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**NATIONAL WAR MEMORIAL HEALTH FOUNDATION**  
**NASIONALE OORLOGSGEDENKSTIGTING VIR GESONDHEID**

TELEPHONES 22-0406 (SECRETARY)  
22-8941 (EXT. 48 AND 64)

P.O. Box 8446

TELEGRAMS: "MEMORIAL"

PLEASE REPLY TO NATIONAL SECRETARY  
QUOTING REFERENCE..... RO/6/1.

HUTS 7 AND 8, UNION GROUND



**JOHANNESBURG**

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22-8941 (UIT. 48 EN 64)  
POSBUS 8446

TELEGRAMME: „MEMORIAL“

RIG ASSEBLIEF U ANTWOORD AAN DIE  
NASIONALE SEKRETARIS EN MELD

VERWYSINGSNOMMER .....

GEBOU 7 EN 8, UNIEGROND

14th October, 1948.

Mr. Quintin Whyte,  
S.A. Institute of Race Relations,  
P.O. Box 97,  
JOHANNESBURG.

Dear Mr. Whyte,

REGIONAL REGULATIONS.

Further to Mr. Norton's letter to you of 23rd June, 1948, reference as above, please find attached, Regional & Branch Regulations re-drafted in terms of suggestions from Regions.

Will you kindly advise me as to whether you agree that the regulations, as they now stand, are suitable for issue to Regions for final comment before submission again to the National Executive Committee, or whether you would, in fact, like the Special Sub-committee to have a Round-table Conference about them.

The Sub-committee concerned comprises:

Maj-Gen.H.S. Wakefield,  
Mr. Quintin Whyte,  
Mr. Norton,  
and myself.

Received	15/10/48
For Attention	.....
Recorded	.....
Acknowledged	.....
Answered	.....

Yours faithfully,

(F.A. DONNOLLY)  
DIRECTOR.

FAD/AMI.  
Encl.

PATRONS-IN-CHIEF: THEIR EXCELLENCIES THE GOVERNOR-GENERAL THE RT. HONOURABLE G. BRAND VAN ZYL, P.C., AND MRS. VAN ZYL. APPEAL PATRONS: THE HONOURABLE THE ADMINISTRATORS OF THE CAPE, ORANGE FREE STATE, NATAL AND TRANSCAAL PROVINCES. NATIONAL PRESIDENT: THE RT. HONOURABLE N. J. DE WET, P.C., K.C. CHAIRMAN, NATIONAL APPEAL COMMITTEE: SIR ERNEST OPPENHEIMER.

HOOFBESKERMHEER-VROU: HUL EKSELLENSIJS DIE GOEWERNEUR-GENERAAL DIE HOOGED. G. BRAND VAN ZYL, P.C., EN MEVR. VAN ZYL. BEROEP BESKERMHERE: DIE EDELAGBARE DIE ADMINISTRATEURS VAN DIE KAAP, ORANJE VRYSTAAT, NATAL EN TRANSCAAL PROVINSIES. NASIONALE PRESIDENT: DIE HOOGED. N. J. DE WET, P.C. K.C. VOORSITTER, NASIONALE BEROEP KOMITEE: SIR ERNEST OPPENHEIMER.

THE NATIONAL WAR MEMORIAL HEALTH FOUNDATION.

REGULATIONS GOVERNING REGIONAL COUNCILS AND REGIONAL ORGANISATION.

(FRAMED UNDER ARTICLE 21)

REGIONAL AREAS AND COUNCILS.

1. Nine Regional Areas (each with a Headquarters) are hereby constituted for the Union on the basis of a grouping of magisterial districts. The names of the Regional Areas, the centres at which the Headquarters are to be situate and the magisterial districts comprising each Area are set out in Schedule "A" hereto. A Regional Council shall be established for each Regional Area, with a properly constituted Branch Committee in terms of the Welfare Organisations Act No. 40, 1947, the regulations published thereunder and any amendments thereof, such Branch Committee to be known as the Regional Executive Committee. In terms of Section 17(1) of that Act, the Regional Executive Committee shall at all times be in possession of a valid letter of Delegation on the prescribed Form W.5. issued by <sup>the</sup> National ~~Exec. Com.~~. All relevant provisions of the Articles of Association and Bye-Laws of the Foundation shall be deemed to be incorporated in these regulations and shall be carried out accordingly.

