



ORDE VAN DIE BOSHOED

PER UNITATEM FORTITUDUM

CONSTITUTION GENERAL STANDING ORDERS STANDARD OPERATING PROCEDURES

Issued by the OVBH Executive Council
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The OVBH General Standing Orders and Constitution as included/stipulated in this Manual shall be observed and adhered to by all members of the OVBH.
This Manual supersedes any written documents prior to 5th November 2017.
The "OVBH RESOLUTIONS MANUAL" forms part of this Manual.

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1) **DEFINITIONS:**

1. **OVBH:** is the official abbreviation of the full name of the Order.
2. **OVBH HQ:** means General Headquarters, located in HARTBEESPOORT (until further notice).
3. **EXECUTIVE COUNCIL:** Means elected or appointed members known as Adjutants who serve on the executive to maintain and administer the best interests of the OBH. The control and well-being of the OBH is vested in this governing body.
4. **BUNGALOW:** means a Branch based in a town or area.
5. **KOMMANDANT:** is the National Leader of the OVBH and is elected / appointed by the members of the Executive Council.
6. **ADJUNK KMDT:** Is an elected Provincial Leader who serves on the Executive Council.
7. **REGIONAL BB:** Is a member appointed by the EC to serve as a Regional Leader that reports to a Provincial Leader.
8. **BUNGALOW BILL:** Is a member of a Bungalow who is elected by the members to serve as the Bungalow Leader. Appointments of BB's must be approved/ratified by the EC.
9. **DEPUTY BB:** Is a member of a Bungalow who is elected by the members to serve as the Deputy BB, reporting to the BB.
10. **MASTER AT ARMS:** Is a member of a Bungalow who is elected by the members to keep Order (Maintain Discipline / RSM).
11. **MEMBER:** Means an eligible person, vetted and certified and assigned to a bungalow and accepted by the OVBH in terms of the Constitution. There are two categories of membership; OVBH members are military veterans as described in the constitution and FOBH members are Friends of the OVBH who served after 1994 or who never served.
12. **PROJECT:** Means endeavours or activities associated with the welfare of veterans.
13. **SKOUER SKUUR:** Means a social gathering of members of bungalows to build friendship, promote camaraderie and interaction on all levels. This usually takes place after the final parade and meeting.
14. **GSO:** Means General Standing Orders.
15. **SOP:** Means Standard Operating Procedures.
16. **MOTTO:** "PER UNITATEM FORTITUDUM" or "UNITY IS STRENGTH" or "EENDRAG MAAK MAG" is adopted as the Official motto of the OVBH.
17. **APPLICANT:** Means Prospective Member not yet vetted and certified.
18. **OPS:** Means a specific activity defined to a task or operation involving veteran participation.
19. **QUORUM:** means the minimum number of people needed at a meeting to conduct business.
 - **Full Executive Council** - Not less than three members (physically present) shall constitute a quorum (members could also join via skype).
 - **Bungalow Bill Forum** - Not less than ten members (physically present) shall constitute a quorum.
 - **Bungalow meeting** - Not less than 40% of members (physically present) shall constitute a quorum.
20. **TERM OF OFFICE:** the maximum period of election/appointment to office is defined as two (2) years, or as described in the GSO's or SOP's.

2) **CONSTITUTION OF THE “ORDE VAN DIE BOSHOED” (OVBH)**

VISION:

The OVBH will be the Veterans Organization of choice, an outreach home and God fearing brotherhood for all South African and South West African statutory forces veterans, pre-1994 and their families.

MISSION:

The OVBH will strive to restore the dignity, integrity, hope, honour and attend to the needs and rights of all our members and their immediate families.

The OVBH will manage their Bungalows in a cost effective way for the benefit of our members, in order to support them, to establish a worldwide close and caring brotherhood for all the aforementioned veterans.

The OVBH will liaise and cooperate with other groups and organizations that share these goals and objectives in order to establish a caring veteran's community that can enrich their lives.

VALUES:

- **Fear of and Respect for God**
- Comradeship & Unity.
- Respect & Dignity.
- Integrity & Honour.
- Loyalty to the OVBH.

OBJECTIVES:

- To establish and manage the Bungalows in order to promote and attend to the needs and rights of, and in the interest of our veterans members.
- To advise, support and assist veterans in sickness or in need, to uplift them, and to restore their dignity.
- To conduct programs and/or projects where veterans and supporters can participate.
- to aid members and veterans in dire need of, but not limited to, medical care, sustenance, clothing, shelter and employment.
- To establish good relations and liaison with all veterans, veteran organisations, affiliated bodies, compensation funds or the South African government of the day by means of a good communication and media plan.
- To build regional self-sustainable organisations and infrastructure.
- To ensure good administration, accountability and governance.
- The OVBH will develop sustainable programs for the benefit of our veteran members and their immediate families.

