

Transfer from Associate to Fellow:

12. It shall be competent for an Associate to apply to be elected a Fellow of the Institute and the Council may itself, without any such application, elect as a Fellow any Associate, who in the opinion of the Council is qualified for election as a Fellow.

Election of Members:

13. All applications for election of Members of the Institute shall be made to the Council in such form as the Council may from time to time prescribe.

In the case of an application for admission as a Fellow, a recommendation signed by at least two Fellows of the Institute shall accompany the application and in the case of an application for admission as an Associate, a recommendation signed by at least one Fellow of the Institute (being, if the Council so require the Member of the Institute in whose office the applicant is employed, if the applicant is so employed) shall accompany such application. The Council shall at its discretion, subject only to these Articles and the by-laws for the time being in force, determine as to the election of the applicant and its decision not to admit any applicant shall be final and the Council shall not be bound to give any reason for its refusal.

Undertaking to Abide by Rules:

14. Every Member of the Institute shall upon applying for admission, sign an Engagement to Observe these Articles and the By-Laws, Rules and Regulations of the Institute for the time being in force.

Address of Members:

15. Every Member shall from time to time notify to the Secretary a place of business or residence and the address so from time to time notified shall be deemed to be his registered address.

Resignation of Membership:

16. If any Member shall leave at or send by post to the registered office of the Institute a notice in writing, signed by himself and addressed to the Secretary, stating that he wishes to resign as a Member of the Institute, he shall thereupon cease to be a Member as from the date when such notice shall have been received at this head office.

Disqualification of Members:

17. (i) Any Member who loses his qualification for election as prescribed by these Articles or who is, in the opinion of the Council, guilty of unprofessional conduct which prejudicially affects the welfare of the Institute or any of its Members may be required to resign his Membership or, on his failing to do so, shall have his name removed from the Register of Members.

(ii) Any proposal under this Article that a Member shall be asked to resign or that his name shall be removed from the list of Members, shall be made at a special private meeting of Members, duly convened, and such proposal shall be submitted

/either.....

either as a recommendation of the Council or by Notice of Motion by a Member and by a Resolution passed by not less than two-thirds of the Members present and voting at such meeting. The Member may be requested to resign his membership or his name may be removed from the Register of Members provided that no Member shall be asked to resign or have his name removed from the Register unless he shall be given an opportunity of being present at the special meeting at which the proposal in that behalf is put forward and being heard in his defence.

(iii). Any member who ceases to hold office in a Non-European Administration Department shall be allowed to retain Membership.

Forfeiture of Membership on Non-payment of Subscription:

18. Any person shall ipso facto cease to be a Member of the Institute in the event of his annual subscription being in arrears for six months from the date of the same becoming payable. The Council may in special cases suspend the operation of this Article.

Subscription, etc. on Resignation or Disqualification:

19. Any Member who, under the provisions of these Articles, resigns or is required to resign his Membership or whose name is removed from the List of Members or who otherwise ceases to be a Member, shall remain liable to repay the amount of his current annual subscription and any other sums due from him to the Institute.

Honorary Members:

20. Members of local authorities and Government Departments attending the Annual Conference or any other properly convened Conference shall be regarded as Honorary Members for the duration of the Conference.

Use of Distinctive Initials:

21. The following may, and no other abbreviations shall be used to denote membership of the Institute - that is to say by a Fellow: F.I.N.A. by an Associate: A. I.N.A. or Afrikaans equivalents.

By-Laws:

22. By-Laws not inconsistent with these articles may from time to time be made, altered, or amended by members in general meeting assembled with respect to an for the purpose of regulating:-

- (a) The election of members of the Institute and the requirements and formalities to be observed in connection therewith.
- (b) The entrance fees and annual subscriptions payable by members and students of the Institute.

/(c) The .....