FUNCTIONS OF REGIONAL COUNCILS:

2. The Regional Councils acting through the Regional Executive Committees shall be the instrument of the National Council for the organisation and control of membership of the Foundation in the Regional Areas, the collection of funds and the carrying out in such Areas of such of the functions and activities of the Foundation as may from time to time be delegated to them. They shall moreover be responsible to the National Council acting through the National Executive.

3. It shall be the duty of each Regional Council, acting through its Regional Executive Committee and assisted by the Regional Technical Advisory Committee and in consultation with the National Executive, to initiate investigations to determine the health needs of its Regional Area and the activities to be undertaken by the Foundation in such Area and to report to the National ~~Council~~ thereon. Thereafter the nature of the projects to be undertaken in the Area and the manner in which they are to be carried out shall be determined by the Regional Executive Committee <sup>acting</sup> ~~and approved~~ by the National Executive. *wherever necessary in consultation with the local (or area) chiees. in the Region.*

*? Ex - Ca*

*the whole being subject to approval.*

4. The principles which are to govern the organisation of any Appeal in each Regional Area shall be determined by the National Executive and the Regional Executive Committee shall undertake such part of the organisation thereof as may be assigned to it after consultation.

CONSTITUTION OF REGIONAL COUNCILS:

5. The Regional Council shall consist of the following members of the Foundation, namely :-

- (a) One representative of each National or Regional Organisation Member of the Foundation in the Region.
- (b) The Forces' Representatives resident in the Region.
- (c) All Voting and Non-Voting members of the Foundation in the Region.

/Powers .....

POWERS AND DUTIES OF REGIONAL COUNCILS:

6. Each Regional Council shall have power to do the following :-

(a) To constitute and elect a Regional Executive Committee in terms of Para (B) hereof; and, acting through such Executive Committee,

(b) To establish, in terms of the Branch Regulations, Branches ~~of the Foundation~~ of the Foundation throughout its area and to confirm the election of the necessary <sup>local (or area)</sup> Committees to administer such Branches and/or the affairs of the Foundation in their localities under the general guidance and supervision of the Executive Committee. *To elect*

*+ representatives to such committees as may be deemed desirable.*

(c) To establish, at its discretion, separate Branches ~~of the Foundation~~ for the different communities in any Regional area if the interests of these communities can be best served through separate committees. *+ In such cases the National Executive may modify these regulations to suit the altered circumstances.*

(d) To raise funds for the Foundation within its Region and to administer such funds as may be entrusted to it by the National Executive, and to open bank accounts.

(e) Subject to the approval of the National Executive, to secure office accommodation and clerical services and to pay for the same.

(f) To frame rules in consultation with the National Executive and consonant with its policy for the conduct of regional affairs.

(g) To carry out in consultation with the Director any project which may have been approved as a Regional project by the National Executive and under the financial arrangements detailed in paragraph (6) of the Branch Regulations.

(h) To exercise any other power which may be delegated to it by the National Executive and to undertake any matters or steps incidental to the work of the Region and to implement the above functions.

ANNUAL COUNCIL MEETING.

7. *f* A Regional Council shall meet annually, or at such other times as may be deemed advisable by the Regional Executive Committee or upon requisition in writing by not fewer than twenty of the members of the Council. At the Annual Regional Council Meeting the following business shall be transacted:-

(a) To receive and consider the Regional Executive Committee's report on the activities and finances of the Regional Council.

(b) To constitute and elect a Regional Executive Committee.

(c) To note the Regional Executive Committee's confirmation of the election of ~~Branch~~ Local (or Area) Committees (to comprise not less than five members); and *the election* *by it of such* representatives to such ~~Branch~~ Committees as may be deemed desirable.

/(d) .....

- (d) To nominate a member as its representative on the National Executive Committee in terms of Article 22 of the Constitution. Such representative to be entitled to appoint an alternate to act in his absence.
- (e) To nominate five representatives to the National Council in terms of Article 16 of the Constitution. (Such representatives shall personally be members of the Foundation, but shall not be the representatives on the National or Regional Councils of a National (or Regional) Organisation).
- (f) To make recommendations to the National Council regarding any matter brought under consideration by the report presented at the meeting.
- (g) To consider any other business of which due notice has been given and any other business which the Council is competent to consider and which is regarded as being sufficiently expedient as to warrant consideration without due notice.

REGIONAL EXECUTIVE COMMITTEE.