THE PURPOSE OF THE OVBH:

- The purpose of the OVBH is to support those, who for the love of their country, by wearing a uniform or fighting on any of the Borders of South Africa, the Angolan Border War or within the country to defend the freedom of their country, which through the current regime and its policies, can no longer support themselves.
- To work closely with, and co-exist with other similar organizations. To canvass and source all ex Security Forces and personnel as previously mentioned, from 1966 to the last intake in 1994.
- To build the OVBH in order to record and keep alive the memories of the Border War.
- To expand the OVBH throughout South Africa and eventually, internationally.
- To be in a position to offer and give emotional and material support to Veterans and their immediate families.
- To serve our God, fellow Veterans and society with discernment.
- To be a home for all Veterans as laid out above.
- To be the Veteran's organization of choice, for all Security force members as laid out above.
- To promote the upkeep and maintenance of all military monuments, memorial walls, other memorials and cemeteries of the Border War Veterans.
- To collect funds.
- To support, promote, advertise and attend or have official representation at all ceremonial functions commemorating Border War Veterans.
- To create and support the Veteran culture.
- To support the needy Security Force and members as laid out, in their time of need.
- To acquire assets as decided upon and required for the benefit of the OVBH and Veterans.
- To work with and co-exist respectfully with all other Veteran organizations.

3) **MEMBERSHIP**

3.1. **ELIGIBILITY, MEMBERSHIP NUMBER AND MANAGEMENT:**

Any Veteran who served in the South African and South West African statutory forces pre-1994 and their immediate are eligible for membership on application.

All applicants must supply their “force number” upon application.

All approved Members will be allocated a unique member number.

Member numbers will be divided into two categories;

- **Full Membership;**
These will be sequenced **OVBH/00001** – OVBH/99999
- **Friends Of The Order Membership;**
These will be sequenced **FOBH/00001** – FOBH/99999

As soon as an application is approved, the new member will be allocated a Member number by the designated Data Base Manager, who will compile a **Membership Certificate** (membership numbers and force numbers will be printed on the Membership Certificate).

New Certificates will be sent to the Bungalow Bills who will be responsible for printing/lamination and handing over of the certificates.

Certificates will be handed over to new members during meetings or at an official “skouerskuur” event.

3.2. **MEMBERSHIP FEES:**

All Members are required to pay an annual membership fee.

Membership Fees are due annually on the 15th January.

Membership Fees may change from time-to-time based on approval by the Executive Council during an AGM.

Currently Membership Fees are set at R120.00/annum.

3.3. **PAYMENT OF MEMBERSHIP FEES:**

All Membership Fees must be paid into the official OVBH bank account as detailed below.

Account Name	ORDE VAN DIE BOSHOED (OVBH)
Account Number	62799662731
Bank Name	FNB
Branch Name	N1 City (Cape Town)
Branch Code	200410
Transfer Reference	Membership Number & Bungalow Number

3.3. **PAYMENT OF MEMBERSHIP FEES (continued):**

Membership Fees payment/transfer reference – all persons transferring funds to the bank account must quote as reference an appropriate Membership Number as well as a Bungalow Number.

Eg: OVBH/00001 Bung#001

Or: FOBH/00099 Bung#042

Or: PROJ/00001 Bung#100

Send **Proof of payment** for all transfers to the following email address:

accounts@ovdbh.co.za .

3.4. **INSIGNIA PRICES:**

All Members are eligible to purchase the official insignia as detailed below:

Boshoed pin	R150.00
Boshoed	R150.00
Blazer pocket emblem	R60.00
Black embroidered tie	R100.00
Personalised golf shirt	R300.00
* Note: Prices can be adjusted from time-to-time	

Insignia can be ordered from the **CUCCA SHOP** on the website and payment/transfers made to the official bank account – all persons transferring funds for payment of insignia must quote as reference the appropriate Project Number as well as a Bungalow Number for Insignia as detailed below:

Insignia transfer reference: PROJ/00992 Bung#100

Postage Costs for all insignia purchased is for the members own account. It is normal to add R100.00 for Postnet/Aramax services.

Send **Proof of payment** for all insignia related transfers to the following email addresses:

accounts@ovdbh.co.za and

"cc" to: sales@ovdbh.co.za

3.5. FOUNDING MEMBER AND HONORARY MEMBERSHIPS:

Founding Members – the only remaining/recognized Founding member is:

1. **Chris Broer Van Zyl.**

Honorary Members – are identified, approached and appointed by the Executive Council based on an agreed upon criteria (refer to relevant Executive Council Meeting Minutes).