- (c) The admission, qualification, dis-qualification and removal of students.
- (d) The training of students, the examination of candidates desirous of qualifying as students, associates or fellows, and the issue of certificates and diplomas.
- (e) The nomination and method of election and appointment of the Council and officers and servants of the Institute and the duties of the Council and such officers and servants.
- (f) The proceedings of the Council so far as it may be necessary to regulate and control such proceedings.
- (g) The appointment and duties of committees of the Council.
- (h) The summoning of meetings of the Council.
- (i) The proceedings of the General Meeting of the Institute so far as the same are not regulated by these Articles and the presentation of reports and papers to the meetings and the publication thereof and of reports of the transactions and proceedings of the Institute.
- (j) The investments to be made of the funds of the Institute.
- (k) The constitution of District Committees, local sections and branches of the Institute and the formation of students' societies.
- (l) All other matters which consistently with these Articles may be made the subject of by-laws or may by these Articles be left to be prescribed by by-laws.

Provided that notice of any proposed alteration in or addition to the by-laws so made as aforesaid shall be sent to the Secretary at least one month prior to the date of the Annual General Meeting unless such alteration or addition is proposed by the Council, and that no such by-law shall amount to such an addition or alteration of the Articles for the time being in force as could only legally be made by special resolution.

District  
Committees:

23. For the purpose of promoting the objects of the Institute and the interchange of views on Non-European Administration and co-operating with the Provincial Municipal Associations and for the promotion of the interests, rights, powers and privileges of the members and for the election of district representatives on the Institute Council, District Committees of the Institute may be established and for the purpose of electing such district Committees

/Southern .....

Southern Africa shall be divided into districts to be determined by the Council.

The Council may, from time to time, re-arrange and/or alter the areas and boundaries of the various districts or form additional districts. The members of the Institute residing in any district shall form the District Committee of that district, and a roll of such members shall be kept and corrected from time to time by the Honorary Secretary for each district, in collaboration with the Secretary for the Institute. A General Meeting of such District Committees shall be held once a year, not later than two months prior to the Annual General Meeting of the Institute. At the Annual Meeting of the District Committee a report by the District Executive Committee shall be considered and matters affecting the Institute and local government generally may be discussed, and recommendations made to the Annual General Meeting of the Institute.

Members of the District Committee shall elect annually from among themselves by postal ballot, a District Executive Committee which shall consist of not more than seven members and each member shall retire annually. Each District Executive Committee shall elect annually by postal ballot or otherwise a District Chairman and an Honorary District Secretary and also its District Representative/Representatives to serve on and be a member of the Council of the Institute, provided that the first District Representatives shall be elected by the delegates from the respective Districts attending the Inaugural Conference and shall, ipso facto, thereby become associate members of the Institute. Such District Representative may be either the District Chairman, the Honorary District Secretary or any other member of the District Executive Committee.

No member shall be entered on the roll of more than one District Committee.

Each District Executive Committee may meet as often as it may think fit, but at least once per annum. The business at such District Committee meetings shall, however, be only for the purposes aforementioned and such business as is necessarily incidental thereto. The Institute Council may rescind and override any resolution passed by the District Committee or the Executive Committee. No District Committee or Executive Committee or its officers shall, except with the consent of the Institute Council previously obtained, have any power to charge the Institute with any expense which they may incur or to pledge the credit of the Institute.

The Institute Council may, in its discretion, from its revenue pay each District Committee annually a grant not exceeding an amount equal to the sum obtained by multiplying the number of members on the roll of such district by 10/-.

Council  
of the  
Institute.

24. The first Council of the Institute shall consist of the signatories to the Memorandum of Association. Thereafter the Council shall be elected annually and shall consist of the President, Vice-President, Honorary Secretary and Honorary Treasurer for the time being (hereinafter referred to as the officers of the Institute) and the foundation members; and ..... other members being

/the District ...

the District Representatives referred to in the preceding clause.

No person shall be a member of the Council unless he is a member of the Institute and no District shall be represented by more than two members on the Council.

Salaried Officers.

