

**THE  
SOUTH AFRICAN  
ASSOCIATION OF BOTANISTS**

**CONSTITUTION**



**Private Bag X101  
PRETORIA**

January 1987



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## CONTENTS

	Page
1. THE ASSOCIATION	1
1.1 Name	1
1.2 Objects	1
2. MEMBERSHIP	1
2.1 Membership	1
2.2 Corporate membership	1
2.3 Honorary members	1
2.4 Qualifications for ordinary membership	1
2.5 Life members	2
2.6 Qualifications for affiliate membership	2
2.7 Qualification for student membership	2
2.8 Qualification for institutional membership	2
2.9 Election to membership	2
2.10 Liability	2
2.11 Termination of membership	3
3. COUNCIL	3
3.1 Management	3
3.2 Composition of the Council	3
3.3 Eligibility of council members	3
3.4 Election of council members	3
3.5 Vacancies among council members	4
3.6 Alternates to members of council	4
3.7 Terms of office of council members	4
3.8 Election of council members	4
3.9 Executive committee	5
3.10 Secretariat	5
3.11 Minutes	5
3.12 Subscriptions	5
3.13 Assets and accounts	5
3.14 Auditing of accounts	6
3.15 Signatories	6
3.16 Annual report and accounts	6
3.17 Indemnity	6
3.18 Incorporation of kindred institutions	6
3.19 Regional branches	6
3.20 By-laws	7
3.21 Interpretation	7
4. MEETINGS OF THE ASSOCIATION	7
4.1 Annual General Meetings	7
4.2 Special General Meetings	8
4.3 Notice of Annual General and Special General Meeting	8
4.4 Omission of notice of meeting	8
4.5 Voting	8
4.6 Voting by proxy	8
4.7 Amendments of the constitution	8
4.8 Dissolution	9
5. MEDALS AND AWARDS	9
5.1 The South African Medal for Botany	9
5.2 The SAAB Senior Medal for Botany	10
5.3 The SAAB Junior Medal for Botany	11
5.4 The SAAB Certificate of Merit	12

BY-LAWS

	Page
1. ELECTION TO MEMBERSHIP	14
1.1 Election or transfer by Council	14
1.2 Election of ordinary members and affiliates	14
1.3 Election of student members	14
1.4 Transfer to new grades of membership	14
1.5 Election of honorary members	14
2. FEES AND SUBSCRIPTIONS	15
2.1 Subscriptions	15
2.2 Annual subscriptions due	15
2.3 Defaulters	15
2.4 Subscription on retirement	15
2.5 Remission of subscriptions	16
2.6 Institutional delegates	16
3. ELECTION OF MEMBERS OF COUNCIL	16
3.1 Elected council members	16
3.2 The executive committee of Council	17
4. THE COUNCIL MEETINGS AND DUTIES	17
4.1 Chairman	17
4.2 Voting procedure	17
4.3 Appointment of committees and representatives	17
5. GENERAL MEETINGS	18
5.1 Chairman	18
5.2 Quora	18
5.3 Presentation of proposals	18
5.4 Voting	18
6. REGIONAL BRANCHES	18
6.1 Rules	18
6.2 Requests to form regional branches	18
6.3 Regional committees	19
6.4 Minutes	19
6.5 Annual reports and accounts	19
6.6 Finances	19
6.7 Student branches	19
6.8 Dissolution of a regional section	19
7. DELIMITATION OF THE REGIONS	19
7.1 Regions	19
7.1.1 Northern Transvaal Region	19
7.1.2 Southern Transvaal Region	19
7.1.3 Orange Free State Region	19
7.1.4 Natal Region	19
7.1.5 Eastern Cape Region	20
7.1.6 South Western Cape Region	20
7.1.7 South West Africa/Namibia Region	20

# THE SOUTH AFRICAN ASSOCIATION OF BOTANISTS

1

## 1. THE ASSOCIATION

### 1.1 NAME

The name of the Association is "The South African Association of Botanists", hereinafter referred to as "The Association".

### 1.2 OBJECTS

The Association is established for the advancement of Botany, to promote and uphold the status of this profession, and to do all things which may be desirable for the attainment of these objects.