8. The Regional Executive Committee shall consist of the following:-

- Chairman.
- Vice-Chairman.
- Hon. Treasurer.
- + Chairmen of Sub-committees.
- + Forces' Representatives resident in the Region.
- + One representative of each ~~Regional~~ Local (or Area) Committee, each ~~Regional~~ Local (or Area) Committee representative to have the power to appoint an alternate resident in the Regional Headquarters town and both principal and alternate to be authorised to attend all meetings but to exercise only one vote per local area.
- Five elected members.
- The Regional Organiser, or where there is no such official, the Regional Secretary - ex officio.

9. The Regional Executive Committee shall be elected annually by the Regional Council and, as the Executive or Action Committee of the Regional Council, shall be responsible to that Council and shall be entitled to exercise all the powers vested in the Regional Council under these regulations. The Regional Executive Committee shall have power to fill casual vacancies arising from time to time for confirmation at the next ordinary meeting of the Regional Council.

10. The Regional Executive Committee shall hold its meetings at such intervals and at such times as it may consider expedient and shall regulate its procedure at such meetings.

11. The Regional Executive Committee shall appoint whatever sub-committees may be considered necessary and such sub-committees shall have power to co-opt additional members.

PROCEDURE AT MEETINGS.

12. The procedure (including the giving of notice, quorum and voting) at and in relation to the Annual Regional Council meeting and special Regional Council meetings of each Region shall follow

/as .....

as nearly as possible the procedure laid down in Articles 28,29, 30, 32 to 35, 37 to 39, 42 and 44 to 48 of its Articles of Association. The quorum for meetings of the Regional Executive Committee shall be five of the Committee members.

THE FUNDS.

- 13. A Regional Council acting through its Regional Executive Committee shall have two separate banking accounts in the name of the "National War Memorial Health Foundation .....", namely, a Trust Account and a General Account. All monies received by the Regional Executive Committee, irrespective of the source thereof, shall be deposited to the credit of the Trust Account. The General Account shall consist of monies transferred to it from National Headquarters, and all operations on or withdrawals from the General Account shall require the signature of two persons nominated by the Regional Executive Committee.
- 14. A balance sheet and a statement of income and expenditure in respect of the preceding financial year shall be furnished to the National Council.
- 15. The accounts of the Region shall be kept in a form prescribed by the National Executive and shall be subject to an annual audit.
- 16. The financial year of the Region shall be the year extending from the 1st July to the succeeding 30th June.

RECORDS.

- 17. The Regional Council and all other Regional Committees shall keep minutes of all meetings in which shall be recorded the names of the members attending such meetings and such other records as may be prescribed by the National Council acting in terms of the Welfare Organisations Act No. 40, 1947, the regulations published thereunder and any amendments thereof.
- 18. The Regional Council acting through its Regional Executive Committee, shall submit to the National Council (by) not later than the 31st August in each year a report of its proceedings and activities during the preceding financial year together with the balance sheet and statement of income and expenditure referred to in Regulation 14 hereof.

ESTABLISHMENT OF BRANCHES:

- 19. All Branches ~~or Local (or Area) Committees~~ established by a Regional Council, acting through its Regional Executive Committee, under the powers conferred by regulation 6 (b) hereof shall be subject to and regulated by the Branch Regulations framed by the National Council from time to time.
- 20. A Regional Council, acting through its Regional Executive Committee, shall have power to form a Convening Committee to promote the establishment of a Branch ~~or Local (or Area) Committee~~ in any area within its jurisdiction/ shall be entitled to convene a general meeting of members of the Foundation in the area in order to inaugurate the Branch. ~~or Local (or Area) Committee~~

*and others interested*

21. The National Executive shall be entitled at its discretion to deal or communicate direct with any ~~Executive~~ Local (or Area) Committee by correspondence or through its officers but in that event the Regional Executive Committee shall be kept fully informed of all proceedings.

ALTERATION OF REGULATIONS:

22. These Regulations may be altered from time to time by the National Executive Committee acting on behalf of the National Council.

NATIONAL WAR MEMORIAL HEALTH FOUNDATION.

REGULATIONS GOVERNING BRANCHES AND BRANCH ORGANISATION.

(FRAMED UNDER ARTICLE 26).

