



THE SOUTH AFRICAN INSTITUTE OF ELECTRICAL ENGINEERS

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BYLAWS

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SPECIAL PROVISIONS AND DEFINITIONS

In these By-laws, except where the context forbids, words signifying one gender are intended to include all other genders and words implying the singular number are intended to include the plural number, and vice versa.

Institute shall mean the South African Institute of Electrical Engineers.

`Council' shall mean the Council constituted under Section 3 of the Constitution of the Institute.

The terms `approved' and `recognised' and `acceptable' shall mean approved by, recognised by and acceptable to Council of the Institute as defined in the Constitution unless the context denotes otherwise.

The term `member' shall mean a member of any grade of membership of the Institute but when written `Member' it shall mean that particular grade of membership denoted by clause 2.7 of the Constitution.

A Section is defined in clause 3.16 of the Constitution.

A `technical Chapter' is a sub-Section that functions under the auspices of an established Section. The naming convention shall consist of a relevant descriptor followed by `Chapter' (e.g. Nuclear Chapter)

The Policies and Procedures as approved by Council pursuant to the relevant portion of clause 3.11 of the Constitution.

B1. ADMISSION TO MEMBERSHIP		
<i>Election or transfer by Council</i>	B1.1.1	The election of a candidate or Corporate Partner or transfer of a candidate to any grade of membership of the Institute shall be by Council, but, except in the case of Companion and Honorary Fellow, shall have no force or effect until the appropriate fees and subscription have been paid.
	B1.1.2	A candidate or affiliate for election, or a candidate for transfer to a higher grade of membership of the Institute shall forward his application on the form prescribed by Council, duly completed and accompanied by any necessary supporting documents and fees, to the Administration Staff of the Institute.
	B1.1.3	Council shall consider the application and supporting data and accept the affiliate or grade the candidate in terms of the Constitution, By-laws, Regulations and Rules.
	B1.1.4	Council may require a candidate to present himself for an interview by a panel of assessors appointed by Council regarding his application.
<i>Election of Student</i>	B1.2.1	A candidate for election to membership of the Institute in the grade of Student shall apply on the appropriate form, which shall embody a certificate from the academic institution at which he is a bona fide student.
	B1.2.2	Should Council find the application acceptable in every respect Council shall declare the candidate duly elected subject to B.1.1.1. The election of the candidate shall then be announced at an Ordinary or Annual General Meeting.

<i>Election or transfer to Associate</i>	B1.3.1	A candidate for election or transfer to Associate shall comply with the requirements as set out in Clause 2.5 of the Constitution.
	B1.3.2	Having considered the application in terms of B.1.1.3 and having found it acceptable, Council shall declare the candidate duly elected in the appropriate grade, subject to B.1.1.1. Subsequent to the payment of the appropriate fees the election or transfer of the candidate shall be announced at an Ordinary or Annual General Meeting.
<i>Election of Companion</i>	B1.4.	The grade of Companion shall be an honorary grade and persons so graded shall be invited by Council to join the Institute, his election having taken place as follows: -
	B1.4.1	Any Member, Senior Member, Fellow or Honorary Fellow may propose in writing any person whom he considers fulfils the requirements as stated in 2.6 of the Constitution, to the Administration Staff of the Institute.
	B1.4.2	The proposal must be accompanied by a citation signed by the proposer and supported by a second Member, Senior Member, Fellow or Honorary Fellow.
	B1.4.3	Council shall consider the proposal and, should the proposal be accepted, invite the nominee to join the Institute as a Companion.
	B1.4.4	Alternatively, should Council receive an application for membership in the normal way, and the candidate found to be particularly acceptable as a Companion, Council may invite the applicant to join the Institute as a Companion.

<i>Election or transfer to Member, Senior Member or Fellow</i>	B1.5.1	A candidate for election or transfer to Member shall comply with the requirements as set out in Clause 2.7 of the Constitution.
	B1.5.2	A candidate for election or transfer to Senior Member shall be supported by two (2) members who are graded Senior Members or higher.
	B1.5.3	A candidate who is nominated for transfer to Fellow shall be supported by two (2) members who shall themselves be Fellows
	B1.5.4	All persons who support applications for election or transfer to the grades of Senior Member or Fellow shall have personal knowledge of the candidate's character, qualifications and experience.
	B1.5.5	Should Council find in terms of B1.1.3 that a candidate for election or transfer to Member or Senior Member is not qualified in every respect to be graded as applied for, Council shall declare the candidate elected or transferred to the grade in which the candidate, in the opinion of Council, is qualified subject to B.1.1.1. The election or transfer shall be announced at an Ordinary General Meeting.
	B1.5.6	Should Council find in terms of B1.1.3 that a candidate for transfer to Fellow is not qualified in every respect to be graded as Fellow, the applicant will retain his present grading.
	B1.5.7	Applications and nominations for membership and grading as Fellow or transfer to the grade of Fellow, in which exceptional circumstances as envisaged in clause 2.9.1 of the Constitution apply, shall be considered by the Membership Committee in terms of the Regulations governing such cases and a recommendation made to Council for final decision.

	B1.5.8	Should Council find in terms of B1.1.3 that a candidate is qualified in every respect to be graded as Member, Senior Member or transferred to Fellow, Council shall declare the candidate elected or transferred subject to B.1.1.1. The election or transfer shall be announced at an Ordinary General Meeting.
	B1.5.9	The names or grading of members elected or transferred in terms of B1.2.2, B1.3.2, B1.5.5 and B1.5.7 shall be published in an official publication (as defined in B5.1) of the Institute and elsewhere as Council may direct.
<i>Election of Honorary Fellow</i>	B1.6.1	Honorary Fellows shall be elected by Council in accordance with the provision of this By-law.
	B1.6.2	A member of Council wishing to propose a candidate for Honorary Fellowship shall, in the first instance, make his proposal privately and in person to the President.
	B1.6.3	The President shall discuss the proposal with the Office Bearers, disclosing at his discretion the identity of the proposer. If the candidate is an Office Bearer, he shall be excluded from the discussion.
	B1.6.4	If the proposal is approved at this stage, a written motion and citation shall be prepared and a seconder sought. The motion with the names of the proposer and seconder shall then be posted and/or sent electronically to all Council members, excluding the candidate if he is a Council Member. This notice, which shall also be a ballot paper, shall be returned to the Administration Staff by a specified date which shall not be less than three (3) weeks from the date of posting the notice or five (5) days from the date of sending the e-mail.
	B1.6.5	The President and Administration Staff of the Institute shall act as scrutineers.

