committee will complicate the organisation unnecessarily.

It is not clear what the Central Counsil could do which the Exco cannot or should not do. In all organisations I know, the Exco is the chief Committee or Council, depending on the choice of name. Later in the Constitution, the Central Council is only required to meet once a year. It would thus, in effect, become an additional general meeting, and would tend to do the work which is properly the business of a general meeting. There might be disagreement between the Council and the Exco, and etren a general meeting, or give rise to undesirable arguments benween the Council and the Exco, and even displays of personal ill-will before a generab meeting. It seems preferable that the proper comtro@ling authority should be the Exco which would act as required within the policy, or special directions, laid down by the members in general meeting.

In addition I feed that simplification of the activities of an organisation makes for more effecient, speedy and effective working.

## Clause 6. Membership.

I think it would be essential to defin the various classes of members,i.e. what is a donor member and what is a subscriber member. Also it should be stated what rights, privileges and advantages attach to the different types of members.

All members should be entitled to representation on the Exco, and it should be stated what representation they are entitled to at general

For example: each ordinary member should be entitled to attend a general meeting, and each individual donor, subscriber, and perhaps, contributor should be so entitled. When firms become members, each should be entitled to be one representative with viting power, and the same with organisations, If this is not done, any firm or organisation could claim unlimited rperesentation wity viting power, and so a meeting could be packed to carry a certain resolution, or eveh to secure the election of certain perons to the Exco. Thisx could lead to untold difficulties. I feel strongly that this position be clarified so as to be fair to everyone.

Clause 7. Meetings.
I suggest the Exco should meet as and when required, but not less than nce a quarter.

## Clause 8. Voting.

This should deal with voting (see remarks on 6). I think any firm or organisation need not be restricted to represemtation at general meetings, but that only one representative be ontitled to vote. Also eash firm or organisation should be officiallt represented by one person who would be eligible for election to the Exco.

## Clause 9. Officers.

There is no need to specify that a "full time" secretary is ex-officio an officer with no vote. By virtue of his office he must attend all meetings, keep notes and prepare minutes etc.

I feel that the Cape Eastern Province and S.W.A. should be entitled to elect a Vice-President each. It would add and encourage interest in the Organisation. The Cape Eastern Province does not always see eye to eje with the Western Province, and always regards ktself as separate from the W.P. and prefers to be regarded as a separate entity.

9b. I do not think the Exco need appoint a General Purposes Committee. Generally this provision tends to let members lose interest, whereas if all were notified of Exco meetings it is uo to them to attend or not. In any case the Exco has power to appoint sub-committees and could appoint one called "General Purposes" if experience showed it was essential.

## Clause 10.a. Executive Committee.

To the powers set out, there should be added:
"to appoint a Secretary and fix his duties, remunerationy/ conditions of employment.

If considered necessary, provision could be made that if the Exco considered that circumstances warranted it, an Hon. Secretary could be appointed, sublect to confirmation of the ensuing general meeting.

## Claise 12. Finance.

I think the Secrerary should receive all monies. Some Hon. Treasurers take their duties seriously. Some do not, regarding the position as one of homour and not work! Besides it is best that monies be paid to the Organisation and routhed through the Secretaryes office, as otherwise some may be sent to the Hon. Treasurer and some to the Organsation, and the former may be kept in abeyance for sometime before being handed to the Secretary. This makes for inefficiency, loss of time, complains about delay in sending receipts and so on, I have had too much experience of such delays and troubles.

The real duty of the Hon, Treasurer is to oversee the keeping of the books; make recommendations after discussion with the Secretary as to auditors to be appointed, the state of the finances and if these are dangerously low to suggest remedies; to prepare, with the Secretary, a monthly financial report, and an annual report for the annual general meeting, and generally to exercise a general supervision.

In (ii) add "abbually" after "audited" in line 2.
In (iii) I suggest the word "officer" in the last line, be deleted and the word "person" substituted. This will enable the Exco to authorise one of its members to be a ming signing officer. I have found, generally, that it is sufficient for one officer, or other person, to sign cheques with the Secretary countersigning. There is of ten a waste of time if the Seceetary has to find two persons to sign. I think tge provision should be that cheques be signed by the Hon. Treasurer and countersigned by the Secretary. In the event of the Hon, Treasurer not being available, any other person, authorised by the Exco.

Sub-clause (iv) is not necessary. This is the job of the Exco.
I feel that somewhere provision should be made for stating the financial year of the Organisation.