At the time of publication of this Manual, the following Honorary Members are in place:

1. **Roland DeVries** (General retired).
2. **Jan Breytenbach** (Colonel retired).
3. **Willem Ratte** (Komandant retired).
4. **Wynand Du Toit** (Major retired).

4) SOCIAL MEDIA

4.1. FACEBOOK GROUPS:

The Facebook Groups for the OVBH as well as Bungalows will be managed as detailed in the appropriate SOP.

Only the following Groups will be allowed:

Main OVBH Group	OVBH PROJECT VETERANS CARE / OMGEE	Secret
Members Only Group	OVBH MEMBERS ONLY	Secret
Executive Council Group	OVBH Executive Council HQ	Secret
Bungalow Bills Group	OVBH Bungalow Bill Forum	Secret
Security Council Group	OVBH Security Council	Removed
Public OVBH Page	OVBH Public Page	Removed
Bungalow Groups	Each Bungalow's Facebook Group	Removed

All the **Facebook groups** will be **managed by** the designated **IT co-ordinator**.

Only the IT Co-ordinator will be allowed to have "**ADMIN**" status on the Facebook Groups, unless decided by the Executive Council that additional "admins" may be appointed.

The **Main OVBH Facebook Group** will remain **accessible to Non-members** that are approved by the Group Admin or members of the Executive Council.

The **Members Only Group** is specifically for "**full**" members and non-members are not allowed access.

It was decided to remove the **Public OVBH Facebook Page** as it represented a security risk.

4.1. **FACEBOOK GROUPS (Continued):**

It was decided to remove the **individual Bungalow Facebook Groups** as non-members were allowed access and the pages could not be controlled.

Only **appointed members** of the **Executive Council** may be uploaded onto the Executive Council Facebook Group and non-execs are not allowed access.

Only **appointed Bungalow Bills**, Deputy Bungalow Bills and the members of the Executive Council may be uploaded onto the **Bungalow Bill Forum Facebook Group** and other members or non-members are not allowed access.

It was decided to remove the **Security Council** Facebook Group as it represented a security risk

Note: The Regional Leaders (Adj Kmdts) and all Bungalow Bills must assist the IT Co-ordinator to ensure that all Facebook Groups are properly managed and that no incriminating/offensive media is posted.

To have members added to the Facebook Groups please email complete Facebook URL to the Executive Council: obhexec@gmail.com

4.2. **WHATSAPP and/or TELEGRAM GROUPS:**

The Whatsapp & TELEGRAM Groups for the OVBH as well as all Bungalows will be managed as detailed in the appropriate SOP.

As a general guideline, the following Whatsapp & TELEGRAM Groups will be allowed:

Executive Council	A w/app group for members of the Executive council to manage daily activities.
Bungalow Groups	Each Bungalow can establish its own w/app group for full members only. It is compulsory that the BB, the Regional BB and the Adj Kmdt or Kmdt (2IC) are on each group and designated as admins.
Regional Bungalow Bills Groups	In each region it is agreed that the Adj Kmdt establishes a group just for the BB's in that Region. Only the Adj Kmdt, the Regional BB and the duly appointed BB's are allowed to be members.
Other Groups	As/when required, special w/app groups may be established to manage specific cases, these must be approved by the Executive Council.

All the **Whatsapp groups** will be properly **managed by** the designated **admins**. The Regional Leaders (Adj Kmdts), all Bungalow Bills as well as other Admins must ensure that all Whatsapp Groups are properly managed and that no incriminating/offensive media is posted.

4.3. **OFFICIAL WEB PAGE:**

The official website for the OVBH will be managed by the IT co-ordinator and the appointed Kommandant as detailed in the appropriate SOP.

This is the detailed link:

<https://www.ovdbh.co.za>

General rule for all Social Media:

- ❖ **NO Press or Public Statement** may be issued by any member of the OVBH without signed, written consent from the Executive Council.
- ❖ If deemed necessary/required the Executive Council may include the Founding Member in making decisions related to public statements.

5) CODE OF CONDUCT:

Bungalow Bills are responsible to ensure that all members of the OVBH sign this code of conduct upon joining or as soon as possible for existing members.