	B1.6.6	A Council member recording an adverse vote shall give the reason on his ballot form for so doing.
	B1.6.7	The candidate shall be elected if seventy- five (75) percent of the Council members record a positive vote and not more than two (2) adverse votes with reasons are recorded.
	B1.6.8	If a candidate has been elected, this shall be announced at the first Council meeting following the return date mentioned in B1.6.4 and at the subsequent General Meeting. The lack of such announcement shall be accepted as an indication that the candidate was not elected.
<i>Election of a Corporate Partner</i>	B1.7.1.1	A Corporate Partner's application to the Institute shall apply on the appropriate form.
	B1.7.1.2	Should Council find the application acceptable in every respect Council shall declare the Corporate Partner duly elected subject to B.1.1.1. The election of the Corporate Partner, shall then be announced at an Ordinary or Annual General Meeting.
<i>Exemption in respect of signatures</i>	B1.8.1	Council may, at its discretion, waive the requirements of By-law B1.3.1, B1.5.1, B1.5.2 and B1.5.3 as regards the required signatures of members if a candidate is prevented from obtaining the specified number of sponsors for his application either by reason of his place of residence or for any other valid reason beyond his control.
	B1.8.2	In such case, the candidate should assist Council by submitting names of suitable persons, preferably engineers who could vouch for his character, qualifications and experience and with whom Council may communicate.

<i>Re-admission</i>	B1.9.1	A candidate for re-admission to membership under clause 2.17 of the Constitution may be re-admitted either by re-election or by re-instatement. Before an application for re-admission is considered by Council, any arrears that may have accrued up to the time the affiliate or candidate had ceased to be a member, shall have been paid. The re-election or re-instatement shall have no force or effect until the appropriate fees have been paid. Corporate Partners shall apply annually on the prescribed form.
	B1.9.2	A person who ceased to be a member either by resignation or default, may be considered for re-instatement provided his application is made in writing within two (2) years of his ceasing to be a member.
	B1.9.2.1	Re-instatement means that the former member is restored to the position he would have occupied had he not ceased to be a member. His membership shall then be deemed to have been continuous from the date of his previous election.
	B1.9.2.2	All fees that the member would have paid had there been no break in the member's or affiliate's membership must be paid.
	B1.9.3.1	A person who ceased to be a member, whether by resignation or default, desiring re-admission more than two (2) years after ceasing to be a member, shall apply for election in the prescribed manner.
	B1.9.3.2	An applicant applying for re-election shall be graded in terms of the Constitution, By-laws, Regulations and Rules in force at the time of application for re- election.
	B1.9.4	A person who ceased to be a member by expulsion shall not be re-admitted except by special resolution of Council agreed upon by a two-thirds majority of the members present at the meeting at which such resolution is passed.

B2. MEMBERSHIP: LIST OF, NOTICES TO, LETTERS OF DESIGNATION OF		
Register of members	B2.1	A register of the names and addresses of all members shall be kept by the Administration Staff of the Institute.
Distribution of notices	B2.2	Notices shall be sent by hand, facsimile, electronically or post to the address last registered with the Institute.
Letters of designation	B2.3.1	Only a member of the Institute in good standing shall be entitled to use the following authorised letters designating his grade of membership in the Institute :- Honorary Fellow Hon FSAIEE Fellow FSAIEE Senior Member SMSAIEE Member MSAIEE Companion Companion SAIEE Associate Associate SAIEE Student Student SAIEE Corporate Partner SAIEE Affiliate ('category')
Corporate Partners	B2.3.2	Corporate Partners are classified under the following three categories: Technical Corporate Partner. Public Sector N.G.O.'s Commercial Services
	B2.3.3	No member shall adopt or describe himself by any other description or abbreviation to indicate his grade of membership in the Institute nor shall any person who is not a member of the Institute describe himself as a member of the Institute or make use of the above letters.
B3. FEES AND SUBSCRIPTIONS		

<i>Entrance fees & subscriptions</i>	B3.1.1	All members and Corporate Partners shall pay administration fees and subscriptions as prescribed by Council from time to time. All members and Corporate Partners shall be notified of any changes in the amounts payable at least three (3) months before the date on which such changes become effective.
<i>Subscription for part of the year</i>	B3.1.2	Should a candidate be elected or transferred his subscription or increased subscription fee shall be calculated pro-rata for the remaining months of the year subsequent to the effective date of becoming a member or of the transfer.
<i>Annual subscriptions</i>	B3.2	Annual subscriptions shall become due on 1st December in each year and shall include all applicable per capita levies to other institutions, councils, umbrella bodies, etc as approved by Council from time to time.
<i>Exclusion from membership due to default (Constitution clause 2.14)</i>	B3.4.1	A member whose annual subscription is unpaid after the 31st day of March in any year shall cease to be in good standing and shall not be entitled to receive the notices, publications or awards of the Institute nor to exercise any other of the rights and privileges of membership.
	B3.4.2	A member whose annual subscription remains unpaid for one (1) year may, by resolutions of Council be excluded from the Institute; he shall therefore cease to be a member and his name shall be removed from the membership register. Notice to this effect shall be sent to him in writing by the Administration Staff of the Institute at his last registered address three (3) months prior to the termination of the stated period. Such exclusion shall not relieve him from his liability for the payment of money due by him.
<i>Fees payable on re-admission, re-election and re-instatement</i>	B3.5.1	The fees and subscription to be paid by a re-admitted member, in addition to the arrears referred to in By- law B1.8 will depend on whether he is re-elected or re-instated.

	B3.5.2	A re-elected member will be required to pay the appropriate entrance fees and subscription as stipulated in B3.1.1 above as well as any arrears that may have been due at the time of his ceasing to be a member. Council may, however, remit all or part of this latter amount if it considers circumstances justify such remission.
	B3.5.3	A re-instated member will be required to pay an amount equivalent to the total of the annual subscriptions of the years, including the current year, since his name was removed from the register of members.
<i>Members resident outside South Africa</i>	B3.6	Council may determine the magnitude of subscriptions to be paid by members not resident in the Republic of South Africa, other than those payable by resident members.
<i>Subscription on retirement</i>	B3.7.1	Where a member in the age group 55 to 70 years has retired from substantive employment in the engineering profession, he may make a written application to Council for recognition as a retired person and a reduced membership fee.
		Note that retired person does not, on an ongoing basis, receive professional fees, salary or other payment for work connected with the engineering profession amounting to more than 30 hours per calendar month or 300 hours per year of 12 consecutive months. Should these limits be exceeded, the member must advise Council of the fact where after their retired status will be reversed and normal fees will apply.