## Clause 13. Committees.

I suggest it be provided that each sub-Committee shall elect its own Chairman.

HAROLD J.LAITE
geneva house. parliament street TELEPHONE 3-2522 P.O. BOX 3137 CAPETOWN
S. A. R. 0 .


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12 \cdot 9 \cdot 62
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Dear Mr. Hicks,
My thanks for yours of the 3lst August.
I note the difficulties regarding a national street collection day, and agree with them. I also agree that the publicity and I presume, financial drive should stress the new set up, and, to my mind, that is the most important fact by which donations can be encouraged.

I have read the draft Constitution with much interest, and it seems to me that the various points are well taken. I have got together some comments on some of the clauses, which I attach to this letter, which I hope will be of use to you. Most of them are the result of 40 years of organisations and their Constitutions. My chief impression over the years is of the desirability of as mach simplification and freedom or rather elasticity as possible. If an organisation is iron-bound by its Constitution difficulties are bound to arise. Anyway I hope I have been able to tHe make suggestions worth considering.

With kind regards and best wishes,
Yours sincerely,


Harold J. Laite Esq., P.O. Box 3137, CAPE TOWN.

## Dear Mr. Late,

Many thanks for your letter of 12/9/1962 and your valuable contribution to our Draft constitution.

I hope to discuss your suggestions with Rev. S.P. Freeland within a few days and I shall certainly keep you advised.

> With best regards,
> Yours sincerely,
V. R. HICKS.

SECRETARY.

## ? $2 \rightarrow$

135a Marriott Road Durban . 4-11-1962

The SecretarwitionalC ommittee for World Refugee Year - Box 672
$J$ hannesburg
DRAFT CONSTITUTION .

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Dear Mr Hicks,
I am proposing to go on a short overseas trip next week and immediately fifer my return at the end of January shall be moving to
71 Cadogean Jardens Musgrave Road. I am in the throes of sorting out papers been unable to find the draft constitution.

You asked me to offer limy comment and I do apologise that I have not the constitution before me so that I cannot reefer to specific sections

## OBJECTS .

I am in agreement but feel that it is my duty to point out that the refugee situation has changed enormously since "orld Refugee Year was launched in 1959 as you probably know only too well the European situation has now practically been solved - so that if the committee is thinking in terms of accepting European refugees adm framing a programme in relation to this antocipated requirement it is completely unrealistic.
he High commissoner has pointed out clearly that the area of refugee need has shifted from Europe to Africa and it is this continent that is now in need of assistance.
most of the new refugees areAfricans - Congolese, Angola Africans then there is the huge problem in North Arica - there are certainly European refugees there- the French Algerians returning to France . or the rest are arepockets of white persons leaving former areas of residence- such Kenya, probably Nyasaland but these are NOT refugees.
in a position
Thesecond point $I$ want to stress is that $S_{\text {louth }} A_{\text {erica }}$ is now that there are increasing numbers of South African refugees - there are the political emigres (African) there are repeatedly refugees in transit through the High Commission territories. Many of these refugees haveleft behind their next of kin - As I read the constitution the committee would have no alternative but to provide relief for such families. I personally am quite in favour o... this but I very much dart that the rest of the committee has this in mind. On the other hand I think it would be quitejmpossble to create an ogainiotiôn and say "we are prepapred to help all bona fide refugees except South frifan refugees.

There may be specific other or ganisations created for the sole purposeof/kassisting South African refugees - but the committee has specifically stated that it desires to co- ordinate ALL EFFORTS ON BEHALF OF REFUGEES IN SOUTH AFRIFA. Are they desirous of ex/ including in their over- all activities such ortanimations that work for South African political refugees !?

I am pressing these problems not to be difficult but because I have been
intimately associated with refugee work since 1944 and know that this is one of the most highly political of all activities - after all there would be few refugees if it were not for political persecution and politifal discrimination. Thosepre the situations that create refugees. I feel strongly on this and I personally would not be prepared to be pat of an orfanisation that states its object is to assist refugees and then refuse such help to South African drefugees. On the other hand, such activity would make the ogrgahisation highly suspicious as far as the fovernment is concerned. ${ }^{1} t$ is a dilemna that has to be faced and a policy thrashed out BEFORE the applications for assistance come in. Some persons might fuse to work with any or ganisation that is prepared to sssist South decision has it excludes from its care South A rican efugees. A clear

TRANSIT CAMPS.
I am totally opposed to this clause - the world refugee situation is not such that mass movements of the sort of refugee-immigrants that are acceptable to our $\mathfrak{q}$ overnment - are at all llikely. . To stage the sort of operation envisaged require $A s$ t ousdans and thousands of rands andin ay case if there are to be enormous mass movements then it is the responsibility of the government to provide a transit centre etc and not that of a small private ogganisation. I do not think we can ever become operational in a big way - our function surely should be to lend auxiliary services to a golernment immigration programme. oppose transit camps is because they tend to become permanent refuge fo thd difficult to place.