## 2. MEMBERSHIP

### 2.1 MEMBERSHIP

The Association shall consist of Honorary Members, Ordinary Members, Life Members, Affiliate 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 MEMBERS

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

2.3.1 Nominations for Honorary Membership may be submitted to Council by a Corporate Member supported by at least five (5) Corporate Members. Election shall be by secret postal ballot. To secure election it shall be necessary that

(a) not less than three-quarters of the Council shall cast their votes; and

(b) not less than three-quarters of the votes cast shall be in favour of the nominee.

### 2.4 QUALIFICATIONS FOR ORDINARY MEMBERSHIP

An Ordinary Member at the time of his election shall fulfil the following conditions:

(a) He shall have completed at least a four year Honours degree in Botany or an equivalent qualification,

or

he shall have completed a four year course in Botany and been granted an honours degree or equivalent qualification by a University.

(b) he shall normally be engaged in the practice of Botany.

(c) He shall be such a person that his election as a member would, in the opinion of the Council, be in the interests of the Association.

(d) The Council shall have power in exceptional circumstances to elect a member any person who by virtue of his position and his experience in botany is worthy of election.

## 2.5 LIFE MEMBERS

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 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 for Corporate Membership and shall be such a person that his election as an Affiliate would, in the opinion of the Council, be in the interest of Botany.

## 2.7 QUALIFICATION FOR STUDENT MEMBERSHIP

A Student Member shall be a full time bone fide student training with the object of qualifying for the practice of Botany.

2.7.1 Student Membership is only valid 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 re-application.

## 2.8 QUALIFICATION 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 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 Council if it is convinced that such membership is not to the advancement of Botany or the Association. A two-third majority is necessary for membership termination and at least 8 Council Members should take part in the voting.

## 3. 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 Council

Council consists of 10 members of which 3 members are elected and two (Secretary and Treasurer) are newly appointed. The President is appointed from the elected Council members and serves as Vice-President for one year, after which he automatically becomes President. The President then serves as immediate past President for the next consecutive year on Council.

#### 3.2.2 Office Bearers

The Office Bearers of Council, who comprise the Executive Committee, shall be:

1. President
2. Immediate past President/Vice President
3. Secretary
4. Treasurer

### 3.3 ELIGIBILITY OF COUNCIL MEMBERS

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

### 3.4 ELECTION OF COUNCIL MEMBERS

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

## 2.11 TERMINATION OF MEMBERSHIP

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Members of Council shall 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 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 power 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, Regional Branches and the various Committees.

### 3.12 SUBSCRIPTIONS

The Council shall have the power 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 power to buy, sell, improve, manage, lease, mortgage or dispose of all or any property, movable or immovable; to raise borrow and secure payment of money, and to accept donations in furtherance of the Association's objects. True accounts shall be kept of all moneys received and expended by the Association and of the assets and liabilities of the Association. The Council shall have the power to open such banking accounts as it deems fit for the purpose of the Association. The honorary Secretary or Treasurer engaged by the Council, shall administer the funds of the Association in accordance with the directions of the Council to whom he shall be responsible. The funds of the Association shall be applied solely to the promotion of the objects 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

The Council shall submit at each Annual General Meeting 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 30th November.

### 3.17 INDEMNITY

Each member of Council shall be accountable only in respect of his own actions and not for the actions to which he 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 legal power.

### 3.18 INCORPORATION OF KINDRED INSTITUTIONS

The Council may, upon receipt of a request to that effect from any organization with objects kindred to those of the Association, arrange for the affiliation or incorporation of such organization in 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 Council.

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 present at a meeting of not less than twenty Student Members, 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 on 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 a Regional Branch being dissolved its affairs shall be wound up and its funds applied in such manner as may be directed by Council. The application of funds and assets shall be governed by Article 4.8.2

#### 3.20 BY-LAWS

The Council shall frame 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 AGM.

#### 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. In case of dispute with regard to interpretation the English version will be regarded as the standard version.

### 4. MEETINGS OF THE ASSOCIATION

#### 4.1 ANNUAL GENERAL MEETINGS

Annual General Meetings 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 membership of the Council 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.

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

4.2.2 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 objects 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 decided 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 OF THE CONSTITUTION

Should the Council consider it expedient to propose any change to the Constitution in the 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:

(a) 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

(b) 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

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 per cent 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 per cent of the members entitled to vote cast their votes, and not less than two-thirds of the votes 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 satisfaction 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. (Note: The purpose of these conditions is to permit the Association, or its Regional Branches to receive gifts or bequests which are free from tax or estate duty).