	B3.7.2	The annual subscription of any member of any grade complying with the conditions of B3.7.1 shall be reduced in a manner prescribed by Council annually.
	B3.7.3	Any member complying with the conditions of B3.7.1 but who has been a member of the Institute for not less than twenty-five (25) consecutive years or has reached the age of seventy years, shall be exempt from the payment of further subscriptions.
<i>Exemption after 50 years of membership</i>	B3.7.4	Any member who has been a member for fifty (50) consecutive years shall be exempt from the payment of further subscriptions.
<i>Remission of Subscriptions</i>	B3.8.1	Council may, in exceptional circumstances, reduce or remit the annual arrear subscriptions due by any member.
	B3.8.2	A member in good standing may, in exceptional circumstances, be granted a remission of subscriptions for a period of one (1) to three (3) years. Exceptional circumstances may include temporary absence from South Africa, leaving the profession for a short period, sabbatical leave, unemployment, financial difficulties, etc.. No literature or publications shall be posted to such member during the remission period granted.
	B3.8.3	Council may, reduce the annual subscription of an Associate to those applicable to a Student if it is satisfied that the reduction is appropriate.
<i>Unemployed Persons</i>	B3.8.4	Members who have been retrenched or who have become unemployed may apply to Council to have their annual fee deferred until such time as they are again employed. The application must be in writing, stating the circumstances of the applicant's unemployment and copies of supporting documentation.

<i>Untraceable Members</i>	B3.8.5	Should a member be untraceable by the Administration Staff after three (3) years. The Member shall be removed from the Register of Members.
<i>Student and Associate matters</i>	B3.9.1	An applicant who is granted Student membership of the Institute shall be exempt from the payment of entrance fees. Once a person ceases to be a bona- fide student, he or she is to inform the Institute.
	B3.9.2	A Student who had been exempt from the payment of entrance fees when graded as Associate and/or who qualifies in terms of Clause B1.5.1 for transfer to the grade of Member shall be exempt from the payment of entrance fees to that grade provided application for transfer is made within six (6) months of such qualification being achieved.
	B3.9.3	An Associate who fails to apply for transfer in terms of B3.10.2, or a Student who has been graded Associate in terms of clause 2.4.2 of the Constitution, shall be liable for entrance and subscription fees when transferred to a higher grade.
	B3.9.4	A Student member shall pay as determined by Council subscription fees during a period of six (6) years from the date when he was first registered as a student for an approved course in electrical engineering at a recognised tertiary educational institution.
	B3.9.5	A Student member shall pay the Associate subscription rate for the 7th and subsequent years from the date when he was first registered as a student for an approved course in electrical engineering at a recognised tertiary educational institution without being liable for entrance fees.
B4. MEETINGS AND BALLOTS OF THE INSTITUTE		

<i>Quorums of the Institute</i>	B4.1	The quorum for all Ordinary General Meetings of the Institute shall be twelve (12) Members, Senior Members, Fellows and Honorary Fellows and for Annual General Meetings thirty (30) Members, Senior Members, Fellows and Honorary Fellows of whom the majority shall be Senior Members and Fellows. The quorum for Special General Meetings shall be thirty (30) Members, Senior Members, Fellows and Honorary Fellows of whom the majority shall be Senior Members and Fellows. A majority of votes of members entitled to vote in person and by proxy shall carry any business before the meeting. Refer also to B7.1.1
<i>Voting</i>	B4.2.1	Every proposal submitted to any meeting except as otherwise provided, shall in the first instance be decided by a show of hands of the members entitled to vote but a ballot may be demanded by any Member, Senior Member, Fellow or Honorary Fellow present. This ballot shall be taken forthwith and be supervised by two scrutineers appointed by the meeting.
<i>Chairman</i>	B4.2.2	The Chairman of any meeting shall have a deliberative vote and, if necessary, a casting vote.
	B4.2.3	Every member of Council shall have only one vote except as provided in B4.2.2 above, even if the member serves on Council in terms of more than one provision of the Constitution.
	B4.3	The President shall preside at all Ordinary, Annual and Special General Meetings of the Institute at which he is present; otherwise the Deputy President or one of the Vice Presidents or other Office Bearer, or if none be present, a Fellow elected by the meeting shall preside.

<i>Adjournment</i>	B4.4	The Chairman of any meeting may, with the consent of the majority of the members present, who are entitled to vote, adjourn the proceedings from time to time and from place to place.
<i>Postal, facsimile and e-mail Ballots</i>	B4.5	Ballots and opinion polls held in terms of clauses 4.4 and 5 of the Constitution shall be conducted as follows: -
	B4.5.1	Council shall appoint a committee of not less than three (3) members comprising Members, Senior Members, Fellows and/or Honorary Fellows to conduct the ballot or opinion poll. One of the committee members shall be appointed chairman by Council.
	B4.5.2	Papers setting out the objects of the ballot or opinion poll and making provision for members to exercise their vote shall be sent by the Administration Staff of the Institute to all eligible members at least twenty- one (21) days in the case of post or five (5) days in the case of electronic communication specified by Council prior to the closing date of the ballot or poll
	B4.5.3	The result of the ballot or poll shall be reported to a Council meeting on a day specified by Council. Council shall determine in what form the result of the ballot or poll shall be communicated to members.
B5. OFFICIAL PUBLICATIONS, PAPERS ETC		
<i>Papers & contributions</i>	B5.1.	The official publications of the Institute shall be known as “SAIEE Africa Research Journal”, “wattnow”, “Watts On” and the Institute’s website www.saiee.org.za as well as any new publication that may be approved by Council. Official notifications may be included in any or all such publications as determined by Council.

	B5.2	All original literary and artistic material submitted to the Institute shall be deemed to be submitted for possible publication by the Institute. On receipt of any such submission and before publication by the Institute, the submitters shall be requested to assign, in writing, copyright in such material to the Institute and to give such guarantees as the Institute may require that publication of the material will not constitute a violation of the rights of third parties. In accordance with circumstances, safeguards other than those specified above may be obtained prior to publication of material.
	B5.3	No one shall, save with the permission of the Council, publish or cause to be published any material submitted to the Institute and which is covered by By-law B5.2. Where permission is granted in accordance with this By-law, it shall be incumbent upon the party granted permission to ensure that an acknowledgement is made in the form and place determined by the Institute.
	B5.4	Copyright in such material as referred to in By-law B5.2 shall be deemed to vest in the Institute when the written assignment set out in By-law B5.2 is made by the submitters.
	B5.5	Notwithstanding the provisions of By-law B5.3 abstracts of material in which the Institute holds copyright may be reproduced without the prior permission of Council, but due acknowledgement shall be made to the Institute.
	B5.6	Single copies of material in which the Institute holds copyright may be made for research or private purposes without reference to the Institute.

