

THE SOUTH AFRICAN ASSOCIATION
OF BOTANISTS

CONSTITUTION

1998.



**THE SOUTH AFRICAN ASSOCIATION OF
BOTANISTS**

CONSTITUTION

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THE SOUTH AFRICAN ASSOCIATION OF BOTANISTS (SAAB)

1. THE ASSOCIATION

1.1 Name

The name of the Association is 'The South African Association of Botanists' ('Die Suid-Afrikaanse Genootskap van Plantkundiges'), hereinafter referred to as 'the Association' or 'SAAB'.

1.2 Objectives

The Association is established for the advancement of Botany, to promote and uphold the status of this profession in all sectors of the population, and to perform such functions as may be desirable for the attainment of these objectives.

2. MEMBERSHIP

2.1 Grades of membership

The Association shall consist of Honorary Members, Ordinary Members, Life Members, Affiliate Members and Student Members, duly elected by the Council, as well as Institutional Members.

2.2 Corporate Membership

Honorary Members, Ordinary Members and Life Members shall be entitled to the rights and privileges of Corporate Membership.

2.3 Honorary Membership

Honorary Members shall be persons whom the Association specially desires to honour in consideration of exceptional service rendered by them to the Association or to Botany.

The recipients of the South African Gold Medal for Botany, the SAAB Silver Medal for Botany and the SAAB Certificate of Merit will be considered for Honorary Membership as in By-law 1.5.2.

2.4 Qualifications for Ordinary Membership

An Ordinary Member at the time of his/her election shall fulfil the following conditions: he/she shall have completed at least a four-year Honours degree in Botany or an equivalent qualification; or, he/she shall have completed a four-year course in Botany and been granted an Honours degree or equivalent qualification by a tertiary institution; he/she shall normally be engaged in the practice of Botany; and he/she shall be such a person that his/her election as a member would, in the opinion of the Council, be in the interests of the Association.

The Council shall have the authority, in exceptional

circumstances, to elect as member any person who, by virtue of his/her position and his/her experience in Botany, is worthy of election.

2.4.1 *Family Membership*

Where a husband and wife are both Ordinary Members, they may elect to become Family Members. Their joint annual subscription will then be equivalent to one and a half times that of an Ordinary Member. They will receive a single copy of the *South African Journal of Botany*.

2.5 **Life Membership**

Ordinary Members may, on payment of a fee as laid down in the By-laws, become Life Members and will be exempt from payment of any further subscriptions.

2.6 **Qualifications for Affiliate Membership**

An Affiliate Member shall be any person whose work is connected with Botany or who has an interest in Botany, but who does not have the necessary qualifications and/or experience to qualify for Corporate Membership, and shall be such a person that his/her election as an Affiliate Member would, in the opinion of the Council, be in the interests of Botany.

2.7 **Qualifications for Student Membership**

A Student Member shall be a full time *bona fide* student,

training with the object of qualifying for the practice of Botany.

2.7.1 Student Membership is valid only for the year in which the membership application is made and must be renewed annually. Membership fees should accompany every application. It is not necessary to complete a membership form in the case of a reapplication.

2.8 **Qualifications for Institutional Membership**

An Institution may, on payment of a fee as laid down in the By-laws, become an Institutional Member.

2.9 **Election to membership**

Election to membership shall be according to the By-laws.

2.10 **Liability**

The liability of members for the debts and engagements of the Association is limited to the amount of any unpaid subscriptions.

2.11 **Termination of membership**

Membership of any member may be terminated by the Council if it is convinced that such membership is not to the advancement of Botany or the Association. A two-thirds majority is necessary for membership termination and at least eight Council Members should take part in the

voting.

3. THE COUNCIL

3.1 Management

Subject to the Constitution and in conformity with the By-laws, the management of the affairs of the Association shall be vested in the Council.

3.1.1 The Council shall meet from time to time to conduct the affairs of the Association.

3.1.2 At meetings of the Council, the quorum shall be six members.

3.2 Composition of the Council

3.2.1 The Council

The Council consists of ten members, of which eight members are elected and two (the Honorary Secretary and Honorary Treasurer) are appointed. The President is appointed from the elected Council Members and serves as Vice-President for one year, after which he/she automatically becomes President. The President then serves on the Council as immediate Past-President for the next consecutive year.