(a) Surplus assets can only be used to the advantage of the public in the Republic of South Africa and/or the territory of South West Africa/Namibia.

(b) Surplus assets must be transferred to institutions which are either of

- (i) an educational, religious or charitable nature; or
- (ii) which are of a public nature serving the three areas named under (i), and which are themselves exempt from tax.

#### 5. MEDALS AND AWARDS

There are three Medals for Botany and one Certificate of Merit awarded by the Association namely:

##### 5.1 THE SOUTH AFRICAN 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 solely on the grounds of most outstanding botanical research.

5.1.1.2 The award will be made only on exceptional occasions to outstanding candidates whose work is judged by the Council to be of the extremely high standard required.

5.1.1.3 The medal may be awarded to any botanist who has made an exceptionally meritorious contribution to botanical research.

5.1.1.4 The medal may be awarded to one person only in any given calendar year.

#### 5.1.2 Nominations for the medal

5.1.2.1 Nominations for the medal may be submitted by a full 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 the 30th April of each year the Council will call for nominations from all Full Members of the Association. Nominations must reach the Secretary not later than the 10th July.

5.1.2.4 In the event of a candidate 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 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 8 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 occasion decided upon by the Council.

### 5.2 THE S A A B SENIOR 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 only to one person in any given calendar year.



5.2.1.4 No award of the medal should 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 Medal for Botany". Where the candidate's contributions are not only towards scientific research, these aspects should be elaborated.

#### 5.2.3 Election

To be elected, at least 7 Council Members must record a favourable vote.

#### 5.2.4 Presentation

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

### 5.3 THE S A A B 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 (Includes all areas south of Angola, Zambia, Malawi and Mocambique). 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 S A A B 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 Honorary Secretary of the Association will invite all universities in Southern Africa in writing, 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. In only exceptional cases may more than one thesis be submitted by any one university.

#### 5.3.3 Judging of the theses submitted

5.3.3.1 A panel of three judges will be appointed by Council as soon as theses which are to be judged are available.

5.3.3.2 The majority decision of the judges will be final and there will be no subsequent discussion of correspondence about the result.

5.3.3.3 The decision of the judges to be submitted to the Secretary not later than July 31.

#### 5.3.4 Presentation

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

### 5.4 THE S A A B 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 an 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 will 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 will be made as laid down for the "South African Medal for Botany" (5.1.2).

#### 5.4.3 Election

To be elected at least 7 Council Members must record a favourable vote.

#### 5.4.4 Presentation

As for the "South African 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

Certificate will be awarded on the basis of the best presentation or an oral paper at the Annual Congress.

Conditions for the award will be laid down by the Congress Organising Committee in cooperation with the Council.

Certificate may be awarded to more than one young botanist should the Organising Committee and judges feel that more than one award is justified.

5.5.2 Presentation

As for the South African Medal for Botany.

**BY-LAWS**

1. ELECTION TO MEMBERSHIP

1.1 ELECTION OR TRANSFER BY COUNCIL

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

1.2 ELECTION OF ORDINARY MEMBERS AND AFFILIATES

A candidate for election to the grade of Ordinary Member, or 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 GRADES 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 five or more members. All proposers and seconders shall be Corporate Members in good standing. The proposal shall be accompanied by a full curriculum vitae and motivation.

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 Council.

1.5.4 The Committee should use the following guidelines during their consideration:

- (a) Eminence in the particular field of botanical work concerned.
- (b) Service to Botany in Southern Africa.
- (c) Honour to the candidate whilst still alive, although not necessarily still active in botanical work
- (d) Professional qualifications need not be an overriding factor.

1.5.5 The Committee shall, in confidence, submit to Council a report including their recommendation. Council shall make a final decision and then instruct the Secretary to either:

- (i) write to the candidate asking whether the offered Honorary Membership is acceptable; or  
(ii) 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

Annual subscriptions shall be as follows:

GRADE	FEE
Honorary Member	Nil
Life Member (one payment only)	20x annual ordinary member
Ordinary Member	R30,00
Affiliate Member	R24,00
Retired Member (on application only)	$\frac{2}{3}$ of pre-retirement fee
Student Member	R20,00
Institutional Member	4x annual ordinary member

### 2.2 ANNUAL SUBSCRIPTIONS DUE

Annual Subscriptions shall become due on the 1st December in each year and are payable in advance.