	B5.7	Except in the case of material submitted for conferences, symposia, workshops and similar events, copyright shall revert to the submitters if publication of the material covered thereby is not made within six (6) months of the date of submission of such material to the Institute or within such extended period (not exceeding one (1) year) as the Institute may communicate to the submitter within two (2) months of the date of the aforesaid submission.
	B5.8.1	In the case of material submitted to for conferences, symposia, workshops or other similar events copyright shall revert to the submitter unless within three (3) months after the date set for the event or at any prior stage the Institute has published the material in any form or the Institute has negotiated an extended period with the submitter for any such publication.
	B5.8.2	Notwithstanding the provisions of By-law B5.8.1 the Institute shall always have the right to publish in its official publications, material, revised or otherwise, presented at its conferences, symposia, workshops or similar events in whole, in part or in précis form.
	B5.9	Where the Institute undertakes joint conferences, symposia, workshops or similar events or joint publications with one or more third parties then the provisions of these By-laws will be adhered to subject to such modifications as may be deemed necessary by the Institute to provide for the position of any such third party. The publication rights are to be equitably shared.
<i>Author's complimentary copies</i>	B5.10.1	The publication of a paper by the Institute shall entitle the author, or joint authors, to receive a number of complimentary copies of the publication in which the paper was printed as determined by Council from time to time.

	B5.10.2	The author of a “contribution to discussion” which is published, shall, if he is not a member of the Institute, be entitled to receive a complimentary copy of the publication in which the paper and his contribution were printed.
<i>Preferential sales</i>	B5.11	Publications of the Institute may be sold on request, to members of extra-territorial Institutions at preferential prices as determined by Council from time to time.
B6. ELECTION OF MEMBERS OF COUNCIL		
<i>Nomination of Council members</i>	B6.1	The nomination of members for election to Council in accordance with 3.2.2 of the Constitution shall be as follows: -
	B6.1.1	Honorary Fellow, Senior Member and Member candidates eligible for election to Council may be nominated only by Members, Senior Members, Fellows and Honorary Fellows. Each member entitled to nominate candidates may nominate only one Fellow, candidate for each prospective vacancy amongst the Council members referred to in clause 3.2.2 of the Constitution.
	B6.1.2	Nominations shall be made in the format prescribed by Council; the nominations shall be sent to the members of the Institute by the Administration Staff of the Institute at least thirty-five (35) working days before the Annual General Meeting. Nominations in the prescribed formats shall be returned to reach the Administration Staff of the Institute not less than twenty-five (25) working days prior to the Annual General Meeting. The proposer shall obtain written consent from the nominee and this shall accompany the nomination.

<i>Ballot for Council</i>	B6.2.1	The Administration Staff of the Institute shall send the appropriate official voting lists at least twenty (20) working days before the Annual General Meeting to each member eligible to vote as indicated in clause 2.3.1 of the Constitution. These lists shall contain the names and designations (or occupations) of all candidates duly nominated.
	B6.2.2	The voting lists received by the Administration Staff of the Institute up to noon on the tenth (10th) working day before the Annual General Meeting.
<i>Scrutineers</i>	B6.3.1	A committee of not less than five (5) who are Senior Members, Fellows or Honorary Fellows shall be elected at the Council meeting immediately preceding the Annual General Meeting to conduct the ballot for the election of members of Council. This committee of scrutineers shall elect a chairman from amongst its members. The committee shall meet not less than five (5) working days before the Annual General Meeting to assess the outcome of the vote.
	B6.3.2	In the event of an equal number of votes being record for two or more candidates, all of whom cannot be elected, the chairman of the committee of scrutineers shall by a majority vote of the committee decide the result; the chairman shall have a deliberative and, if necessary, a casting vote.
	B6.3.3	The newly elected members shall be announced at the Annual General Meeting.
<i>Eligibility to become a member of Council</i>	B6.4	Council members appointed in terms of clause 3.2 of the Constitution, "Composition of the Council", shall have to be eligible. If a potential member has previously been dismissed from Council in terms of B7.2 or if that person has a criminal record (deemed by the Office Bearers to make that potential member unsuitable), then that person shall not be eligible for appointment to Council.

B7. MEETINGS AND DUTIES OF COUNCIL		
<i>Council meetings quorum</i>	B7.1.1	Council shall hold meetings as often as the business of the Institute requires. At meetings, of Council twelve (12) voting members shall form a quorum and all matters shall be decided by a majority, except as otherwise provided for in clause 2.15 of the Constitution and By-law B1.6.7. The chairman shall have a deliberative vote and, if necessary, a casting vote.
<i>Chairman</i>	B7.1.2	At each Council meeting the chair shall be taken by the President or, in his absence, the Deputy President, a Vice-President or other Office Bearer, in the absence of all of them, a Fellow or Honorary Fellow of the Council elected by members present.
<i>Absence from Council meetings</i>	B7.2	Any member of Council who consistently absents himself from Council meetings shall be given 2 months' notice that his membership of Council may be terminated if the situation is not corrected. If the situation does not change after 2 months, the EXCO may approve the termination.
<i>Council Member Performance</i>	B7.2.1	Absence from Council meetings. Any member of Council who consistently absents himself from Council meetings shall be given (2) months' notice that his/her membership of Council may be terminated if the situation is not corrected. If the situation does not change after 2 months, the EXCO may approve the termination.
	B7.2.2	The sanction in B7.2.1 may apply if a written complaint of untoward behaviour is received by the EXCO. Untoward behaviour includes but is not limited to:

		1. A Council member does not support any of the Institute's official events.
		2. A Council member knowingly contravenes the provisions of the Constitution, By-laws and Policies and Procedures.
		3. Lack of performance as a Chairman or member of a sub-committee.
	B7.2.3	If a written complaint of untoward behaviour is received by any member of the EXCO, the Office Bearers shall act as a Disciplinary Committee to investigate the complaint. Office Bearers shall investigate the complaint and interview the member concerned. The appointments of committees and representatives shall have the power to appoint committees and/or representatives for such purposes and with such powers as it may decide. Such appointments and/or representation may be made from members of the Institute or from such other persons as Council may select in order to further the interests and work of the Institute. Office Bearers may then recommend Counselling or a sanction which may be the termination of Council membership to the EXCO for approval
<i>Appointments of Committees and representatives</i>	B7.3.1	Council shall have the power to appoint committees and/or representatives for such purposes and with such powers as it may decide. Such appointments and/or representation may be made from members of the Institute or from such other persons as Council may select in order to further the interests and work of the Institute.
	B7.3.2	The President shall be ex officio a member of all committees.
	B7.3.3	Chairmen of committees and representatives appointed by Council shall report regularly to Council either in person or in writing the progress and eventually the result of the work of the committees or representation.

<i>Committees, Committee Rules and Responsibilities</i>	B7.3.4	<p>To consider reports from the Council Committees.</p> <p>To make decisions on matters within the EXCO delegation.</p> <p>To refer matters to Council for approval where necessary.</p> <p>To formulate strategies and policies for the Institute.</p> <p>At meetings of the Committee five (5) members, or 50% of the Committee, whichever is the lesser amount, shall form a quorum and all matters shall be decided by a majority vote, the chairman having a deliberative vote and, if necessary, a casting vote.</p>
	B7.3.4.1	<p>Finance and Internal Audit Committee:</p> <ul style="list-style-type: none"> – Assist the Honorary Treasurer in his role and responsibility as custodian of the SAIEE finances, including operational and investment finances. – Provide similar support to the CEO. Assist the CEO to comply the annual budget. – Exercise oversight over SAIEE financial activities, including those of the centres and sections. – Centre management and support co-ordination and liaison. – Ensure effective financial management and controls with regard to events and projects. – To ensure that the terms of By-law 12 are complied with. – To ensure compliance to relevant legislation. – To safeguard the assets of the Institute. – To ensure that all members comply with the Constitution, By-laws, and Policies and Procedures as applicable with respect to financial matters.