25. No person holding a salaried office under the Institute shall be a member of the Council.

Alteration of Constitution of Council.

26. The Institute may, from time to time, in general meeting, increase or reduce the number of members of the Council and may also decide as to the ex officio members who shall be members of the Council and may determine the period during which members of the Council are to hold office.

Powers of the Council.

27. The business and affairs of the Institute shall be managed by the Council, who may exercise all such powers of the Institute as are not by the Statutes or by these Articles required to be exercised by the Institute in general meeting, subject, nevertheless, to any regulation of these Articles, to the provisions of the Statutes and to such by-laws not being inconsistent with the aforesaid regulations or provisions as may be made hereunder; but no by-law made by the Institute in general meeting shall invalidate any prior act of the Council which would have been valid if that regulation had not been made.

Investments.

28. The Council may, from time to time, invest in the name of the Institute any money not immediately required for the purposes of the Institute.

Examinations.

29. The Council may hold or cause to be held, examinations of persons in any subjects pertaining to the administration of Non-European affairs in accordance with the by-laws and regulations for the time being of the Institute and they may grant certificates of competency in any such subjects to candidates.

PROCEEDINGS OF THE COUNCIL.

Chairman of Council.

30. At all meetings of the Council; the President and, in his absence, the Vice-President, shall be Chairman, and in the absence of both, the Chairman shall be elected from among those present.

Meetings of Council.

31. The Council may meet for the despatch of business, adjourn, and, subject to the provisions of these Articles and any by-laws made hereunder, may regulate their meetings as they think fit. The Secretary on the requisition of the Chairman or any three members of the Council shall at any time summon a meeting of the Council.

Quorum of Council.

32. The quorum necessary for the transaction of the business of the Council shall be one third of its members.

Voting at Council Meetings.

33. Except as herein otherwise provided, every question at a meeting of the Council shall be /determined....

determined by a majority of the votes of the members present and voting, every member having one vote, and in case of an equality of votes the Chairman shall have a second or casting vote.

Keeping of Minutes.

34. The Council shall cause minutes to be made in books provided for the purpose -

- (a) of the names of the members of the Council present at each meeting of the Council and of any Committee of the Council;
- (b) of all appointments of officers made by the Council;
- (c) of all resolutions and proceedings at all meetings of the Institute, and of the Council and of Committees of the Council.

Committees of Council.

35. (a) The Council may delegate any of its powers to Committees consisting of such member or members of the Institute as it thinks fit. Any Committee so formed shall, in the exercise of the powers so delegated, conform to any Regulations that may be imposed on him or them by the Council.

(b) A Committee may elect a Chairman of its meetings. If no such Chairman is elected or it at any meeting the Chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be Chairman of the meeting.

(c) A Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in case of an equality of votes the Chairman shall have a second or casting vote.

Resignation of member of Council.

36. A member of the Council may at any time resign by giving notice in writing to the Secretary, and thereupon his office shall be vacated. A member of the Council who shall resign under this Article shall not thereby be disqualified from being at any time thereafter re-elected.

Vacation of Office of Members of Council.

37. Every member of the Council shall vacate his office on ceasing to be member of the Institute, or upon being suspended for any period of membership of the Institute, or becoming bankrupt or suspending payment, or compounding with his creditors, or being declared lunatic or becoming of unsound mind, or if he be convicted of felony or if he fails to attend, without leave, three consecutive ordinary meetings of the Council.

Vacancies in Council.

38. The vacancies in the number of the Council may from time to time be filled up by the Institute in General Meeting, but the members of the Council may act and exercise all their powers notwithstanding any vacancies in their number.

Occasional vacancies in Council may be filled by Council.

39. In case there shall be one or more casual vacancies in the membership of the Council, the Council may, if it thinks fit, fill the same without waiting for the Annual General Meeting of the Institute to be held, but the member or members of the Council so appointed shall hold office only until the next Annual General Meeting of the Institute.

/Validity.....