3.2.2 *Office Bearers*

The Office Bearers of the Council, who comprise the Executive Committee, shall be the President, Vice-President, Honorary Secretary and Honorary Treasurer.

3.3 **Eligibility of Council Members**

Members of the Council shall be Corporate Members of the Association in good standing.

3.4 **Election of Council Members**

Members of the Council shall be elected in accordance with the By-laws.

3.5 **Vacancies among Council Members**

3.5.1 Any vacancy among elected members of the Council shall be filled by the candidate who obtained the greatest number of votes among the unsuccessful candidates at the previous election. Should there be no such unsuccessful candidate, the vacancy shall be filled by means of a by-election, unless the vacancy arose after 30 September of the second year of the Council Member's term of office, in which case the Council shall have the authority to fill the vacancy.

3.5.2 If an elected Office Bearer of the Council resigns his/her office, he/she shall automatically cease to be a Council Member. The Council shall have the authority to

fill the vacancy. The person appointed by the Council shall be so domiciled as to permit the rest of the Executive Committee to function effectively.

3.5.3 Any vacancy filled by the Council, or by means of a by-election, shall be occupied by the new member only until the completion of the term of office of the retired member.

3.6 **Alternates to Council Members**

If a Council Member cannot attend a Council Meeting, he/she must appoint an Alternate who is not already a member of the Council and who is a Corporate Member of the Association in good standing. If a member of the Council and his/her Alternate are present at a Council Meeting simultaneously, the Alternate shall have no vote. If a Council Member twice during his/her term of office fails to appoint an Alternate in writing when he/she is unable to attend a Council Meeting, he/she may be suspended as member of the Council by the Council and Clause 3.5 will become operative.

3.7 **Terms of office of Council Members**

With the exception of the President, members of the Council shall hold office for two consecutive years, from the end of the Annual General Meeting at which their election to the Council becomes operative, to the end of the Annual General Meeting two years later. Ideally, three or four members shall retire in rotation, but shall be eligible

for re-election. The maximum period any member may serve on the Council shall be two consecutive periods of two years, giving a total of four years, after which time a member may not stand for re-election until two years have elapsed. The immediate Past-President is automatically a member of the Council for one further year.

3.8 Election of Council Members

Council Members will be elected in accordance with the By-laws.

3.9 Executive Committee

The Executive Committee of the Council shall consist of the Office Bearers.

3.9.1 The quorum at meetings of the Executive Committee shall be three members.

3.9.2 The Executive Committee shall act on behalf of the Council in cases of emergency.

3.9.3 Any action taken by the Executive Committee shall be reported to the next Council meeting for approval.

3.10 Secretariat

The Council shall have the authority to appoint a Secretary and other officers and servants, and to remunerate them. Such Secretary, officers and servants shall hold office

during the pleasure of the Council and they shall perform such duties as the Council shall require.

3.11 Minutes

The Council shall cause minutes to be kept of the proceedings of all meetings of the Council, the Association, the Regional Branches and the various Committees.

3.12 Subscriptions

The Council shall have the authority to levy, fix, and amend entrance fees and annual subscriptions subject to approval at a General Meeting.

3.13 Assets and accounts

All assets, property and funds of the Association shall be held and registered in the name of the Association. The Council shall have the authority to buy, sell, improve, manage, lease, mortgage or dispose of all payment of money, and to accept donations in furtherance of the Association's objectives. True accounts shall be kept of all funds received and expended by the Association and of the assets and liabilities of the Association. The Council shall have the authority to open such banking accounts as it deems necessary for the purposes of the Association. The Secretary or Treasurer shall administer the funds of the Association in accordance with the directions of the Council, to whom he/she shall be responsible. The funds of the Association shall be applied solely for the promotion

of the objectives of the Association.

3.14 Auditing of accounts

The accounts of the Association shall be audited at least once a year by an auditor who shall be appointed at each Annual General Meeting for the ensuing year. No member or officer of the Association shall be eligible for the position of auditor. If any casual vacancy occurs in the office of auditor, it shall be filled by the Council.

3.15 Signatories

All documents and instruments required to be signed on behalf of the Association shall be signed by persons duly authorized by a resolution of the Council.

3.16 Annual Report and accounts

At each Annual General Meeting, the Council shall submit an Annual Report on the affairs of the Association, together with an audited Statement of Revenue and Expenditure and a Balance Sheet made up to the latest 30 November.

