

**Maritime Pilots' Association of South Africa (MPASA)  
Constitution (Final Draft for Ratification)  
Date: 1 July 2025**

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**Clause 1: NAME**

The name of the organisation shall be the **Maritime Pilots' Association of South Africa (MPASA)**.

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**Clause 2: FORMATION**

The Association consists of South African Maritime Pilots actively piloting in South African ports.

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**Clause 3: MEMBERSHIP**

- 3.1 Membership is open to any South African Marine Pilot actively engaged in pilotage within a South African port.
  - 3.2 The Executive Committee (EXCO) determines categories, rights, and fees for membership (e.g., Full, Associate, Retired).
  - 3.3 Membership fees are to be paid directly by members.
  - 3.4 The EXCO keeps a register of all members.
  - 3.5 Membership terminates upon death, resignation, or resolution by the EXCO, provided the member has had a chance to respond and termination is confirmed at a General Meeting.
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**Clause 4: OBJECTIVES**

- 4.1 Promote professional and technical interests of South African maritime pilots.
  - 4.2 Maintain standards of safe and professional pilotage aligned with IMO and international best practices.
  - 4.3 Enhance and protect the status of pilots.
  - 4.4 Participate in maritime events, seminars, and conferences.
  - 4.5 Distribute relevant information and innovation updates.
  - 4.6 Collaborate with international and national maritime bodies as needed.
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**Clause 5: OFFICIAL LANGUAGE**

The official language of the Association is English.

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## **Clause 6: RESOURCES**

The resources of the Association consist of:

- Membership subscriptions (paid by members)
  - Donations, gifts, grants, and sponsorships from industry stakeholders
  - Bequests and other income
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## **Clause 7: EXECUTIVE COMMITTEE (EXCO)**

7.1 EXCO manages the affairs of the Association.

7.2 It comprises one elected representative from each South African port.

7.3 Each port must elect its EXCO representative at least one week prior to the AGM.

7.4 At the AGM, the EXCO shall elect from among its members:

- President (Chairperson)
- Secretary
- Treasurer

These shall be the only official office bearers.

7.5 EXCO members must be paid-up members and actively participate in meetings.

7.6 EXCO members serve a maximum of three consecutive years, followed by a 12-month ineligibility period.

7.7 Vacancies on the EXCO must be filled as soon as possible, preferably by a representative of the affected port.

7.8 The EXCO may co-opt non-voting members and delegate duties with appropriate approval.

7.9 Any conflicts of interest must be disclosed and recorded.

7.10 The EXCO regulates its own meetings, subject to this Constitution.

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## **Clause 8: FINANCIAL MATTERS**

8.1 EXCO shall maintain a bank account in the Association's name.

8.2 Two authorised signatories are required for all transactions.

8.3 Financial records must be maintained and independently reviewed annually.

8.4 The financial year ends on the last day of February.

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## **Clause 9: LEGAL STATUS**

The Association is a body corporate, separate from its members, and shall continue regardless of changes in membership.

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## **Clause 10: ORGANS OF THE ASSOCIATION**

- Annual General Meeting (AGM)
- Special General Meetings
- EXCO

- Specialist Committees (as required)
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## **Clause 11: GENERAL MEETINGS**

- 11.1 The AGM shall be held annually within 6 months of financial year-end.
- 11.2 The General Secretariat must give **at least 8 weeks' notice** of the AGM.
- 11.3 Supporting documents must be circulated **at least 1 week prior** to the meeting.
- 11.4 The meeting may be held virtually or in hybrid format.
- 11.5 Quorum is 25% of voting members. If not reached, the meeting is adjourned and reconvened, where those present will constitute a quorum.
- 11.6 Voting is by show of hands unless otherwise decided. Only paid-up members may vote.
- 11.6.1 Proxy votes must be submitted in writing 48 hours in advance and may count towards quorum.
- 11.7 Decisions are made by simple majority. The Chair has a casting vote.
- 11.8 The AGM shall adopt founding documents and may elect honorary members.
- 11.9 Only EXCO members may nominate and vote for the President, Secretary, and Treasurer.
- 11.10 Members may speak with permission of the Chair.
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## **Clause 12: GENERAL SECRETARY**

- Responsible for: - Keeping records and correspondence up to date
- Preparing meetings and minutes
  - Maintaining member registers
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## **Clause 13: SPECIALIST COMMITTEES**

- Formed by EXCO or General Meeting decision
  - Decisions made by majority; Chair holds casting vote
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## **Clause 14: AMENDMENTS TO THE CONSTITUTION**

- 14.1 Requires majority of members present at a General Meeting.
- 14.2 Proposed amendments must be circulated at least 1 week in advance.
- 14.3 Founding documents and this Constitution shall be adopted by simple majority at the AGM.
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## **Clause 15: DISSOLUTION**

In the event of dissolution, after settling liabilities, assets will be donated to a similar nonprofit organisation as determined by EXCO.

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## **Clause 16: INDEMNITY**

Members and office bearers are indemnified for good-faith actions taken on behalf of the Association, except in cases of proven negligence or misconduct.

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**Prepared by:** William Rowe, MPASA Chairperson

**Date:** 18 June 2025