1. The name of the Branch shall be "The .....  
Branch of the National War Memorial Health Foundation".
2. The area of jurisdiction of the Branch shall be the area assigned to it by the Regional Executive Committee or the National Executive, as the case may be.
3. The Headquarters of the Branch shall be at .....
4. The Branch shall be administered by a properly constituted Branch Committee of the National War Memorial Health Foundation in terms of the Welfare Organisations Act. No. 40, 1947, the regulations published thereunder and any amendments thereof, such Branch Committee to be known as the ..... local (or area) Committee and to be elected in conformity with these Regulations and with the Regulations governing Regional Committees and Regional organisation. In terms of Section 17(1) of that Act, the local (or area) Committee shall at all times be in possession of a valid letter of Delegation on the prescribed Form W.5., issued by National Executive Committee.
5. The objects for which the Branch is formed shall be to carry out in its area of jurisdiction through its local (or area) Committee and subject to the general guidance, supervision and control of the Regional Council, acting through its Executive Committee, (or the National Executive where there is no Regional organisation functioning), such of the objects of the Foundation as may be delegated to it and in particular the survey of the health needs of the area and the raising of funds for the purposes of the Foundation.
6. The Branch, through its local (or area) Committee, may undertake the establishment of any local promotive health project, within the objectives of the Foundation, with funds specifically collected by the Foundation for this purpose, such project to have the approval of the Regional Executive Committee and National Executive Committee and subject to the following conditions :-
  - (a) All funds, donations or fees from any source whatsoever, collected for the project, shall be paid direct into the National War Memorial Health Foundation Trust Account and shall be set aside for the use of the particular project. Any sums collected and specifically allocated by the local (or area) Committee, acting in consultation with and approved by the Regional Executive Committee, for National objectives of the Foundation and/or for fund-raising costs, shall not be included in any funds set aside for the project. Such sums will be banked in the Trust Account in the normal manner.
  - (b) Regional Executive Committees shall be responsible for the funds necessary in connection with the establishment, equipment and running of such an approved project. The National Finance Committee, through the National Executive Committee, will arrange for the provision of the necessary funds on approved estimates of revenue and expenditure for the project. An imprest account will be made available to the local (or area) Committee, through the National Executive Committee. In no case shall payment on capital account be made from the

imprest account without the prior approval of the National Finance Committee. All maintenance expenses shall also be subject to the control of the National Finance Committee through the prior presentation via the Regional Executive Committee of a budget of estimated expenditure and revenue for the approval of the National Finance and Executive Committees.

7. The Branch, through its local (or area) Committee, shall be responsible to the Regional Executive Committee within whose area it falls (or to the National Executive if outside a Regional Area), and no project may be undertaken by it without the express consent of both the Regional Executive Committee and the National Executive Committee. The local (or area) Committee shall be entitled to refer to the National Executive Committee, through the Regional Executive Committee, any difference which it may have with the Regional Executive Committee and the decision of the National Executive Committee, acting on behalf of the National Council, shall be final.
8. The duties, functions and business of the Branch as prescribed from time to time shall be carried out by a local (or area) Committee which shall be elected at a general meeting of members of the Foundation, and others interested, in the area, and in conformity with the Regulations governing Regional Councils and Regional organisation. The local (or area) Committee shall consist of not less than five members. A minimum of five members of the Committee shall be members of the Foundation preferably resident in the area. All retiring members of the local (or area) Committee shall be eligible for re-election. Where a local foundation project is conducted by a managing committee other than the local (or area) Committee of the Branch concerned, all aspects of the constitution for such committee must conform, where applicable, with these Regulations and with all other Articles, bye-laws and regulations of the Foundation.
9. The local (or area) Committee shall have the power to co-opt additional members, as also the power to fill casual vacancies for the remainder of the term, subject to confirmation of the Regional Executive Committee. Furthermore, the local (or area) Committee shall appoint whatever sub-committees may be considered necessary and such sub-committees shall have the power to co-opt additional members. Such co-opted members shall have full voting rights?
10. The officers of the local (or area) Committee shall be (a) Chairman, (b) Vice-Chairman and (c) Honorary Treasurer, to be elected by the Committee at its first meeting following confirmation of the election of the Committee by the Regional Executive Committee. They shall hold office until their successors have been elected.
11. The local (or area) Committee shall appoint one representative on the Regional Executive Committee and have power to appoint an alternate resident in the Regional Headquarters town and both principal and alternate to be authorised to attend all meetings of the Regional Executive Committee but to exercise only one vote per Branch.
12. The quorum for meetings of the local (or area) Committee shall be five of the Committee members.