3.17 Indemnity

Each member of the Council shall be accountable only in respect of his/her own actions and not for the actions to which he/she has not expressly assented, and no member of the Council shall incur any personal liability in respect of any loss or damage incurred through any act, matter or

thing done, authorized or suffered by him, being done in good faith for the benefit of the Association, although in excess of his/her legal power.

3.18 **Incorporation of kindred institutions**

The Council may, upon receipt of a request to that effect from any organization with objectives kindred to those of the Association, arrange for its affiliation to or incorporation into the Association on such terms and conditions as may be agreed upon, provided that any such incorporation shall be subject to sanction by a Special General Meeting of the Association convened for the purpose.

3.19 **Regional Branches**

The Council may, at its discretion, and upon receipt of a written request signed by at least five Corporate Members resident in a specific Region in southern Africa, create a Regional Branch of the Association in such district. The affairs of such a Regional Branch shall be conducted in accordance with the Constitution and By-laws and shall be subject to the control of the Council.

3.19.1 *Student Branches*

Student Members resident in an area in which a Regional Branch has been created may apply to the Regional Branch for authority to form a Student Branch of the Regional Branch. Such an application shall be made in writing and

shall be supported by a majority of not less than twenty Student Members present at a meeting, presided over by a member of the Association. The decisions of Regional Branches in regard to the formation and running of Student Branches shall be subject to confirmation by the Council.

3.19.2 *Dissolution of a Regional Branch*

Any Regional Branch or Student Branch may be dissolved by a resolution of the Council to that effect, provided that six months notice of its intentions is given by the Council to each of the Regional Branches. In the event of the dissolution of a Regional Branch, its affairs shall be wound up and its funds applied in such manner as may be directed by the Council. The application of funds and assets shall be governed by Article 4.8.2.

3.20 **By-laws**

The Council shall formulate By-laws, which must be consistent with the provisions of the Constitution, for the conduct of the business and the management of the affairs of the Association; such By-laws may at any time be added to, repealed or amended by the Council. Any addition to, repeal or amendment of By-laws shall be subject to ratification by Corporate Members voting at an Annual General Meeting.

3.21 **' Interpretation**

In the case of doubt as to the meaning and import of any

portion of the Constitution and By-laws, the interpretation of the Council shall be binding upon the members.

4. MEETINGS OF THE ASSOCIATION

4.1 Annual General Meeting

The Annual General Meeting of the Association shall be held on a date early in January to be decided by the Council each year, to receive and consider the Annual Report of the Council, the audited Revenue and Expenditure Account and Balance Sheet, an announcement of the Council Members for the ensuing year, and to conduct such other business as the Council may decide. Items for the Annual General Meeting may be submitted, in accordance with the By-laws, by any Corporate Member. All motions, signed by the proposer and seconded, should be handed to the Secretary at least 48 hours before the Annual General Meeting in order to be pinned to the notice board in time.

4.2 Special General Meetings

All meetings of the Association other than those detailed in 4.1 shall be designated Special General Meetings.

4.2.1 The Council may convene a Special General Meeting (See 4.3).

4.2.2 The Council shall convene a Special Meeting within

thirty days of the receipt of a written application from not less than twenty Corporate Members in good standing, provided such application specifies the objectives for which the meeting is required.

4.3 **Notice of Annual General and Special General Meeting**

Notice convening Annual General and Special General Meetings shall be dispatched to members at their registered addresses not less than fourteen days prior to the date for such meetings.

4.4 **Omission of notice of meeting**

The accidental omission to give notice of any meeting of the Association to any Corporate Member shall not invalidate any resolution passed at such a meeting.

4.5 **Voting**

Only Corporate Members in good standing shall be entitled to vote.

4.6 **Voting by proxy**

A Corporate Member unable to be present at a Special General Meeting may vote by proxy; the person appointed as Proxy shall be a Corporate Member of the Association in good standing and such appointment shall be made in writing to the Honorary Secretary.

4.7 **Amendments to the Constitution**

Should the Council consider it necessary to propose any change to the Constitution by way of addition, alteration or repeal, or should not less than twenty Corporate Members express in writing a desire for such change, the same shall either be considered at a Special General Meeting convened for that purpose, which may be concurrent with the Annual General Meeting, when it shall be necessary for the adoption of any amendment to the Constitution that not less than two-thirds of the votes cast shall be in the affirmative, or, if deemed desirable by the Council, be submitted to all Corporate Members in good standing for decision by a postal ballot. For the adoption of the proposed amendment, it shall be necessary that not less than twenty-five percent of the members entitled to vote cast their votes, and that not less than two-thirds of the votes cast be in favour of the amendment.