MEMBERSHIP
I think that you will find in practice that you will have an inordinately small membership - doubt if it will $e^{V}$ er reach more than a few hundred throughout the Republic.

I can only speak from my own experience but $I$ should hthink that it would he practicaly impossible to get an effective permanenet local committee operating in Lurban - certainly my own expereince over the past two years lends absolutely no cause for optimisk
( for instance I called ameeting to which 24 invitations were sent last week to discuss final arrangements for the Old Believers. Four attended two sent apologies- the others ignored the notice. This has been my experence over the past year. FINANCE .
I shouldsay extremely difficult to raise - I speak again from local experience but this is the thold year that the Commu nity hest has not been able o raise its target- there is insufficient response even to such things as Malnutrition Relief Fund- the support for Kupugani despite excellent publicity is slender. NON - South African refugees will come bottom of the list of the many appeals - a spradic effort such as we had earlier this year does meet with success- but it could not be repeated.

I have raised most of ghesematters in earlier correspondence and have no reason to change my mind.

Finally I have previously said that one of the practical difficulties $I$ foresed is that it will be impossible to achipe anything at all unless one has some salaried staff- yet on the otherhand the difficulties are such that that a very large proportion of the total funds are thereby swallowed up in administration .

May I take this oppo tunity of wishing your committee the// successful deliberations, I regret that $I$ shall not be able to att3nd.

With be $t$ wishes for the Festive season $I I$ very sincerely yours
Hami Pallak

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I suggest that it be provided that each sub-committee shall elect its own Chairman.

## CONSTITUTION.

> Zor therem he
ldi whas sinve or

1. The Organisation shall be known as THE SOUTH AFRICAN REFUGEEE bil ckby ORGANISATION.
2. The Organisation is a voluntary organisation, not for gain or reimbursement, of persons interested in assisting indigent refugees, formed with the object of promoting, and assisting in the immigration into the Union of South Africa of refugees and the general welfare of such refugees after arrival, and to provide such assistance, both financially and otherwise. There shall be no concentration on profit making by trading or investment and any interest received on any funds which may be invested by reason of not being immediately required shall be devoted solely to the furtherance of
3. AIMS AND OBJECTS OF THE ORGANISATION:
(a) To promote, assist, subsidise and generally support measures for the immigration into the Union of South Africa of indigent refugees.
(b) To establish and maintain transit camps in the Union of South Africa for the reception, temporary housing and rehabilitation of such indigent immigrant refugees.
(c) To assist in the general welfare of indigent immigrant refugees and their families.
(d) To prevent indigency and social maladjustment amongst such immigrants.
4. The Organisation operates in the Union of South Africa.
5. MEMBERSHIP:
(a) Membership of the Organisation shall consist of adult persons who are interested in the aims and objects of the Organisation and who pay a membership subscription of not less than $21-1-0$ per annum.
(b) Life Membership: A donation of not less than 50 Guineas shall qualify for life membership.
(c) Honorary Life Membership: The Organisation, on the recommendation of the Executive Committee, may elect any person as an Honorary Life Member in recognition of special services rendered to the Organisation.
(d) Qualification for Membership:
(1) Any member whose annual subscription of not less than $£ 1-1-0$ is a year in arrear shall forfeit the right of membership.
(2) No member shall exercise the rights of membership at any annual or other meeting of the Organisation whose subscription has not been paid at least one month before the date of such meeting.
(e) The Erecutive Committee shall have the right to accept or refuse membership to any person desiring to join the Organisation and shall not be required to state reasons for any refusal of membership.
6. VOTING.