Validity of Council's acts.

40. All acts done by any meeting of the Council or of a Committee or by any member of the Council acting in terms of the authority of the Council shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of the Council, Committee or member or that they or any of them were disqualified, be as valid as if the Council, Committee or member had been duly appointed and were qualified to act.

Indemnity for Council and Officers,

41. The members of the Council and officers of the Institute shall be indemnified out of the funds and property of the Institute from and against all costs, charges, losses, damages and expenses whatsoever which they or any of them shall sustain or incur in the execution of their powers or duties, unless the same shall arise by reason of their own wilful neglect or default.

OFFICERS AND TRUSTEES.

Officers.

42. There shall be the following officers of the Institute, viz: A President, a Vice-President, an Honorary Secretary, an Honorary Treasurer, and such others as may be from time to time decided upon after due notice at the Annual General Meeting of the Institute; provided that all officers of the Institute shall retire annually, but be eligible for re-election save and except at the Inaugural Meeting. The President and Vice-President shall be fellows of the Institute.

Occasional Vacancies in Office.

43. In case there shall be a casual vacancy in any of the offices of the Institute, the Council may, if it thinks fit, fill the same without waiting for the Annual General Meeting of the Institute to be held, but any officer so appointed shall hold office only until the next Annual General Meeting of the Institute.

Trustees & Officers, Accounts, Disqualification, etc.

44. (a) The Council may appoint and remove Trustees for any of the purposes of the Institute and such Trustees shall have such powers and indemnities and perform such duties and be subject to such regulations as the Council determine.

(b) The accounts of any Trustee or other officer may be settled and allowed, or disallowed, either wholly or in part by the Council. A Trustee or other officer becoming bankrupt or compounding with his creditors, or if a member being suspended or censured shall thereupon be disqualified from acting as and shall cease to be a Trustee or other officer. Provided that until an entry of the disqualification be made in the minutes of the Council, his acts in his office shall be effectual as if he had acted as a qualified Trustee or officer.

GENERAL MEETINGS.

General Meetings.

45. A General Meeting shall be held once in every calendar year in the month of ..... or in such other month as the Council may from time to time determine, not being more than fifteen months after the holding of the preceding General Meeting, and at such place as the Council shall appoint. The abovementioned General Meetings shall be called Ordinary Meetings and all other General Meetings shall be called Extraordinary.

/Extraordinary .....

Extra-ordinary General Meetings

46. (a) The President may whenever he thinks fit convene an Extraordinary General Meeting and shall on a requisition being deposited at the registered office of the Secretary of the Institute for the time being signed by not less than one-quarter of the members, of the Institute and stating fully the objects of the meeting forthwith proceed to convene an Extraordinary General Meeting.

(b) The requisition may consist of several documents in like form each signed by one or more requisitionists.

PROCEEDINGS AT GENERAL MEETINGS.

Notice of General Meetings.

47. Thirty days' notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day, and the hour of meeting, and in case of special business, the general nature of that business shall be given in manner hereinafter mentioned, or in such other manner, if any, as may be prescribed by the Institute in General Meeting to the members of the Institute, but the non-receipt of a notice by any member shall not invalidate the proceedings at any General Meeting.

Business at General Meetings.

48. All business shall be deemed special that is transacted at an Extraordinary Meeting and all that is transacted at an Ordinary Meeting with the exception of the consideration of the Accounts, Balance Sheets, and the ordinary report of the Council and Auditors, the election of the Council and officers in the place of those retiring, the fixing of the remuneration of the Auditors and the discussion of questions relating to the profession of Administrator: of Non-European Affairs.

Quorum.

49. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business, and save as herein otherwise provided, ..... members personally present shall be a quorum. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it may be adjourned until a later hour on the same day or otherwise shall stand adjourned to the following day at the same time and place, and if at the adjourned meeting on the following day a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

Chairman.

50. At all General Meetings of the Institute, the President and, in his absence, the Vice-President, shall be Chairman and in the absence of both, the Chairman shall be elected from among those present.