### 2.3 DEFAULTERS

A member whose annual subscription is unpaid after the 31st March in any year shall cease to be in good standing and shall not be entitled to receive the notices or publications of the Association, nor 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 shall thereupon cease to be a member. Notice to this effect shall be sent to him in writing at his last registered address three months prior to the termination of his membership. Such exclusion shall not relieve him of the liability for the payment of any monies owing by him. Any person whose membership has so ceased may, at the discretion of Council, and on payment of all fees due, be reinstated within one year of the date of the resolution excluding him. Thereafter he may be re-admitted only on such conditions as Council may decide.

### 2.4 SUBSCRIPTION ON RETIREMENT

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

## 3.1 ELECTED COUNCIL MEMBERS

Council members are elected on merit.

Elected members of 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 Honorary Secretary not later than noon on the 7th 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 7th December there shall be elected from the membership of the Council three scrutineers, whose duty will be to open and examine the ballot papers, and report the result 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 should have a brief curriculum vitae attached. If they so wish the regional committees can indicate that they endorse any nomination.

### 3.2 THE EXECUTIVE COMMITTEE OF COUNCIL

3.2.1 The Executive consists of the office bearers as stipulated in the constitution paragraph 3.2.2, namely the President; Immediate past President/Vice-president; Secretary and Treasurer.

3.2.2 (1) One year before the term of the President expires Council appoints a Vice-president from within its own ranks, who will, on expiry of the term of the President, automatically for a two year term, serve as President.

(2) The past President will serve for one year, immediately following his term as President, as immediate past President on Council.

(3) Nominated members (Secretary and Treasurer) are appointed by Council in concurrence with the elected Vice-president, such that the Executive, except for the immediate past President, will be located in the same centre.

3.2.3 The travelling expenses of Council members attending Council and/or Executive Committee meetings, that do not coincide with the A.G.M., will be paid (if required) at the most economical air fare.

## 4. THE COUNCIL MEETINGS AND DUTIES

### 4.1 CHAIRMAN

The President, or in his absence a Vice-president, or in the absence of all three, a Member of Council elected by the Meeting, shall take the chair at a meeting 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 ex officio a member of all Committees.

## 5. GENERAL MEETINGS

## 5.1 CHAIRMAN

The President or, in his absence, a Vice-president or, in the absence of all three, a Member elected by the meeting, shall take the chair at a meeting of the Association.

## 5.2 QUORA

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 PRESENTATION OF PROPOSALS

All proposals, 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.

## 5.4 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.

5.4.1 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 Council.

## 6.2 REQUESTS TO FORM REGIONAL BRANCHES

Requests should comply with Article 3.19 of the Constitution of the Association. This entails that the request to Council must be in writing, signed by a 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:

- 6.3.1 A Chairman
- 6.3.2 A Vice-Chairman
- 6.3.3 An Honorary Secretary/Treasurer
- 6.3.4 Four Ordinary Members



## 6.4 MINUTES

Copies of the minutes of all proceedings of Regional Branches shall be submitted to 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 30th 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 the rate of R2,00 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 SECTION

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

## 7. DELIMITATION OF THE REGIONS

## 7.1 THERE SHALL BE SEVEN REGIONS, NAMELY:

7.1.1 The Northern Transvaal Region

Consisting of the Transvaal north of the 26th degree of Latitude and including the territories of Botswana and Zimbabwe but excluding Swaziland.

7.1.2 The Southern Transvaal Region

Consisting of the Transvaal south of the 26th Degree of Latitude and including the territory of Swaziland.

7.1.3 The Orange Free State Region

Consisting of the Orange Free State Province, the territory of Lesotho and the areas of the Cape north of a line drawn from Modder River (south of Kimberley) to the point of intersection of the Orange River and the 20th Degree of Longitude.

7.1.4 The Natal Region

Consisting of the Province of Natal.

7.1.5 The Eastern Cape Region

Consisting of the Cape Province east of the 22nd Degree of Longitude.

7.1.6 The South Western Cape Region

Consisting of the Cape Province west of the 22nd Degree of Longitude and south of the border of the Orange Free State Region as delimited in 7.1.3.

7.1.7 The South West Africa/Namibia Region

Consisting of the territory of South West Africa/Namibia.