I, _____ **Member Number:** OVBH/FOBH : _____

1. Pledge to serve and defend the OVBH and its members in accordance with its Constitution, Vision, Values and Objectives with honour, dignity, courage and integrity.
2. Will wear my Boshod as a symbol of my representation as a Veteran of the border war and proud member of the OVBH.
3. Will serve the OVBH with loyalty and pride, as a citizen and a volunteer Veteran.
4. Accept personal responsibility for my actions.
5. Will obey all policies and processes and general standing orders and respect the leadership and executive authority of the OVBH.
6. Will carry out the missions of the OVBH with enthusiasm and assist my fellow Veterans in all ways possible.
7. Will treat all people fairly and respect their rights and dignity at all times, regardless of race, ethnicity, gender, culture, language or sexual orientation.
8. Will respect and support all members of the OVBH and treat them fairly.
9. Will not abuse my authority, position or OVBH funds for personal gain, political motive or any reason.
10. Will strive to improve the wellbeing of the OVBH and all Veterans by maintaining discipline and pride and diligence and by attending regular monthly bungalow meetings.
11. Will assist and apply my skills and knowledge, to grow and improve the OVBH and the bungalow at all possible opportunities.
12. Accept that from that time to time I may be called upon to make voluntary donations to aid and assist veterans in need and to support the various projects of the OVBH.
13. Undertake to promote and support the veterans cause by attending various parades, memorial days, functions and endeavours as laid out in the OVBH year planner.
14. Undertake not to embarrass myself or the OVBH on social media or publically and to always conduct myself in an honourable manner becoming of a proud veteran.
15. Undertake not to embarrass myself nor the OVBH on social media or publically by "BRINGING THE OVBH INTO DISRESPUTE" by accusations, slander, bickering or discrediting any member. There are channels available via the Bungalow Bill, or Provincial Leaders to report this to the Executive Council, so that it may be dealt with, OFF social media and outside Public scrutiny.
16. I will always conduct myself in an honourable manner becoming of a proud veteran.

SIGNED AT: _____ **ON THIS** _____ **DAY OF** _____ **20**_____

SIGNATURE OF MEMBER: _____

WITNESSED BY:

NAME: _____

SIGNATURE: _____

POSITION: _____

DATE: _____

(* **Note:**- Members who refuse to sign the Code of Conduct should not be accepted).

6) CONTROL AND OPERATION:

- ❖ The control and operation of the OVBH shall be administered and operated under the authority of such General Standing Orders as may be prescribed by OVBH Headquarters and the Executive Council from time to time and as contained in this Manual and the Resolutions Manual.
- ❖ The Executive Council, consisting of a Commandant and a maximum of six (6) Adjunct Commandants shall administer and manage the OVBH and take responsibility for sound financial and bookkeeping management, Meticulous administration and record keeping, Active recruitment programs, Members discipline and passionately promote the OVBH by participating in all Veteran matters within the OVBH and outside in other veterans organizations.
- ❖ The members of the Executive Council may be re-elected, but for no more than **two consecutive terms**. Individual Executive Council members may be re-elected a third or fourth term to serve on the council, but not in the same previous capacity or scope of executive responsibility.
- ❖ When the Bungalow Bill Forum reaches a mature stage of dedication and participation, an appropriate voting process will be established to enable the election of the Executive Council, until then the present EC, assisted if required by the founding member, will take direct responsibility for this task.

7) GENERAL STANDING ORDERS (GSO's):

The Executive Council will ensure that appropriate documents are compiled and in place to detail the following areas:

GSO.1	BUNGALOW STRENGTH	This is the number of certified, paid-up members as per the data base including the bungalow bill.
GSO.2	BUNGALOW MINIMUM STRENGTH	This is the number of members required to be operational or to open a new bungalow. Should the number fall below minimum strength, the bungalow may be given notice or given the option to amalgamate temporarily with the nearest up to strength bungalow. * Note: Minimum Strength is a Bungalow Bill plus four (4) members (thus a total of 5).
GSO.3	APPLICATION & ADMISSION OF NEW MEMBERS	All Applicants shall furnish their full names; identity numbers, Force Number, Units served, Decorations and Medals earned on the standard application form including the signed Code of Conduct form. All Applicants must be vetted by the Bungalow Bill of that Bungalow, who shall vouch for the worthy motives of the applicant (meet, greet & vet).