/Adjournment.....



Adjournment.

51. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of an original meeting, but save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Scrutineers.

52. Scrutineers shall be appointed by the Chairman of the Annual General Meeting to ascertain the result of any ballot which may be taken.

Voting and Demand for Poll.

53. At any General Meeting a resolution put to the vote of the meeting shall, save as provided by the by-laws, be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by at least 25 per cent, of the members present, and unless a poll is so demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously, or by a particular majority, or lost; and an entry to that effect in the minutes of the proceedings of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes given for or against the resolution. Provided that no poll shall be taken as to the election of the Chairman, where this is necessary in terms of Clause 51, the appointment of the scrutineers, or the adjournment of the meeting.

Method of Taking Poll.

54. If a poll is duly demanded it shall be taken in such manner and at such time as the Chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

#### VOTES OF MEMBERS, MOTIONS, ETC.

Votings.

55. On a show of hands every member present at the meeting in person shall have one vote and on a poll every member shall have one vote.

Members in Debt to Institute.

56. A member who has not paid any subscription due from him to the Institute shall not be entitled to vote at any meeting.

Chairman to have Casting Vote.

57. In the case of an equality of votes whether on a show of hands or on a poll the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.

Persons Entitled to attend Meetings of Institute.

58. Members and Honorary Members shall be entitled to attend all General Meetings of the Institute, to take part in the proceedings thereof, and to receive a copy of the minutes of

/proceedings...

proceedings, provided that Honorary Members shall not be entitled to vote.

Visitors  
at Annual  
General  
Meetings.

59. Any member, with the concurrence of the Chairman, shall have the privilege of admitting a visitor to each Annual General Meeting of the Institute, but such visitor shall not vote nor take part in the discussions, except with the permission of the Chairman of the meeting, and during such portion of any meeting as may be devoted to any business connected with the management of the Institute, visitors may be requested by the Chairman to withdraw at any time.

Notice of  
Motion.

60. A motion at an Annual General Meeting other than a motion upon any subject before the meeting shall not be moved unless notice in writing of the terms or purport of such motion has been sent to the Secretary at least thirty days before the date of such meeting.

Validity  
of Votes.

61. No objection shall be made to the validity of any vote except at the meeting or poll at which such vote shall be tendered, and every vote not disallowed at such meeting or poll shall be deemed valid. The Chairman of the meeting shall be the sole and absolute judge of the validity of every vote tendered at any meeting or poll.

Postal  
Vote.

62. The Council may, and if required by not less than fifteen members of the Institute, shall cause a postal vote to be taken on any question affecting the interests of the Institute. Every voting paper shall be arranged for an affirmative, a neutral and a negative vote upon each question, and a copy shall be sent to each member. One month after sending out the voting papers the Council shall appoint two members (not being members of the Council) to act as scrutineers to open the special envelopes, count the votes, and report the result in writing to the Council. Any question so voted upon shall, if duly carried, have the same effect as if it had been a resolution duly carried at a general meeting of the Institute properly called to consider the same.

Signed  
Minutes to  
be deemed  
correct.

63. Every entry in the minute books of the proceedings of Meetings purporting to be entered and signed according to the statutes or these Articles, shall, in the absence of proof to the contrary, be deemed to be a correct record and an original proceeding of the Institute.

ACCOUNTS AND AUDITORS.

Accounts to  
be kept.

64. The Council shall cause true accounts to be kept (a) of the sums of money received and expended by the Institute and the matters in respect of which such receipt and expenditure takes place; and (b) of the assets and liabilities of the Institute. The books of account shall be kept at the registered office of the Institute or at such other place or places as the Council thinks fit, and shall always be

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open to the inspection of members, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed by the Institute in general meeting.