	B7.3.4.2	<p>Education & Training Committee</p> <ul style="list-style-type: none"> – Outreach programmes to schools (including career guidance). – Student Chapters (including student guidance). Bursaries (SAIEE and administered). – Post graduate research grants – Tertiary Education Institution liaison and programmes. – Driver for transformation, particularly through the entry points to the engineering education pipeline and through facilitating and aiding entry to, and progress through, the education and training pipeline to graduation.
	B7.3.4.3	<p>Professional Development Committee</p> <ul style="list-style-type: none"> – Mentoring of young engineering Graduates (technicians, technologists and engineers). – Registration support to all electrical engineering practitioners. – Outreach to and liaison with other organisations and stakeholders (e.g. other Voluntary Associations (VA), Non-Government Organisations, state bodies , Engineering Council of South Africa, Council for the Built Environment (CBE), Council on Higher Education (CHE), etc.). – Skills development and enhancement programmes, including together with industry and other VAs. – Continuing professional development (SAIEE programmes and activities). – Continuing professional development (validation and endorsements). – Driver for transformation in the electrical engineering industry. – Career development and mentorship for all Electrical Engineering Practitioners. – Management of international corporation between SAIEE and professional international bodies (CIGRE, Institute of Electrical and Electronics Engineers (IEEE), WFEO (World Federation of Engineering Organizations), IET).

	B7.3.4.4	<p>Publications, Marketing and Social Media Committee</p> <ul style="list-style-type: none"> – Strategic direction and oversight of SAIEE Journals, and social media. – Editorial Boards and panels. – Strategic direction to Publications and activity oversight. – Expanding publications in consultation with the Technology & Knowledge Leadership Committee. – SAIEE website – strategic direction and oversight. – Communicate (technical and other relevant information) to membership and the industry. – Provide strategic direction and oversight to the SAIEE EXCO in respect of marketing of the SAIEE, its membership, activities, values and positions. – Interact with other committees in respect of their activities, priorities, positions and needs relating to marketing and encourage and promote these through appropriate actions and direction. – Market the status and value of SAIEE membership and grades into the membership body, industry, public sector and broader society, and encourage membership and transfers, in collaboration with the SAIEE Membership Committee. – To develop and create a sustainable demand for the SAIEE products and services. – To promote the SAIEE Brand and monitor and ensure compliance to SAIEE marketing and branding policies. – Monitor and manage social media activity to further the aims of the SAIEE. – Strategic direction and oversight of SAIEE Journal and magazine publications
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	B7.3.4.5	<p>Technology & Knowledge Leadership Committee</p> <ul style="list-style-type: none"> – Leverage the membership knowledge repository towards activities such as: – Technical application (e.g. standards development). – Industry, legislative and social issues and commentary, and general “thought leadership”, on matters directly or indirectly within the electrical engineering milieu. – Knowledge dissemination and growth (symposia, publications, events, articles, etc), in collaboration with other committees (e.g. Publications and Events). – Recommend the establishment of and support for Sections to Council – Approve the formation of Chapters (sub-Sections) upon recommendation from Sections and notify Council. – Liaise with and support Sections and Chapters to encourage national involvement and co-ordination in their activities – Liaise with centres to encourage national involvement and co-ordination in these activities. – Establish and maintain the SAIEE in a leadership role in electrical engineering, in a way that is relevant to SAIEE members, industry, public sector and the broader South African setting. Collaborate with the Marketing and Communications Committee in this respect.
	B7.3.4.6	<p>Events Committee</p> <ul style="list-style-type: none"> – Event coordination, oversight and strategic direction. – Establish and maintain event standards. – Initiate, arrange and manage annual events – AGM, Banquet, President’s Invitation Lecture, and Bernard Price Memorial Lecture. – Provide event feedback to all concerned to ensure early warning of problem areas, addressing of calendar gaps and clashes etc. – Proactively encourage event initiation by committees, sections, Chapters (sub-groups of Sections), Centres, Interest Groups (sub-Centres) and other Chapters (Student & Associate). The primary drivers shall be the relevant Committees, Sections, Chapters, Centres, Interest Groups and other Chapters (Student & Associate) and not the Events Committee.]

	B7.3.4.7	<p>Membership Committee</p> <ul style="list-style-type: none"> – Establish, implement and consistently apply the membership criteria. – Exercise custodial oversight of the membership database and its integrity. – Oversee applications for membership to Student, Associate and Member grades. (Chief Executive’s Management Committee shall receive, vet and approve applications to Student, Associate and Member grades as per B7.3.4.8.) – Receive and vet applications for Companion, Fellow and Senior membership. – Receive and vet, if applicable, all applications relating to transfers, resignations and other membership requests (e.g. fee adjustments). – Promote the status and value of SAIEE membership. – Identify and encourage membership transfers. – Oversee the validity and correct use of membership certificates.
<i>Chief Executive Officer (CEO) and CEO’s Management Committee (CEMC)</i>	B7.3.4.8	<p>Chief Executive’s Management Committee (CEMC)</p> <p>The duties and responsibilities of the CEO are governed by clause 3.2.9 of the Constitution, and the delegation document contained in the Policies and Procedures of the Institute.</p> <p>The EXCO, in consultation with the CEO if necessary, shall appoint an acting CEO in the event of any significant absence of the CEO. If after three months, the CEO has not resumed duties, the EXCO will review the situation and take the necessary steps.</p> <p>The composition of this Committee shall be CEO, Operations Manager, Finance Manager and other co-opted persons.</p> <p>The CEMC is responsible for the recruitment of SAIEE membership.</p>
	B7.3.4.9	