4.8 **Dissolution of the Association**

The Association may be liquidated and its affairs wound up, or it may be amalgamated with any similar body, by a resolution submitted to and adopted at an Annual General or Special General Meeting, at which not less than seventy-five percent of the votes cast are in favour of such dissolution or amalgamation, subject to confirmation by a postal ballot, in which not less than twenty-five percent of the members entitled to vote cast their votes, and not less than two-thirds of the votes cast are in favour of dissolution or amalgamation.

4.8.1 In submitting the resolution to members, it shall be necessary to decide the manner in which any surplus assets of the Association, after settlement of its debts, shall be applied, and the voting in this connection shall be by postal ballot on the same basis as in 4.8.

4.8.2 The following conditions shall govern the disposal of surplus funds and assets on dissolution of either the Association or any of its Regional Branches: surplus assets can only be used to the advantage of the public in the Republic of South Africa; surplus assets must be transferred to institutions which are either of an educational, religious or charitable nature, or which are of a public nature serving these three areas which are themselves exempt from tax.

5. MEDALS AND AWARDS

Three Medals for Botany and one Certificate of Merit are awarded by the Association, namely:

5.1 The South African Gold Medal For Botany

5.1.1 Qualifications for the award of the medal

5.1.1.1 The medal is the premier award for Botany in South Africa and will be awarded on the grounds of outstanding botanical research and contributions to the advancement of Botany.

5.1.1.2 The medal will be awarded only in exceptional

circumstances to outstanding candidates.

5.1.1.3 The medal may be awarded to only one person in any given calendar year. In the event of two or more nominees qualifying for the award of the medal, the qualifying nominee will be decided by a simple majority.

5.1.2 *Nominations for the medal*

5.1.2.1 Nominations for the medal may be submitted by a Corporate Member of the Association to the Council.

5.1.2.2 The *curriculum vitae* of the proposed candidate must be submitted, together with a complete list of publications and an evaluation of the candidate's scientific contribution to Botany.

5.1.2.3 Before 30 April each year, the Council will call for nominations from all Corporate Members of the Association. Nominations must reach the Secretary not later than 10 July.

5.1.2.4 In the event of a candidate's being renominated, a *curriculum vitae*, list of publications, and evaluation of the candidate's scientific contributions to Botany must be resubmitted in full.

5.1.3 *Election*

5.1.3.1 There will be no discussion concerning the nominated candidate at the Council Meeting.

5.1.3.2 The ballot will be counted by at least three members of the Executive Committee of the Council. Members of the Council will be informed of the result in writing. The Secretary will inform the candidate that he/she or she has been awarded the medal, and also on what occasion the presentation will take place.

5.1.3.3 To be elected, at least eight Council Members must record a favourable vote.

5.1.4 *Presentation of the Medal*

The presentation of the medal shall take place at a time and on an occasion decided upon by the Council. The medal shall be gold plated.

5.2 **The SAAB Silver Medal For Botany**

5.2.1 *Qualifications for the award of the medal*

5.2.1.1 The medal will be awarded on the grounds of outstanding research and/or other contributions to the advancement of Botany in South Africa.

5.2.1.2 The medal may be awarded to any botanist.

5.2.1.3 The medal may be awarded to only one person in any given calendar year. In the event of two or more nominees qualifying for the award of the medal, the qualifying nominee will be decided by a simple majority.

5.2.1.4 No award of the medal shall be made unless the candidate's work is judged by the Council to be of the required standard of excellence.

5.2.2 *Nominations for the medal*

Nominations will be made as laid down for the South African Gold Medal for Botany. Where the candidate's contributions are not only towards scientific research, such aspects should be elaborated.

5.2.3 *Election*

To be elected, at least seven Council Members must record a favourable vote.

5.2.4 *Presentation*

As for the South African Gold Medal for Botany (5.1.4.). The medal shall be silver plated.

