



CONSTITUTION OF SCIENCE FICTION AND FANTASY SOUTH AFRICA



MARCH 1, 2020

CONSTITUTION AND RULES OF

SCIENCE FICTION AND FANTASY SOUTH AFRICA (SFFSA)

1. **Name:**
 - a. The name of the body is "Science Fiction and Fantasy South Africa", abbreviated as SFFSA. (Hereafter referred to as SFFSA)
2. **Registered Office:**
 - a. The registered office of SFFSA shall be at P.O. Box 781401, Sandton, 2146, or at such other place as the Committee may from time to time determine.
3. **Objects:**
 - a. To promote interest in all aspects of science fiction and fantasy, the dissemination of information concerning the above and promoting of such purposes as may advance the appreciation of science fiction and fantasy.
4. **Means:**
 - a. SFFSA shall carry out its Objects by lectures, discussions, publications, exchange of information and/or otherwise with any society, person, company or club.
5. **Finances:**
 - a. The money required for the purpose of carrying out the Objects shall be raised by subscriptions, entrance fees, sale of publications and other sources.
 - b. SFFSA is a non-profit-making body.
6. **Membership:**
 - a. SFFSA shall consist of several classes of membership on a non-discriminatory basis.
 - i. Ordinary: an annual fee as determined by the Committee.
 - ii. Honorary: life membership in SFFSA as voted by a majority of the full Committee.
7. **Admission to Membership:**
 - a. Any person, society or club desirous of becoming a member or affiliated to SFFSA must submit a completed, prescribed application form, entrance fee and prepayment of first subscription to the Secretary of SFFSA.
 - b. Granting or refusal of membership shall be the sole discretion of the Committee, which shall not be required to provide reasons for refusal of membership. On admission, the member shall be bound by this Constitution and Rules and any amendment thereto.
8. **Termination of Membership:**
 - a. Membership of SFFSA shall be terminated by the following means:
 - i. on a member's written resignation.
 - ii. on failure to pay subscriptions for more than three months after notification.
 - iii. on a member conducting his or herself to the detriment of or using SFFSA to further private interests in opposition to, the Objects of SFFSA, the membership shall be terminated at the discretion of the Committee.
9. **Privileges:**
 - a. Members shall be entitled to the following - attendance at monthly meetings, social gatherings, the Annual General Meeting, library material and books, SFFSA publications, notification of meetings and other events and access to the Committee.
10. **Committee:**
 - a. The Committee shall control and manage SFFSA and shall be composed of the following officers - Chairman, Treasurer, Meeting Organiser, Short Story Organiser, Probe Editor, Secretary, and Public Relations Officer. All Committee members are

elected at the Annual General Meeting. The Committee has the power to co-opt not more than two additional members and shall also have the power to appoint special committees for special purposes. The special committees shall have no executive powers and must always report to the Committee and be bound by the terms of their appointment.

11. Duties:

- a. In addition to the duties assigned to them, the Committee members shall perform the following duties:
 - i. the Chairman or Meeting Organiser shall preside at all meetings and functions of SFFSA.
 - ii. correspondence notice of meetings and minutes of meetings shall be conducted by the Secretary or Meeting Organiser.
 - iii. financial transactions, receipts, banking of money and books of accounts shall be the responsibility of the Treasurer.

12. Nominations and Elections:

- a. Nominations must be not less than two members and with the acceptance of the candidate. If the number of candidates equals the number of offices, they shall be declared elected. If the number exceeds the number of offices, then a vote shall be taken at the Annual General Meeting. Officers shall be appointed from the elections for one year or until another is installed in an officer's place. Retiring officers shall be eligible for re-election.

13. Meetings:

- a. The Annual General Meeting shall take place in January of each year. Notice of Annual General Meetings shall be in writing. A quorum shall be formed by eight members in person. Voting shall be a majority of hands. In the event of a tie, the presiding officer shall have a casting vote.
- b. Committee Meetings will be held regularly. No business shall be conducted unless there is a quorum present. A quorum shall consist of five members.
- c. Meetings will be held on a monthly basis. When possible, notice of meetings shall be in writing.

14. Signing Authority:

- a. Treasurer can act on behalf of the Committee members' decisions.

15. Banking:

- a. The SFFSA shall maintain one or more accounts where all money received on behalf of SFFSA shall be banked.

16. Amendments:

- a. The Constitution shall be altered or amended at any Committee meeting by two-thirds vote of a quorum of members present.
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