65. Once at least in every year the Council shall lay before the Institute in general meeting a balance sheet and an account of the income and expenditure of the Institute for the period since the preceding account. A copy of the balance sheet and account of income and expenditure shall thirty days previous to the meeting be sent to the members entitled to receive notices of general meetings in the manner in which notices are to be given under these Articles.

66. An Auditor shall be appointed and his duties regulated in accordance with Sections 98 and 99 of the Companies Act 1926, or any statutory modification thereof for the time being in force which Sections in their application to the Institute shall be construed as if the Council were the Directors and as if the members were the shareholders of the Institute.

NOTICES.

67. (a) Notice may be given by the Institute to any member either personally or by sending it by post to him to his registered address or

(b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying, and posting a letter containing the notice and unless the contrary is proved, it will be assumed to have been effected at the time at which the letter would have been delivered in the ordinary course of post.

68. All notices sent in pursuance of the last preceding Article shall be signed by, or have printed at the foot thereof, the name of the Secretary or such other person in his place as the Council shall appoint. Provided that any accidental failure to comply with this clause shall not invalidate the proceedings of the meeting if the persons present thereat resolve accordingly.

AUTHORITY TO ACT FOR INSTITUTE.

69. "The President and Secretary shall be authorised to sign and execute all documents that may be necessary to give effect to any resolution of the Council or a General Meeting of the Institute.

BOOKS AND RECORDS.

70. All records, books, and papers of the Institute shall at all reasonable times be open to the inspection of members.

Accounts to be submitted to General Meeting.

Auditors.

Notices to Members.

Signatures of Notice.

Sealing of Instruments.

Inspection of books, etc by Members and Others.

71. The Secretary shall allow such inspection of the register of members or other register as is provided for by the statutes, and such inspection of the books as is provided for by paragraph 9 of the Memorandum of Association or any provision of these Articles, but any member or other person before inspecting any such register or books shall sign his name in a book kept for the purpose.

Office.

72. The office of the Institute shall be the office of the Secretary of the Institute for the time being, or such other place as the Council may from time to time appoint with the sanction of the Registrar of Companies.

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MEMORANDUM OF ASSOCIATION OF THE INSTITUTE OF  
ADMINISTRATORS OF NON-EUROPEAN AFFAIRS OF  
SOUTHERN AFRICA.

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To be registered under Section 21 of the Com-  
panies Act 46 of 1926.

1. The name of the Institute is THE INSTITUTE OF ADMINISTRATORS OF NON-EUROPEAN AFFAIRS (SOUTHERN AFRICA).
2. The registered office of the Institute will be situate in the Transvaal Province of 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 confer on all matters affecting the administration of Non-European Affairs falling within the orbit of local government.
  - (b) To confer and take proper action on all matters affecting the status, duties and responsibilities of Administrators of Non-European Affairs.
  - (c) To raise the efficiency and to promote and improve the technical and professional knowledge of Administrators of Non-European Affairs and the training of prospective Administrators of Non-European Affairs and with a view thereto to test the competence of such persons by examinations; to apply to the appropriate authorities under the protection of the Protection of Names, Uniforms and Badges Act, 1935 or under the corresponding legislation of any other countries concerned, for registration and protection of all or any names or designations used by the Institute for its various classes of members and to confer on such members such rights to the use of such names as it may think fit.
  - (d) To confer and take joint action with other associations, societies or bodies on matters affecting the promotion of the objects of the Institute.
  - (e) To afford Legislatures, Local Authorities, Public Bodies and the public information on Municipal Non-European Affairs Administration.
  - (f) To establish and maintain a Bureau of Information relating to Local Government Non-European Administration; to facilitate and undertake investigation and research into all aspects of Local Government Non-European Affairs Administration and, further, to hold meetings and conferences relating to the objects and the affairs of the Institute.
  - (g) To print and publish, sell, lend and distribute any communications made to the Institute or any

other society and any reports of the proceedings or transactions of the Institute or any similar society and any Bills, Circulars, Act of Parliament, Provincial Ordinances or official documents, and to purchase, reproduce, print, publish and distribute, either independently or jointly with any other approved association, any other books, papers, treatises or communications relating to the Law of Municipal and Local Government, Municipal Non-European Affairs Administration or cognate matters.