5.3 **The SAAB Junior Medal for Botany**

5.3.1 *Qualifications for the award of the medal*

5.3.1.1 The medal will be awarded for an outstanding thesis on a botanical subject which resulted in the conferring of a doctorate at a southern African university (including all areas south of Angola, Zambia, Malawi and Mozambique). Only theses written in English or Afrikaans are acceptable.

5.3.1.2 In exceptional circumstances, the medal may be awarded to more than one person in any given calendar year.

5.3.1.3 No award of the medal will be made unless the candidate's work is judged by the Council to be of the required standard of excellence.

5.3.2 *Nominations for the SAAB Junior Medal for Botany*

5.3.2.1 Nominations for the medal will be called for every year.

5.3.2.2 Before the end of March of each year, the Secretary of the Association will write to all universities in southern Africa inviting them to submit a copy of the best thesis which during the preceding calendar year resulted in the conferring of a doctoral degree during a graduation ceremony, setting the return date for not later than the end of April of the same year. Only in exceptional cases may more than one thesis be submitted by any one university.

5.3.3 *Adjudication of the theses submitted*

5.3.3.1 A panel of three adjudicators will be appointed by the Council as soon as the theses which have been submitted are available.

5.3.3.2 The majority decision of the adjudicators will be final and there will be no subsequent discussion of or

correspondence about the result.

5.3.3.3 The Secretary shall be advised of the judges' decision not later than 31 July.

5.3.4 *Presentation*

As for the South African Gold Medal for Botany (5.1.4). The medal shall be bronze.

5.4 **The SAAB Certificate of Merit**

5.4.1 *Qualifications for the award of the certificate*

5.4.1.1 The certificate will be awarded for outstanding contributions in the scientific, technical, artistic, educational or any other botanical field, made by persons not in possession of a university degree in Botany.

5.4.1.2 The certificate may be awarded to any person qualifying under 5.4.1.1, irrespective of his/her occupation.

5.4.1.3 A formal technical or other botanical training which has not resulted in a university degree in Botany will not disqualify a candidate.

5.4.1.4 The certificate may be awarded to only one person in any given calendar year.

5.4.1.5 No award of the certificate shall be made unless the candidate's work is judged by the Council to be of the required standard of excellence.

5.4.2 *Nominations for the Certificate*

Nominations for the Certificate shall be made as laid down for the South African Gold Medal for Botany (5.1.2).

5.4.3 *Election*

To be elected, at least seven Council Members must record a favourable vote.

5.4.4 *Presentation*

As for the South African Gold Medal for Botany (5.1.4).

5.5 **The SAAB Certificate for Young Botanists (30 years and under)**

5.5.1 *Qualifications for the award of the certificate*

The Certificate will be awarded to a member or Student Member on the basis of the best presentation of an oral paper at the annual congress.

5.5.2 Conditions for the award will be laid down by the Congress Organizing Committee in association with the Council.

5.5.3 The certificate may be awarded to more than one young botanist should the Organizing Committee and judges feel that more than one award is justified.

5.5.4 *Presentation*

As for the South African Gold Medal for Botany (5.1.4).

BY-LAWS

1. ELECTION TO MEMBERSHIP

1.1 Election to or transfer between grades of membership by the Council

The election or transfer of candidates to any grade of membership of the Association shall be regulated and controlled by the Council.

1.2 Election of Ordinary and Affiliate Members

Candidates for election to the grades of Ordinary Member and Affiliate Member shall complete the prescribed application form and shall provide the names of a proposer and two seconders, all of whom shall be Corporate Members.

1.3 Election of Student Members

A candidate for election to the grade of Student Member shall complete the prescribed form and shall be proposed by a Corporate Member who shall testify from personal knowledge as to the candidate's suitability.

1.4 Transfer to new grade of membership

By-law 1.2 shall apply to the transfer of a member from one grade to another.

1.5 Election of Honorary Members

1.5.1 All matters concerning the proposal of Honorary Membership will be confidential at all times in order to protect the proposed candidate.

1.5.2 Honorary Membership shall be proposed by a member, and be seconded by ten or more members. All proposers and seconders shall be Corporate Members in good standing. The proposal shall be accompanied by a full *curriculum vitae* as well as by reasons motivating the proposal.

1.5.3 The proposal shall be considered by a Committee of three experts in the same field as the candidate. The Committee will be nominated by the Council.