7) **GENERAL STANDING ORDERS (Continued):**

GSO.4	VETTING PROCEDURE FOR VETERAN MEMBERS	<p>If the Bungalow Bill is satisfied that all requirements are met then the application form must be returned to HQ for verification.</p> <p>Once HQ has ratified the application, the new member will be included into the data base, a member number (OVBH) will be allocated and a certificate compiled.</p> <p>The Certificate will then be emailed to the Bungalow Bill who will arrange that the MEMBER is properly inducted into the Bungalow.</p>
GSO.5	VETTING PROCEDURE FOR FRIENDS OF THE OVBH (FOBH)	<p>All Applicants shall furnish their full names; identity numbers and the force number of the sponsoring relative/friend on the application form including the signed Code of Conduct form.</p> <p>Sponsors will sponsor/vouch for the worthy motives of the applicant and these member then assume responsibility for the good conduct of the applicant (Refer to constitution).</p> <p>If the Bungalow Bill is satisfied that all requirements are met then the application form must be returned to HQ for verification.</p> <p>Once HQ has ratified the application, the new member will be included into the data base, a member number (FOBH) will be allocated and a certificate compiled.</p> <p>The Certificate will then be emailed to the Bungalow Bill who will arrange that the MEMBER is properly inducted into the Bungalow.</p>
GSO.6	APPOINTMENT OF BUNGALOW BILL CRITERIA	<p>The following conditions for the appointment as Bungalow Bill will be mandatory:-</p> <ul style="list-style-type: none"> • Must be a fully paid-up, certificated member of the OVBH for longer than six months. • Must be a member of a current operational bungalow. • Must have attended at least three bungalow meetings. • Must have attended at least one National/ Regional skouerskuur. • Must have at least four certificated members to be at minimum bungalow strength. • Must be financially self-sustainable and in good public standing. • Must apply in writing to and be approved by the Executive Council (and be voted in by a full quorum of the bungalow members). • Be of proven capability and commitment to lead in a passionate manner.

7) **GENERAL STANDING ORDERS (Continued):**

GSO.7	DUTIES & RESPONSIBILITIES OF BUNGALOW BILLS	<p>The following are the minimum duties & responsibilities (expectations) of all Bungalow Bills:-</p> <ul style="list-style-type: none"> • Call and conduct regular monthly meetings. • Submit Minutes of monthly meetings to HQ. • Maintain the bungalow Whatsapp & Telegram groups and use these as a tool to engage and inform members. • Actively participate on the BUNGALOW BILL FORUM on Facebook. • Hold a Skouerskuur every two/three months. • Ensure that all members purchase the correct regalia/insignia and maintain correct Dress codes. • Maintain and constantly increase Bungalow Strength through active recruitment & engagement programs. • Appoint a Bungalow 2IC, a Master at Arms and a Secretary/Treasurer (or ensure that they are voted in/elected by a full quorum of the bungalow members). • Create and maintain an ACTIVE VETERAN HELP project within the bungalow system. • Actively motivate and encourage member participation in meetings, parades, activities and "skouerskuur" events wherever possible. • Creatively lead the bungalow to grow in strength and deeds. • Ensure that membership fees are paid annually. • Where possible, engage with the community, CPF and other town security/neighbourhood watch groups. • Maintain Member discipline, etiquette and gentlemanly conduct. • Ensure the development of a Workable Bungalow Strategy, regarding the following: • Fund Raising ideas and events, including the Adoption and support of a "camp" or suitable "Institution" in your own town. • Implement phase 3 programs such as: <ul style="list-style-type: none"> ○ Emergency Defence & Evacuation plans. ○ First aid training. ○ Supply gathering and stock piling. ○ Youth training & preparedness. ○ Self-defence training. ○ Geographical awareness coaching. ○ Shooting practices.
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7) **GENERAL STANDING ORDERS (Continued):**

GSO.8	ESTABLISHMENT OF NEW BUNGALOWS	<p>An application to form a new BUNGALOW, including its proposed name, shall be submitted in writing directly to the Executive Council for approval.</p> <p>The Executive Council will decide on the viability of such a new Bungalow and ensure that it can comply with the requirements.</p> <p>The Provincial Leader (Adj Kmdt) or another designated member of the EC will officially open any new Bungalow and initiate new members and install its Bungalow Bill at a suitable function.</p>
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8) **STANDING OPERATING PROCEDURES (SOP's):**

These procedures govern the way activities are approached and carried out during the functions of the OVBH.

SOP's also serve to better define specific topics so that they can be properly managed.

Two examples are listed below, but the Executive Council must ensure that a detailed SOP Manual is kept up-to-date and available to Bungalow Bills and the members of the OVBH.

SOP.1	HELPING A VETERAN IN NEED	<p>The following is the basic procedure that must be followed by all Bungalow Bills wishing to assist a veteran who is not a member of the OVBH:-</p> <ol style="list-style-type: none"> a. Any veteran applying for assistance must be encouraged to join the OVBH. b. The veteran must become a certificated member of the OVBH before assistance is provided. c. The veteran should be a member of a bungalow for at least one month before assistance is provided. d. The request for "help/assistance" must ideally be directed in writing to the Bungalow Bill. e. The Bungalow Bill must physically visit the veteran requesting assistance and do an evaluation (needs analysis). f. The Bungalow Bill must decide on the type of assistance that the Bungalow can provide, based on the merits of the case.
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8) **STANDING OPERATING PROCEDURES (SOP's)(Continued):**