13. The local (or area) Committee shall hold its meetings at such intervals and at such times as it may consider expedient and shall regulate its procedure at such meetings.  
*? 13a. Procedure at General Meetings of members of Branch. (? to be added.)*
14. The Branch, acting through its local (or area) Committee, shall have two separate banking accounts in the name of the "National War Memorial Health Foundation .....", namely, a Trust Account and a General Account. All monies received by the local (or area) Committee, irrespective of the source thereof, shall be deposited to the credit of the Trust Account. The General Account shall consist of monies transferred to it from National or Regional Headquarters, and all operations on or withdrawals from the General Account shall require the signature of two persons nominated by the local (or area) Committee and approved by either the Regional Executive Committee, or the National Executive where there is no Regional organisation functioning.
15. The accounts of the local (or area) Committee shall be kept in a form prescribed by the National Executive Committee and shall be subject to an annual audit.
16. The financial year of the Branch shall be the year extending from the 1st July to the succeeding 30th June.
17. A balance sheet and a statement of income and expenditure in respect of the previous financial year shall be furnished to the Regional Executive Committee and <sup>to</sup> the National Executive Committee.
18. The local (or area) Committee shall keep minutes of all meetings in which shall be recorded the names of the members of the Committee attending such meetings and such other records as may be prescribed by the National Executive Committee and/or Regional Executive Committee acting in terms of the Welfare Organisations Act No. 40, 1947, the regulations published thereunder and any amendments thereof.
19. The local (or area) Committee shall submit to the Regional Executive Committee and to the National Executive Committee by not later than the 31st July in each year a report of its proceedings and activities during the preceding financial year together with the balance sheet and statement of income and expenditure referred to in regulation 17 hereof.
20. The provision and management of funds, staff and any other matters incidental to the work of the Branch and its local (or area) Committee, such as the securing of office accommodation, framing of rules, etc., shall be as arranged between the Regional Executive Committee and the National Executive Committee and the local (or area) Committee from time to time.
21. All relevant provisions of the Articles of Association and Bye-Laws of the Foundation shall be deemed to be incorporated in these regulations and shall be carried out accordingly.
22. These regulations may be altered from time to time by the National Executive Committee acting on behalf of the National Council.

QW/LR

4th November, 1948.

The Director,  
National War Memorial Health Foundation,  
P.O. Box 8446,  
JOHANNESBURG.

Dear Dr. Donnolly,

Enclosed are some points about the Regional organization. They are largely minor. I think that Regional Council's Constitution must be approved under the Welfare Organizations Act; is it not desirable to submit the Constitution to the Social Welfare Department for suggestions before circularising?

I do not think a meeting of the special sub-committee is necessary unless you do.

Yours sincerely,

Quintin Whyte

DIRECTOR

Enc.

- PAGE 1. Clause 3, line 3, Is provision made elsewhere for the setting up of a Regional Technical Advisory Committee.
- PAGE 1. Para. 5b. Who are the "Forces Representatives".
- PAGE 2. Para. 6b. last line (in ink) -'to elect' might better be 'to appoint'. No limit to number of persons it may 'elect' or appoint to area committees.
- PAGE 2. 5c. line 5 - for 'committees' read 'branches.' or 'branches and committees'
- PAGE 2. para. 7. first line 'or' should read 'and'.
- PAGE 2. para. 7c -'and the election by it of of representatives'....Does 'it' refer to Regional Council or Regional Executive. If it is Executive then the semi colon after members) should be a comma.
- PAGES 2&3. Provision for the election of a chairman for the ensuing year?
- PAGE 3. para. 9. Does the Council elect Chairman, Vice-chairman, etc., and the 5 elected members, and accept what representatives are sent by the area committee and the Forces or must Council formally confirm and thus elect the representatives sent forward by the area committees etc. The point is that 2 or 3 area committees could appoint representatives repugnant to the majority in the Council. Can the Council reject such nominations?
- PAGE 3. para. 8. last line - should it be Hon.Regional Secretary or does each region have a Regional Secretary.
- PAGE 3. para. 9, lines 2 & 3, commas after "and" and Council.
- PAGE 4. para. 18. line 2. "by" seems superfluous.

BRANCH ORGANIZATION.

- PAGE 1. para. 6a. line 7, "approved by" should read "with the approval of".
- PAGE 2. para. 9, lines 7 & 8. The powers of co-option with voting rights are unlimited. Constitutionally unsound but in practice possibly unimportant.
- PAGE 3. 13a. See para. 8 of page 2. Does that not cover the point.
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