- ✓ (h) To make donations to any charitable object.
  - ✓ (i) To undertake and execute any trusts which may seem to the Institute conducive to any of its objects.
  - (j) To purchase, take on lease or otherwise acquire or use and also to dispose of any houses or lands, of any tenure, or any real or personal property, rights or easements for the purposes of the Institute, subject to the provisions of Section 21 of the Companies Act, 1926.
  - (k) To maintain, repair, enlarge or otherwise alter or improve any buildings which the Institute may have and to build such new buildings as may be required for the purposes of the Institute.
  - (l) To receive grants or gifts of money and/or to borrow and raise money for the purposes of the Institute's business and to secure the repayment 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.
  - (m) To invest any monies which are not required to meet current charges in fixed deposits in a bank or building society, in the Post Office Savings Bank, Union Loan Certificates, Government Securities, or first mortgages on fixed property.
  - (n) To apply, petition for or promote any Act of Parliament or other authority with a view to the attaining of the above objects or any of them.
  - (o) To do all such other lawful things as are incidental or conducive to the attainment of the above objects.
  - (p) Provided also that it shall not be lawful for the Institute to impose on its members or to support with its funds or otherwise, or to attempt to procure the observance by its members or others of any regulation or restrictions which, if an object of the Institute, would make it a trade union.
5. The income and property of the Institute, whence-soever 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 .....

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 in attending Council or other meetings of the Institute, 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 that 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 all 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. If upon the winding up or dissolution of the Institute there remains, after satisfaction of all 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, in default thereof, by the Minister of Native Affairs.
  8. True accounts shall be kept of the income and expenditure of the Institute, and the matters in respect of which such income and expenditure takes place, 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 regulations 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 by one or more properly qualified auditors.
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THE INSTITUTE OF ADMINISTRATORS OF NON-EUROPEAN  
AFFAIRS OF SOUTHERN AFRICA.

---

BY-LAWS.

INTERPRETATION.

Interpre-  
tation.

1. In these By-Laws the several words and expressions to which meanings are assigned by the Articles of Association have the same respective meanings unless there be something in the subject or context repugnant to such construction.

ELECTION OF MEMBERS.

Notifica-  
tion of  
Election.

2. Every person who is elected a Fellow or Associate or who is transferred from one grade to the other, shall be informed in writing by the Secretary of his election or transfer.

Membership  
Certifi-  
cates.

3. Every member shall be entitled to a certificate of admission which shall be in such form or forms as the Council may from time to time pre-  
scribe.

Rejected  
Applica-  
tions.

4. If an application for admission to the Institute or for transfer from one grade of membership to another be rejected, no record shall be made in the minutes of the proceedings of the Council of such application or its rejection.

Certifi-  
cates of  
resigning  
or expelled  
Members.

5. In the event of the resignation or expulsion of a member all certificates of admission which he may hold shall be returned by him to the Secretary and shall be forthwith cancelled.

ENTRANCE FEES AND SUBSCRIPTIONS.

Entrance  
Fees.

6. The following entrance fees shall be paid:-

Fellows ..... £5. 5. 0.  
Associates ..... 3. 3. 0.

provided that the entrance fee payable by Fellows or Associates as the case may be shall be reduced by the amount of the entrance fees paid by them upon admission as Associates and Students respectively.

Annual  
Subscrip-  
tions.

7. The following annual subscriptions shall be paid:-

Fellows ..... £5. 5. 0.  
Associates ..... 3. 3. 0.

Payment of  
Subscrip-  
tions.

8. A year's subscription shall be payable by Fellows and Associates on election or admission and shall also be payable by not later than 30th June each year after election or admission; provided:-

(1) if the date of election or admission  
be later than the 1st October then

/only .....



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