SOP.1	HELPING A VETERAN IN NEED (Continued)	<p>g. Assistance can take the form of the following:</p> <ul style="list-style-type: none"> o Once-off financial assistance not exceeding the amount of R500.00. o Emergency food rations, toiletries, sanitary ware. o Clothing, footwear and blankets. o Transportation assistance to or from a provincial hospital or shelter. o Medication if needed and within legal limits. o Religious/Other counselling, If so requested. o Emergency Safety and Shelter, if possible, for not more than three days. <p>h. Formulate a further assistance plan for the veteran, including, shelter, employment, rehabilitation and self-sustainability strategies (possible relocation).</p> <p>Note:- Should the bungalow need assistance with the above, the case must be referred to the "BUNGALOW BILL FORUM" where it is expected that the other Bungalows will ALL rally and extend help as far as possible. Should a dispute or inconsistency or non-resolution in the case exist, then the matter may be referred to the Executive Council for arbitration.</p>
SOP.2	HELPING A BUNGALOW MEMBER IN NEED	<p>The basic procedure that must be followed by all Bungalow Bills wishing to assist a member of the OVBH (member of his Bungalow) is in essence the same as SOP.2 above.</p> <p>Points to consider include the following:-</p> <ul style="list-style-type: none"> • From time to time it will be necessary to support a bungalow member on a personal level, be it financially, materially, emotionally and/or spiritually. The member could also require employment, social welfare, or even just a shoulder to lean on. A Bungalow Bill must be able to assist, assess and manage these situations. • This must be done with utmost discretion so as not to embarrass or offend the dignity of the member. • Such help must be approved by the bungalow members and supported as such. • Normally the Bungalow should be able to financially assist the member from "collections".

8) **STANDING OPERATING PROCEDURES (SOP's)(Continued):**

SOP.2	HELPING A BUNGALOW MEMBER IN NEED (Continued)	<p>Points to consider include the following:-</p> <ul style="list-style-type: none"> • In extreme circumstances, the Bungalow Bill may apply in writing to the Executive Council, to draw an amount of not more than R1,000.00 from the available bungalow ledger funds. • In the event of the death or a funeral of a member, the Bungalow Bill may apply in writing to the Executive Council, to draw an amount of not more than R1,000.00 from the available bungalow ledger funds (or the National Emergency fund) to assist with arrangements and/or to lighten the burden on the family. • In the event of illness or hospitalisation of a member, the Bungalow Bill may apply in writing to the Executive Council, to draw an amount of not more than R1,000.00 from the available bungalow ledger funds (or the National Emergency fund) to lighten the burden on the family. • Bungalows are encouraged to promote the "Brotherhood" principal and to take care of each other wherever possible. • Bungalows are encouraged to assist and collaborate in helping to find employment for fellow bungalow members who need assistance on this level.
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9) **REGALIA, EMBLEMS, SLOGANS, SYMBOLS:**

These following are the official insignia & emblems of the OVBH.

9.1. **REGALIA: OFFICIAL EMBLEM**

The only official logo of the OVBH is as per picture below.

This emblem will appear on all official document letter heads and will be used as the blazer pocket emblem.

The OVBH will be known by this emblem.

This logo may never be changed, adapted, copied or used in anyway without the express written consent of the full Executive Council and the Founding Member.



For detailed specifications and additional colour options, please refer to the appropriate SOP.

9) REGALIA, EMBLEMS, SLOGANS, SYMBOLS (Continued):

9.2. THE BOSHOED

The SADF (PRE 1994) military issue Bush Hat pictured bellow, shall be worn as official MANDATORY symbol and headdress of the OVBH by all its members at all ceremonies, parades, memorial functions, meetings and Skouerskure.



For detailed specifications and additional options for extra allowable insignia, please refer to the appropriate SOP.

** The price may change from time-to-time.*

9.3. THE BRASS BOSHOED PIN

The brass Boshloed pin pictured below will be worn on the blazer lapel at all official ceremonies, parades and memorial functions.



Copyright of this PIN is the express ownership of the Founding Member, permission for its exclusive use was given to the OVBH via a meeting resolution.

** The price may change from time-to-time.*

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9.4. THE OFFICIAL SLOGAN

“PER UNITATEM FORTITUDUM” will be the Official motto and slogan of the OVBH.

It means “UNITY IS STRENGTH” or “EENDRAG MAAK MAG”.

per unitatem fortitudinem

10) **PARADE FORMATS AND COMMANDS:**

The following constitutes the basic “commands” and procedures that should be followed when doing parades.

All parades should alternate between English and Afrikaans.