Every merber shall be entitied to vote at any Geseral Meeting and shall be eligible for any office by a majority vote unless disqualified in terms of $5(\mathrm{~d})$ hereof.
7. ADMINISTRATION.
(a) The affairs of the Organisation shall be administered by an Executive Committee which shall consist of:
Chairman,
Vice-Chairman,
Treasurer,
Eleven Members,
Secretary (who shall be ex officio).
(b) No person shall be eligible for election to the Executive Committee whe is directly or indirectly employed by the Organisation in a salaried capacity.
(c) Any member of the Executive Committee who fails to attend three consecutive Committee meotings without leave of abscence or sufficient teason in the opinion of the Committee shall be deemed automatically to have resigned as a member of the Committee.
(d) The Executive Committee may appeint an honorary President and one or more Vice-Presidents.
(e) The Executive Committee shall have the power to fill any casual vacancy in the number of elected committee members, subject to confirmation by a general meeting at the earliest opportunity.
$(f)$ The Executive Committee may:
(I) Raise funds for the furtherance of the aims and objects of the Organisation.
(II) Rent, lease, purchase or sell movable or immovable property required for the furtherance of the objects of the Organisation.
(III) Raise loans, borrow money on the security of mortgage bonds over immovable property and obtain any other financial assistance that may be required.
8. The Executive Committee shall be elected at the Annual General moeting and shall hold office for one year. Ivery Committee Momber shall be eligible for re-election.
9. The Organisation may sue and be sued in the name of the Chairman in any Court of Law in the Union of South Africa. All processes of law, notices and the like shall be rogarded as sufficiently served on the Organisation if served on the Chairman personally. The Chairman shall not however personally be liable for any loss or debts of the Organisation.
10. All property of the Organisation, both movable and immovable, shall be vested and registered in the name of the "Trustees of the South African Refugee Organisation". Such Trustees shall be olected by a Gencral meoting. Such Trustees shall not be obliged to furnish security under any Law whatsoiver.
11. MEETINGS OF THE EXECUTIVE COMMITTEE.
(a) General and Executive Committee Meetings shall be presided over by the Chairman, or in his abscence by the ViceChairman. In the event of the abscence of both the Chairman and the Vice-Chairman from any meeting of the Executive Committee, the members present at the meeting shall elect one of their number as Chairman of the meeting. .... Six members shall form a quorum at an Executive Committee meeting.
(b) The Executive Committee shall not meet less than once a month.
(c) The Chairman may call a special meeting of the Executive Committee for such purposes as he may deem fit, or on a written requisition by not less than six members of the Committee in which the particulars of the matters for discussion shall be set out.
12. The Secretary shall keep a record and minutes of all General and Executive Committee Mootings and shall be responsible for all correspondence and for sending out notices for all meetings; and shall further keep an attendance register to serve as a record of the attendance of members at such meetings.
13. The Annual General Meeting of the Organisation shall be convened by the Executive Comittee at the beginning of the financial year but not later than the month of August in each and every year.
14. An Extraordinary General Meeting shall be convened at the request of not less than twenty members who must submit such request in writing to the Executive Committee which shall convene such meeting within three weeks after receipt of such request.
15. At all Genoral and Executive Committee Meetings a majority of votes shall be decisive. The Chairman shall have a casting vote.
16. The minutes of all meotings, when confirmed, shall be conclusive as ovidonco of the matters contained therein.
17. FINANCE.
(a) The Treasurer shall koep proper books and accounts, shall be responsible for the collection of all amounts due to the Organisation, shall pay such accounts as are approved by the Executive Committee and shall submit a monthly report on the financial position of the Organisation.
(b) The books and accounts of the Organisation shall be audited by an auditor, who shall be appointod by the Annual Goneral Mooting. Tho audited balance sheet and the auditor's report shall be submitted to the Annual General Mecting. The financial year of the Organisation shall bo from the first day of July to the 30 th day of June inclusive.
(c) All moneys recoived shall be deposited to the credit of the Organisation's Banking Account promptly and without abatoment. All payments of over one pound, unless otherwiso duly authorised, shall be made by cheque which shall bo signod by any two of the following:-