<i>Governance Committee</i>	B7.3.4.10	<p>The Governance Committee is responsible: -</p> <ul style="list-style-type: none"> – for the Committee reviewing of the Constitution, By-laws, Policies and Procedures, and the Organisational structure, – to ensure that they are aligned to the ever-changing requirements of the Institute. <p>The Committee shall: -</p> <ul style="list-style-type: none"> – draft amendments and additions as required and recommend them for approval. <p>The Constitution should be reviewed every 3 years, or when considered necessary, and any amendment should be recommended to Membership through the Council structure for approval. (See Clause 5.1 of the Constitution).</p> <p>By-law(s) should be amended or added to, to align with the requirements of the Institute, and the amendment(s) should be referred to EXCO for noting and Council for approval.</p> <p>Policies and Procedures shall be the responsibility of the CEO, and be drawn up by the office of the CEO. The Governance Committee shall have oversight of the Policy Manual. On request from the Council, the Office Bearers, the EXCO and/or a Council committee, the Governance Committee can review or introduce a policy or procedure,</p> <p>The Organisational Structure should be reviewed at the time the strategy and budget for the following year is compiled, and the reviewed structure should be recommended to EXCO for approval by Council.</p>
		and recommend the amendment or addition to the EXCO for approval.
<i>Risk Committee</i>	B7.3.4.11	<p>The Risk Committee shall be chaired by the Senior Vice President and all Office Bearers together with the CEO shall be members. The Risk Committee shall meet four (4) times a year, and in consultation with other Council members, draw up a list on the prescribed form, of at least the top ten (10) risks facing the Institute. a monetary value and a probability shall be assigned to each risk, and the total probable risk value determined. Action plans shall be drawn up to minimise the identified risks. the list shall then be presented to EXCO and Council for their attention.</p>

<i>Ethics Committee</i>	B7.3.4.12	<p>The Ethics Committee shall be chaired by the Junior Vice President and all Office Bearers together with the CEO shall be members.</p> <p>The Ethics Committee shall meet at least once a year, and review the approved Code of Ethics, Policy number 044.</p> <p>If the Code has been transgressed, the Committee shall meet to investigate the transgression, and to recommend to EXCO and Council the appropriate sanction, if any. if any member of the Committee is a party to the alleged transgression, he or she shall recuse themselves from the investigation.</p>
<i>Reciprocity arrangements</i>	B7.4.1	<p>The President or, in his absence, the Deputy President or a Vice-President, may extend the privileges of the Institute to members of extra-territorial Institutions who are visiting the Republic of South Africa. Such privileges shall include those enjoyed by members with exception of voting powers at meetings and may normally extend for a period of not exceeding twelve (12) months.</p>
	B7.4.2	<p>Visiting members from like organisations that enter into an agreement with the Institute as approved by Council shall be granted facilities and privileges in terms of the specific agreement entered into with that Institution as approved by Council in May 1992 and re-affirmed from time to time</p>
<i>Representation on other bodies</i>	B7.5	<p>Council shall elect from membership representatives to serve on any approved society, committee, board, council, etc.</p>
<i>Additional Members of Staff</i>	B7.6	<p>Council may designate additional members of the SAIEE staff to perform the secretarial or other duties as Council may decide from time to time.</p>
<i>Co-option of members to Committees</i>	B7.7	<p>- A member of the Committee or Chairperson shall make representations to the Committee for a member to be considered for co-option. This shall be based on the value that the member shall bring to the working of the Committee. A</p>

		<p>decision shall be taken by a simple majority of a quorate Committee meeting.</p> <ul style="list-style-type: none"> - A co-opted member must be a member of the Institute in good standing. - No more than three (3) members should be co-opted to a Committee. - The period of co-option to a Committee shall terminate at the end of the incumbent President's term.
B8. CENTRES AND SECTIONS		
<i>Constitution of Centre or Section</i>	B8.1	Any Centre, Interest Group (Sub-Centre) or Section, Chapter (sub-group of a Section) established by the Institute shall be constituted and its affairs conducted in accordance with the Constitution, By-laws, Policies and Procedures.
	B8.1.1	A Centre is a group of members as per paragraph 3.12 of the Constitution resident in a specific region that has the same objectives as that of the Institute.
	B8.1.1.1	<p>An Interest Group (sub-Centre):</p> <ul style="list-style-type: none"> – comprises of a number of SAIEE members within a region, some distance from existing centres, that share a common interest in electrical engineering: – shall be formed provided there are sufficient members within a geographical area who formally request Council for its formation – reports to the closest Centre as listed on B8.2.2. – could become a Centre in its own right in accordance with paragraph 3.12 of the Constitution.
	B8.1.2	A Section is a group of members as per clause 3.16 of the Constitution who have an interest in a specific branch of electrical engineering based on recommendation of and in accordance with B7.3.4.5.
	B8.1.2.1	<p>A Chapter will comprise of members with appropriate skills and/or interest in a particular technical area. The aim of which is to provide technical leadership, focus on and be involved with a specific field of electrical engineering.</p> <p>A Chapter may be formed in accordance with B7.3.4.5. It may apply to become a fully-fledged Section in its own right, as per clause 3.16 of the Constitution and B8.1.2.2.</p>

	B8.1.2.2	Council may, at its discretion, upon the recommendation from TKL and a written request signed by at least ten (10) Members, Senior Members or Fellows, of which the majority shall be Senior Members and Fellows, with a common interest in a particular field of electrical engineering, form a Section of the Institute. The affairs of Sections shall be conducted in accordance with the Objectives, By-laws, Regulations and Rules.
	B8.2.1	The established Centres and Interest Groups are listed in Annexure A: -
	B8.2.2	The established Sections and Chapters are listed in Annexure B: -
	B8.3.1	The membership of a Centre shall consist of those members of all grades in the Institute who reside in a geographical area which has been defined by postal codes. All members of the Institute shall be able to take part in the activities of all Sections.
	B8.3.2	Office Bearers of a Section shall be members, Senior Members, Fellows or Honorary Fellows of the Institute.
<i>Management of Section or Centre</i>	B8.4.1.1	The affairs of a Centre or Section shall, subject to control by Council, be managed by a Committee elected by Members, Senior Members, Fellows and Honorary Fellows who are members of the Centre or Section from the members of the Centre or Section.

<i>Centre Committee Structure</i>	B8.4.1.2	The structure of the Centre Committee shall mimic that of the SAIEE Council as far as is possible and practical. Sub-committees with the same objectives as the Sections as defined in B8.2.3 above may be formed in the Centre, with dotted-line reporting to the respective Section. The formation of a Finance Committee in a Centre is Mandatory. This should consist of the Chairman, Vice Chairman and Honorary Treasurer (Appointed in terms of By-law B 8.4.5 below) The Finance Committee shall provide over-sight for all expenditure of the Centre, and give assurance to the CEO that the expenditure incurred is valid and correct.
<i>Centre and Section Committee member Performance</i>	B8.4.1.3.1	Absence from Committee meetings: Any member of the Committee who consistently absents himself from Committee meetings shall be given two (2) months' notice that his/her membership of the Committee may be terminated if the situation is not corrected. If the situation does not change after two (2) months, EXCO may approve the termination.
	B8.4.1.3.2	The sanction in B8.4.1.3 may apply to a Committee member if a written complaint of a breach of the Code of Ethics or untoward behaviour is received by EXCO. Untoward behaviour includes but is not limited to: A Committee member does not support any of the official events. A Council member knowingly contravenes the provisions of the Constitution, By-laws and Policies and Procedures. Lack of performance as a Chairman or member of a committee.