English	Afrikaans
PARADE FORM UP!	PARADE AAN TREE!
The parade forms up in standard rows of three.	Die parade tree aan in standaard rye van drie.
PARADE!	PARADE!
PARADE, ATTENTION!	PARADE, AANDAG!
OPEN ORDER MARCH!	OOP ORDE MARS!
If the parade is inside a meeting room or in a confined area:- WITH ELBOW INTERVALS....RIGHT DRESS!	Indien die parade binneshuis is of in 'n beperkte ruimte:- MET ELMBOOG SPASIES....REGS RIG!
If enough space is available:- RIGHT DRESS!	Indien genoegsame ruimte beskikbaar is:- REGS RIG!
The parade shuffles themselves until they are properly aligned. The platoon sergeant (MaA) checks from the side.	The parade skuifel hulself rond totdat hulle behoorlik in lyn is. Die peleton sersant (MaA) maak seker rye is reguit.
EYES FRONT!	OE FRONT!
CLOSE ORDER MARCH!	SLUIT ORDE MARS!
STAND AT EASE!	OP DIE PLEK RUS!
The platoon sergeant (MaA) marches to the parade officer, salutes and reports:	Die peleton sersant (MaA) marsjeer na die parade offisier, salueer en rapporteer:
PARADE PRESENT & READY KMDT!	PARADE TEENWOORDIG & GEREED KMDT!
During the handing out of certificates, when a name is called out; the member comes to attention, marches to the officer, halts, salutes, shakes hands, receives certificate (place in left hand at his side), salutes, does an about turn and marches back to take his place back in the squad.	Tydens die oorhandiging van die sertifikate, wanneer n naam geroep word; die lid kom op aandag, marsjeer tot by die offisier, halt, salueer, skud hande, ontvang sertifikaat (plaas dit in linker hand langs sy sy, salueer, doen n omkeer en marsjeer terug na sy plek in die peleton.

10) **PARADE FORMATS AND COMMANDS (Continued):**

English	Afrikaans
<p>At the playing of the last post; The platoon sergeant (MaA) brings the squad to attention and gives the command; LET US PRAY! No-one salutes, bush hats are held in left hand over the heart with heads bowed.</p>	<p>Wanner die “last post” gespeel word; Die peleton sersant (MaA) bring die peleton op aandag en gee die bevel; LAAT ONS BID! Niemand salueer nie, boshoeed word in die linker hand oor die hart gehou met hoofde vooroor gebuig.</p>
<p>After the playing of the last post is complete; The parade officer announces a one-minute silence by stating: LET US COMMEMORATE THOSE WHO DID NOT RETURN AND MADE THE ULTIMATE SACRIFICE FOR THEIR COUNTRY.</p>	<p>Nadat die “last post” klaar gespeel het; Die parade offisier kondig n een-minuut stilte aan en se: KOM ONS BRING HULDE AAN ONS MAKKERS EN SOLDATE WAT NIE TERUGGEKOM HET NIE EN DIE GROOT PRYS BETAAL HET VIR HULLE LAND.</p>
<p>After commemorating those who did not return; The parade officer announces another one-minute silence by stating: LET US COMMEMORATE THOSE WHO DID RETURN, OUR BROTHERS, AND HOW WE NEED TO STAND TOGETHER AND WORK TOGETHER TO SURVIVE IN OUR COUNTRY TODAY.</p>	<p>Nadat die “hulde blyk” vir die wat gesterf het voltooi is; Die parade offisier kondig nog n een-minuut stilte aan en se: KOM ONS BRING HULDE AAN ONS MAKKERS EN SOLDATE WAT WEL TERUGGEKOM HET, EN ONS DINK OOR HOE ONS MOET SAAMSTAAN EN SAAMWERK OM TE OORLEEF IN ONS LAND VANDAG.</p>
<p>When the commemorations are complete the platoon sergeant (MaA) gives the command; AMEN! Bush hats are put back on at the count.</p>	<p>Nadat al die “hulde blyke” voltooi is gee die peleton sersant (MaA) die bevel; AMEN! Boshoeede word terug gesit op hoofde by telling.</p>
<p>Following this the platoon sergeant (MaA) gives the command; STAND AT EASE!</p>	<p>Hierna gee die peleton sersant (MaA) die bevel; OP DIE PLEK RUS!</p>
<p>Continue with other announcements and activities</p>	<p>Gaan voort met ander aankondigings en besigheid.</p>
<p>At the playing of the Old Anthem; The platoon sergeant (MaA) brings the squad to attention and gives the command; SALUTE! Everyone salutes.</p>	<p>By die speel van die Nasional Volkslied; Die peleton sersant (MaA) bring die peleton op aandag en gee die bevel; SALUEER! Everyone salutes.</p>

10) **PARADE FORMATS AND COMMANDS (Continued):**

English	Afrikaans
Upon completion of the Anthem; The platoon sergeant (MaA) gives the command; DROP SALUTE!	Nadat die volkslied voltooi is; Die peleton sersant (MaA) gee die bevel; AF!
PARADE, FALL OUT!	PARADE, UITTREE!
The platoon falls out with the standard right turn and three steps.	Die peleton verdaag met die standard regsom en drie tree.