Chairman, Vice-Chairman, Treasurer or in their abscence by any duly authorised two members of the Committoe.
(d) No contributions shall be raised by the Organisation for any purpose not set forth in the constitution approved by the National Welfare Organisations Board, and no money or property of the Organisation shall be applied to any other purpose, without tho approval of the Board.
18. SUB-COMMITTEES.
(a) The Executive Committee may from time to time appoint special sub-committees for such purposes as may be considered necessary; such sub-committees may include persons who are not members of the Ixecutive Committee.
(b) The Chairman and Hon. Treasurer of the Executive Committee shall be ox officio members of all sub-committees.
(c) Any membor of a sub-committee who fails to attend three consecutive meotings thereof without leave of absconce or sufficient reason in the opinion of such sub-committee shall be deemed automatically to have resigned as a member of such sub-committeo.
19. The Constitution shall be amended or added to only by an Annual General Meeting or Special General Meeting, such proposed amondments to be notified to all members by the Secretary at least one month prior to the Goneral Meeting. Such amendments shall be passed only if accepted by two-thirds of the total votes cast.
20. The Executive Committee shall have the power to prescribe rules and by-laws, not inconsistent with the Constitution to regulate the affairs of the Organisation.
21. DISSOLUTION.
(a) The Organisation may be dissolved if at least two-thirds of the meribers present and voting at a general meeting of members convened for the purpose of considering such matter are in favour of dissolution. Not less than twenty one days notice shall be given of such meeting and the notice convening the moeting shall clearly state that the question of dissolution of the Organisation and disposal of its assets will be considored. If there is no quorum at such meeting, the mecting shall stand adjourned for not less than one week and the members attending such adjourned moeting shall constitute a quorum.
(b) If upon dissolution of tho Organisation there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its mombors but shall be given to such othor rogistered Welfare Organisation or Welfare Organisations proforably having similar objects as may be decided either by the mombors at the General Meeting at which it was decided to dissolve the Organisation or, in dofault of such docision, as may be decided by the National Welfare Organisations Board.

This amended Constitution was approved and adopted at a meoting of the Interim Committee held on Tuosday 26th November, 1957.
J.M. Pols,

Hon. Secretary.

Gen. K. R. van der Spuy, Hon. Chairman.
A. Transfer of SARO headquarters to Johannesburg. The following documents are attached :-

1. Memorandum dated $4 / 10 / 61$ from Mr. Laite, Chairman - SARO
2. Letter dated $23 / 10 / 61$ from Mr. Laite to Mr . van Wyk
3. Letter dated $1 / 11 / 61$ from Mr. Laite to the Seeretary
4. Copies of the Constitution of SARO and SANCHRY

Minute No. 40 from the record of the National Committee meeting held on $31 / 10 / 61$ reads :-

> "IT WAS RESOLVIED that the Executive Committee commence negotiations with SARO on the matter of transfer of SARO's Headquarters to Johannesburg and the possible amalgamation of SARO and SANCWRY to form a permanent national organisation. The Executive to report to the National Committee at its next meeting on 30th January, 1962."
B. Amalgamation of SANCWRY and SARO to form a permanent National organisation.

The following suggestions have been made by various members of the
Bxecutive and National Committees :-
(a) The National permanent organisation to be based on an amended SARO Constitution retaining the SARO W.O. number and title.
(b) The title of the new organisation to be along the lines of "S.A. National Council for Aid to Refugees".
(c) The membership clause in the SARO Constitution to be retained and a national drive for subscription paying members set in motion.
(d) The aims and objects of the permanent organisation must include the aims of World Refugee Year.
(e) The permanent organisation, while making provision for assistance to refugees in the Republic, must keep the public aware of the needs of World Refugees.
$(\rho) / \ldots . . . .$.
(f) Permanent organisation should play a major part in co-ordinating the work for refugee relief undertaken by international organisations represented in South Africa.
(g) Desirability of affiliation to an International Body.

The following action to be considered as soon as SARO Headquarters are transferred to Johannesburg :-

1. Members of SANCWRY Committee to join SARO for the purpose of keeping the transferred organisation alive while amalgamation proposals are discussed.
2. A meeting with existing SARO representatives to discuss amalgamation.
3. SANCWRY to decide on the allocation of funds collected during W.R.Y.

Summary of points to be considered in the organisational set up of the new body :-

1. Aime and objects :-

GUIDE "1. General liaison on behalf of refugees with Government, UNHCR and ICMM.
2. Overall co-ordination of refugee work in South Africa. Present refugees have (A) no central control to turn to for guidance and assistance.
3. Assistance to migrant refugees where necessary.
4. Material assistance to refugees.
5. Fund raising - for refugee assistance in and outside the Republic."
2. Constitutional set up of controlling committee or council including branches, etc.
3. Administrative and olerical machinery necessary for functioning of organisation.
4. Affiliation.
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Finally - the Fxecutive Committee to decide on and finalise proposals to put before the National Committee on 30th January, 1962.

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SOUTH AFRICAN INSTITUTE OF RACE RELATIONS (SAIRR), 1892-1974

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