	B8.4.1.3.3	If a written complaint of untoward behaviour is received by any member of the EXCO, the Office Bearers shall act as a Disciplinary Committee to investigate the complaint. Office Bearers shall investigate the complaint and, if it is practical, interview the member concerned. The Office Bearers may then recommend Counselling or a sanction which may be the termination of Committee membership to EXCO for approval.
	B8.4.1.3.4	If a potential member has previously been dismissed from a Committee or if that person has a criminal record (deemed by the Office Bearers to make that potential member unsuitable), then that person shall not be eligible for appointment to Council.
	B8.4.2	The Committee shall be constituted as follows
	B8.4.2.1	A Chairman
	B8.4.2.2	A Vice-Chairman
	B8.4.2.3	The Immediate Past Chairman
	B8.4.2.4	An Honorary Treasurer (for Centre only)
	B8.4.2.5	A maximum of six (6) members of whom at least four (4) shall be Senior Members, Fellows and/or Honorary Fellows
	B8.4.2.6	Past Chairmen (not more than five (5)) who have accepted in writing the invitation of the Committee to serve for the ensuing year. The invitation shall be issued and accepted prior to the Committee meeting immediately preceding the Annual General Meeting of the Centre or Section.

	B8.4.3	The elected Committee shall have the power to co-opt by unanimous vote of those present at an ordinary committee meeting not more than two (2) additional Members, Senior Members, Fellows and/ or Honorary Fellows; these co-opted members shall have the privileges and responsibilities of elected members and shall hold office for the current year. The names of such co-opted members shall be announced at the next Ordinary General Meeting of the Section or Centre following their co-option to the Committee.
<i>Chairman and Vice-Chairman</i>	B8.4.4.1	The Chairman and the Vice-Chairman shall be Senior members, Fellows and/or Honorary Fellows of the Institute and after the first year of its inception shall have served for at least one (1) year on the Committee prior to their election to these positions.
	B8.4.4.2	The Chairman and Vice-Chairman shall be elected by the Committee from those of its members who are eligible for election to these offices. They shall hold office for one (1) year unless the committee appoints either or both incumbents for one (1) additional year. Any extension of the appointment(s) beyond a second year in office shall be subjected to approval by a resolution of Council.
<i>Honorary Secretary and Treasurer</i>	B8.4.5	An Honorary Secretary (and only in the case of a Centre, an Honorary Treasurer) shall be appointed by the Committee.
<i>Retirement of Committee members</i>	B8.4.6	Three (3) members denoted in By-law B8.4.2.5 shall retire annually in rotation but shall be eligible for re- election.
<i>Frequency and quorum of Committee and Centre meetings</i>	B8.5.1	The Committee shall meet as often as the business of the Centre or Section requires. At meetings of the Committee five (5) members, or 50% of the Committee, whichever is the lesser amount, shall form a quorum and all matters shall be decided by a majority vote, the chairman having a deliberative vote and, if necessary, a casting vote.

	B8.5.2	At each Committee meeting the chair shall be taken by the Chairman or, in his absence, the Vice-Chairman or, in the absence of both of them, a Senior Member, Fellow or Honorary Fellow on the Committee elected by the members present.
<i>Duties of Committee</i>	B8.6	The duties of the Committee shall be:
	B8.6.1	To organise meetings for reading and discussing papers and delivery of lectures; to arrange visits and events and to discuss subjects coming within the scope of the Centre or Section.
<i>Expenditure and handling of funds by Centres or Sections</i>	B8.7.1	A Centre or Section Committee shall not undertake any activities involving the expenditure of Institute funds entrusted to it, unless the item is part of an approved budget, or with prior approval of EXCO. Furthermore, nothing in these By-laws shall empower any Centre or Section Committee to contract debts in the name of the Institute or to pledge the Institute's credit in any way.
	B8.7.2	Funds allocated for the operations of a Centre shall be deposited on account of and for the use of the Centre in the bank which has been designated by the SAIEE. All cheques drawn on such accounts shall be signed by the Chairman or Vice-Chairman and the Honorary Treasurer of the Centre.
<i>Minutes of meetings to be kept</i>	B8.8	Minutes of all Committee and General Meetings of the Centre or Section shall be kept and copies thereof, after scrutiny by the Chairman and with the least possible delay, shall be forwarded to the Administration Staff of the Institute for submission to Council.

<i>Annual and Ordinary General Meetings</i>	B8.9.1	The Annual General Meeting of the Centre or Section shall be held in the first half of the calendar year and, in addition, at least three (3) Ordinary General Meetings shall be held during each year.
	B8.9.2	At each General Meeting the chair shall be taken by the Chairman or, in his absence, the Vice-Chairman or, in the absence of both, by a Senior Member, Fellow or Honorary Fellow serving on the Committee who is elected by the members present.
<i>Nomination and election of a Committee of either a Centre or Section</i>	B8.10	The nomination and election of members of the Committee shall be as set out herein. The result of the election shall be announced at the Annual General Meeting of the Centre or Section.
<i>Nomination of candidates</i>	B8.10.1	All candidates for election to the Committee shall be nominated only by Members, Senior Members, Fellows and Honorary Fellows of the Centre or Section who shall each be entitled to nominate candidates eligible for election for not more than the number of vacancies occurring on the Committee; candidates to fill vacancies shall comply with clause B8.4.2.5 of the By-laws and shall be considered separately for this purpose. Nominations shall be made on the form prescribed by Council. These forms shall be sent to Members, Senior Members, Fellows and Honorary Fellows who are members of the Centre or Section by the Administration Staff of the Institute at least thirty- five (35) days before the Annual General Meeting of the Centre or Section. Nomination forms shall be returned to reach the Administration Staff of the Institute not less than twenty (20) days prior to the date of the Annual General Meeting of the Centre or Section. On receipt of nominations the Administration Staff of the Institute shall notify each nominee and request his acceptance of nomination within five (5) days; failing such acceptance the nomination shall lapse.

<i>Election of candidates</i>	B8.10.2	At least ten (10) days prior to the closing date of the ballot the Administration Staff of the Institute shall send official voting lists of all accepted nominations to each Member, Senior Member, Fellow and Honorary Fellow eligible to vote, which lists shall contain the names and designations (or occupations) of all candidates duly nominated.
	B8.10.3	The voting lists received by the Administration Staff of the Institute, not later than noon on the closing date stated thereon shall be included in the ballot
<i>Scrutineers for the ballot</i>	B8.10.4	The President or his appointed representative shall appoint three (3) neutral members (with no conflict of interest) of Member Grade or higher as scrutineers to conduct the ballot for the election of members of the Committee. In the event of an equal number of votes being recorded for two (2) or more candidates all of whom cannot be elected, the President or his appointed representative in consultation with the three (3) scrutineers shall decide the result.
<i>Authority of Centre or Section</i>	B8.11	A Centre, or Section or Student Chapter shall not purport to act for the Institute in any matter which conflicts with the Constitution and By-Laws of the Institute, either directly or by correspondence vis-à- vis Government Departments or similar bodies or any organisation, group or individual unless specifically authorised in writing by Council so to act (refer to clause 3.1 of the Constitution).