For additional drill commands, it is recommended that BB's and MaA's co-ordinate and properly practice drill movements with members.

11) **CONDUCT AND DRESS CODES:**

The following constitutes the basic "DRESS CODES" and procedures for "GOOD CONDUCT" that should be adhered to by all members.

The following constitutes the basic "DRESS CODES" and procedures for "GOOD CONDUCT" that should be adhered to by all members.

11.1. **DRESS CODE: FORMAL**

To be worn at all formal parades, funerals/memorials, and other public events.

- Bush hat (Boshoed) with OVBH emblem.
- Black blazer with OVBH pocket emblem (Left chest).
- Brass bush hat pin (on right side blazer collar).
- Medals / or ribbons (above pocket emblem left).
- Name tag (right side).
- White shirt (long or short sleeve).
- Black OVBH tie.
- Grey trousers.
- Black shoes (slip-on or lace-up).

11.2. **DRESS CODE: INFORMAL**

To be worn at bungalow parades, to skuurskuur/social events & bungalow meetings.

- Bush hat (Boshoed) with OVBH emblem.
- OVBH Golf shirt.
- Jeans or other casual trousers.
- Running shoes (takkies) or other boots.

11) **CONDUCT AND DRESS CODES (Continued):**

11.3. **CONDUCT CODE: ALL MEMBERS**

The following guidelines are stipulated to govern “good conduct” by all members.

- Always dress neatly and behave properly so as not to embarrass the “bush hat” and the OVBH.
- Always display respect towards other veterans, fellow members and the elected/appointed leadership.
- Always display respect towards other veteran’s organizations.
- Regularly attend monthly meetings.
- Regularly attend Skouerskuur that will be held every two/three months.
- Participate actively on the bungalow facebook, whatsapp & telegram groups.
- Purchase the correct regalia/insignia and maintain correct Dress codes.
- Assist to maintain and constantly increase Bungalow Strength through active recruitment programs.
- Assist to create and maintain ACTIVE VETERAN HELP projects within the bungalow system.
- Pay membership fees annually.
- Assist to maintain Member discipline, etiquette and gentlemanly conduct.
- Participate actively in the phase 3 programs.
- Avoid alcohol abuse and drunken behaviour at functions and ceremonies.
- Refrain from sexual abuse (sexist behaviour), racial comments and other derogatory acts whilst attending functions/ceremonies.
- Do not embarrass yourself or the OVBH on social media or publically by “BRINGING THE OVBH IN TO DISRESPUTE” by accusations, slander, bickering or discrediting any member. There are channels available via the Bungalow Bill, or Regional & Provincial Leaders to report this to the Executive Council, so that it may be dealt with, OFF social media and outside Public scrutiny.

12) **DISCIPLINE IN THE OVBH:**

The following constitutes the basic “Disciplinary Code” and procedures that should be adhered to by all members.

- ❖ The Executive Council will ensure that a detailed SOP is in place to manage Disciplinary action within the OVBH.
- ❖ The Executive Council will serve as the highest level Disciplinary Committee within the OVBH.
- ❖ Every Bungalow Bill will establish a Bungalow Disciplinary Committee that will be responsible to enforce the rules & regulations that apply within the OVBH, at Bungalow level.
- ❖ Should the Bungalow Disciplinary Committee be unable to execute/finalize a specific case, then the Bungalow Bill may escalate the case to the Executive Council for finalization.

12) **DISCIPLINE IN THE OVBH (Continued):**

- ❖ Members who misbehave and are found guilty of misconduct, may be subject to the following punishments:-
 - A spot fine (cash to be paid into the bungalow's account/ledger).
 - Other appropriate punishment as may be deemed necessary by the Bungalow Disciplinary Committee.
 - Periodical suspension (one to three month suspension from attending events).
 - Long term suspension (only in serious cases).
 - Discharge from the OVBH (for severe misconduct).
 - Dishonourable Discharge from the OVBH (for severe misconduct, referred to EC by BB – decision made by Executive Council only).
- ❖ As the OVBH is a voluntary society, Bungalow Bills are urged to err on the side of caution when handing out punishment.



Pieter J. Van Der Westhuizen
Kommandant