1.5.4 The Committee shall use the following guidelines during their consideration: eminence in the particular field of botanical work concerned; service to Botany in southern Africa; and honour to the candidate whilst still alive, although not necessarily still active in botanical work. Professional qualifications need not be an overriding factor.

1.5.5 The Committee shall, in confidence, submit to the Council a report including their recommendation. The Council shall make a final decision and then instruct the Secretary either to write to the candidate asking whether the proffered Honorary Membership is acceptable, or to

inform the proposer in writing that the matter is closed with no action being taken, but that the matter is still confidential.

2. FEES AND SUBSCRIPTIONS

2.1 Subscriptions

Current annual subscriptions fees may be obtained from the Secretary. Life Membership will be granted to a Corporate Member on payment of an amount equivalent to 20 times the current annual subscription for Ordinary Members. On application, Retired Members may pay an annual subscription equal to a quarter of the current subscription for Ordinary Members. Institutional Members shall pay an annual subscription equal to four times that of Ordinary Members.

2.2 Annual subscriptions due

Annual subscriptions shall become due on 1 December each year and are payable in advance.

2.3 Defaulters

A member whose annual subscription is unpaid after 28 February in any year shall cease to be in good standing and shall not be entitled to receive the notices or publications of the Association, or to exercise any of the rights and privileges of membership.

2.3.1 Any member whose annual subscription remains unpaid for one year may, by resolution of the Council, be excluded from the Association. He/she shall thereupon cease to be a member. Notice to this effect shall be sent to him in writing at his/her last registered address three months prior to the termination of his/her membership. Such exclusion shall not relieve him of the liability for the payment of any amounts owing by him. Any person whose membership has so ceased may, at the discretion of the Council, and on payment of all fees due, be reinstated within one year of the date of the resolution excluding him. Thereafter he/she may be readmitted only on such conditions as the Council may decide.

2.4 **Subscription on retirement**

A member in good standing who has attained the age of sixty-five and who has been a member of the Association for at least fifteen consecutive years may, while retaining the privileges of his/her grade, apply to the Council for adjustment of the amount of his/her subscription.

2.4.1 A member qualifying under this clause, who has been a member of the Association for at least twenty-five consecutive years, shall, on application, be exempt from the payment of further subscriptions.

2.5 **Remission of subscriptions**

The Council may, in exceptional circumstances, reduce or remit the subscriptions due by any member.

2.6 Institutional delegates

Institutional Members of the Association are entitled to send two delegates to congresses, workshops or other functions at the normal charges applicable to Ordinary Members.

3. ELECTION OF MEMBERS OF THE COUNCIL

3.1 Elected Council Members

Council Members are elected on merit.

Elected members of the Council shall be nominated by Corporate Members of the Association who are in good standing and who shall each be entitled to nominate not more than four candidates. The Council shall cause nomination forms to be issued to all Corporate Members not later than 31 October. All nominations duly signed by a proposer, together with certification that the nominees accept nomination, shall be lodged with the Secretary of the Association not later than 14 November.

3.1.1 Should the number of nominations exceed the number of vacancies, a ballot list, giving the full names of candidates, their business addresses and occupations, shall be posted to all Corporate Members not later than 21 November. Ballot papers, duly completed, shall be returned to the Secretary not later than noon on 7

December.

3.1.2 Should the nomination list not include the names of as many members as required to fill the vacancies, the Executive Committee shall nominate eligible members to complete the list.

3.1.3 At a Council Meeting prior to the AGM (4.1) three scrutineers shall be elected from among the Council Members. It shall be their duty to open and examine the ballot papers, and report the results of their scrutiny, which shall be final, to the Executive Committee.

3.1.4 In the event of an equal number of votes being recorded for two or more candidates, all of whom cannot be elected, the Executive Committee shall ballot to decide which candidate(s) shall be elected. The President shall have a casting vote in the event of an equal number of votes being recorded for two or more candidates.

3.1.5 The ballot paper shall have a brief *curriculum vitae* of each candidate attached. If they so wish, the Regional Committees can indicate that they endorse any nomination.

3.2 Executive Committee of the Council

3.2.1 The Executive Committee consists of the Office Bearers as stipulated in the Constitution (3.2.2), namely the President, Vice-President, Honorary Secretary and Honorary Treasurer.

3.2.1.1 A year before the term of office of the President expires, the Council shall appoint a Vice-President from within its own ranks, who will, on expiry of the term of office of the President, automatically serve as President for a two-year term.

3.2.1.2 The Past-President will serve on the Council as Vice-President for one year, immediately following his/her term as President.

3.2.1.3 Nominated members (Honorary Secretary and Honorary Treasurer) are appointed by the Council in consultation with the elected Vice-President, so that, when he/she assumes the office of President, the Executive Committee, apart from the Vice-President, will be resident in the same centre.

3.2.2 The travelling expenses of Council Members and the paid secretary attending Council and/or Executive Committee meetings that do not coincide with the Annual General Meeting will be paid (if required) at the most economical air fare.

4. THE COUNCIL MEETINGS AND DUTIES OF COUNCIL MEMBERS

4.1 Chairman

The President, or in his/her absence the Vice-President, or in the absence of both, a member of Council elected by the

Meeting, shall take the chair at meetings of the Council.

4.2 Voting procedure

At meetings of the Council, all matters shall be decided by vote of the majority, provided that where matters are discussed of which due notice was not given at a previous meeting or on the agenda, then at the request of a member present supported by a seconder, voting shall be postponed until the next succeeding meeting when a notice of the matter thus postponed shall appear on the agenda.

4.2.1 The Chairman shall have an ordinary vote, and in the event of an equality of votes, a casting vote.

4.3 Appointment of Committees and representatives

The Council shall appoint Committees and representatives with their alternates as required.

4.3.1 The President shall be an *ex officio* member of all Committees.

5. GENERAL MEETINGS

5.1 Chairman

The President, or, in his/her absence, the Vice-President or, in the absence of both, a member elected by the meeting,

shall take the chair at meetings of the Association.

5.2 **Quorums**

The quorum for Annual General Meetings shall be the number of members present.

5.2.1 The quorum for Special General Meetings shall be twenty-five Corporate Members in good standing.

5.2.1.1 If there is no quorum at a Special General Meeting, the meeting shall be postponed for a period of not less than fourteen days or more than thirty days from the date of such Special General Meeting, and any number of Corporate Members in good standing present at such postponed Special General Meeting shall constitute a quorum.

5.3 **Voting**

Every proposal submitted to an Annual or Special General Meeting shall be decided by vote of the majority, provided that a secret ballot may be demanded by any two Corporate Members.

5.3.1 The Chairman at an Annual or Special General Meeting shall have an ordinary vote and a casting vote.

6. REGIONAL BRANCHES

6.1 Rules

Regional Branches shall conduct their affairs in accordance with the rules approved by the Council.

6.2 Requests to form Regional Branches

Requests should comply with Article 3.19 of the Constitution of the Association. This entails that requests to the Council must be in writing, signed by at least five Corporate Members resident in the specific Region in Southern Africa, and that the affairs of a Regional Branch shall be conducted in accordance with the Constitution and By-laws of the Association where these are applicable, and shall be subject to the control of the Council.

6.3 Regional Committees

It is recommended that Regional Committees should consist of at least a chairman, a vice-chairman, an honorary secretary/treasurer and four Ordinary Members.

6.4 Minutes

Copies of the minutes of all proceedings of Regional Branches shall be submitted to the Council in compliance with Article 3.11 of the Constitution of the Association.

6.5 **Annual Reports and accounts**

The Regional Branches shall submit an Annual Report on the affairs of the Regional Branches together with a statement of Revenue and Expenditure and a Balance Sheet made up to the latest 30 November to reach the Secretary at least 14 days before the Annual General Meeting of the Association.

6.6 **Finances**

The Council shall reimburse properly constituted Regional Branches at a rate determined annually by the Council for every registered member in good standing in the Regional Branch.

6.7 **Student Branches**

(See Article 3.19.1 of the Constitution of the Association)

6.8 **Dissolution of a Regional Branch**

(See Article 3.19.2 of the Constitution of the Association).

7. DELIMITATION OF THE REGIONS

Five Regions are recognized:

7.1 Northern Region

Consisting of the following provinces:
Northern, North West, Gauteng and Mpumalanga.

7.2 KwaZulu-Natal Region

Consisting of the KwaZulu-Natal Province.

7.3 Free State Region

Consisting of the following provinces:
Free State and Northern Cape.

7.4 Eastern Cape Region

Consisting of the Eastern Cape Province

7.5 Western Cape Region

Consisting of the Western Cape Province.