<i>Dissolution</i>	B8.12	Council shall retain the power to dissolve any Centre or Section and a copy of the resolution of Council deciding upon such dissolution shall be sent to the Chairman of the Centre or Section concerned and shall be published in one of the official publications of the Institute. All assets, books, records and funds of the Institute in the custody of the Centre or Section shall remain the property of the Institute and, in the event of the dissolution of a Centre or Section as provided for in this By-law, shall be forwarded immediately to the Administration Staff of the Institute.
B9. STUDENT CHAPTERS		
<i>Rules</i>	B9.1	Any Student Chapter established by the Institute shall operate under its own rules provided its Rules do not conflict with the Constitution, Objectives, By-laws, Policies and Procedures of the Institute subject to clause B9.7. These Rules and any amendment thereof shall be submitted to Council for approval.
<i>Objectives</i>	B9.2	The Student Chapter shall not operate in any way that might cause disrepute for the Institute and the provisions of Clause B8.11 shall apply.
<i>Membership</i>	B9.3	The membership of a Student Chapter shall consist of bona fide Students, (Student Members, Members and Associates). In good standing.
<i>Management of the Student Chapter</i>	B9.4	The affairs of the Student Chapter shall, subject to oversight by Council, either directly or indirectly, and be managed by a Committee elected by the members of the Student Chapter as defined in B9.3 above.
<i>Institute Oversight</i>	B9.5	The Council of the Institute shall have the power to veto any decision of the Student Chapter or its Committee that it considers not to be in the best interest of the Institute.

<i>Liaison Officer</i>	B9.6	In order to exercise oversight of a Student Chapter, Council shall appoint a Senior Member, Fellow or Honorary Fellow to act as liaison officer between the Student Chapter and the Institute. The liaison officer shall be a non-voting member of a Student Chapter Committee.
<i>Duties of Committee</i>	B9.7	The obligations of the Student Chapter Committee shall be to organise meetings for reading and discussing papers and delivery of lectures; to co-operate with Student bodies of other voluntary associations, to arrange visits and to discuss subjects coming within the scope of the Student Chapter; to consider any other matters which come within the scope of the Student Chapter.
<i>Funds required by Student Chapter</i>	B9.8	Subject to Council approval, any funds required for the operation of a Student Chapter shall preferably be budgeted for and made available once approved by the CEO.
<i>Minutes of meetings</i>	B9.9	Minutes of all committee and general meetings of Student Chapters shall be kept and copies thereof, shall be forwarded via the liaison officer to the Institute.
<i>Annual General Meeting</i>	B9.10	An Annual General Meeting shall be held in the second half of each calendar year to elect the Committee for the period until the next Annual General Meeting.

<i>Dissolution</i>	B9.11	Council shall retain the power to dissolve any Student Chapter and a copy of the resolution of Council deciding upon such dissolution shall be sent to the Chairman of the Student Chapter concerned and shall be published in one of the official publications of the Institute. All assets, books, records and funds of the Institute in the custody of the Student Chapter shall remain the property of the Institute and, in the event of the dissolution of a Student Chapter as provided for in this By-law, shall be forwarded immediately to the Administration Staff of the Institute.
B10. MEETINGS AND BUSINESS OF CORPORATE PARTNERS		
<i>Corporate Partner meetings</i>	B10.1	Corporate Partners may and are encouraged to meet amongst themselves to discuss matters of mutual interest.
<i>Institute events</i>	B10.2	Corporate Partners are encouraged to sponsor official Institute events subject to application to and approval by Council.
<i>Corporate Partner events</i>	B10.3	Corporate Partners are encouraged to arrange and present events, at their cost, under the auspices of the SAIEE, subject to approval by Council. The SAIEE may on request provide administration support for these events.

<i>Corporate Partner categories</i>	B10.4	<p>Corporate Partners will be appointed to a particular category depending on their compliance with rules and payment of the relevant fees as determined by Council from time to time.</p> <p>Corporate Partners will be categorised as Platinum, Gold, Silver or Bronze as defined by Council from time to time.</p> <p>Corporate Partners may apply to change their affiliate category at any time by meeting the relevant requirements and applying to Council in writing.</p>
<i>Privileges and Benefits enjoyed by Corporate Partners</i>	B10.5	The privileges and benefits to be enjoyed by Corporate Partners will be according to Regulations and Rules drawn up by EXCO, approved by Council and reviewed from time to time
<i>Change of name or status</i>	B10.6	Any change of affiliate name or status must be communicated to the SAIEE in writing within 3 months of the change becoming effective.
B.11 EXCO		
<i>Delegated authority</i>	B11.1	The delegated authority of EXCO shall be documented, agreed and approved by Council from time to time and at least annually at Budget time.
<i>EXCO membership</i>	B11.2	<p>The following shall be members of EXCO:</p> <p>Office bearers (6)</p> <p>CEO, Operations Manager & Finance Manager</p> <p>Chairmen of the Council Committees as defined in the By-laws.</p> <p>Up to three (3) persons may be co-opted for one term by the EXCO - subject to Council Approval. The co-option may be renewed on a yearly basis.</p> <p>These persons are to add value to the business of the EXCO and SAIEE.</p>

<i>Meetings and quorums</i>	B11.3	EXCO shall meet as often as the business of the EXCO requires. The quorum for EXCO meetings shall be 6 EXCO members, at least half of whom must be Office Bearers.
<i>EXCO Chairman</i>	B11.4	At each EXCO meeting the Chair shall be taken by the President or, in his absence, the Deputy President, a Vice-President or, in the absence of all of them, the Honorary Treasurer.
<i>Remuneration Committee</i>	B11.5	<p>The Remuneration Committee (REMCO) shall be a sub-committee of the EXCO, and shall consist of the (Hon) Treasurer, the Chairman of the Finance and Internal Audit Committee, and the President. Its duties will be approval of the Finance and Internal Audit Committee and all other Terms and Conditions of employment of SAIEE's staff, as proposed by the CEO.</p> <p>The Remuneration Committee shall also be the Disciplinary Committee for permanent staff of the Institute. If a rumour, complaint is received by the Office Bearers such item shall be investigated, and the person against whom the allegation is made, be given a fair chance to answer to it. The provisions of Disciplinary Policy 901 and Grievance Policy 902 shall be applied in this process.</p>

<i>Office Bearers</i>	B11.6	<p>The duties and responsibilities of the Office Bearers are governed by the Constitution clauses 3.2.1, 3.5, by the by-laws of the Institute and any subsequent delegation of authority.</p> <p>The Office Bearers may caucus to suggest matters that they may wish to recommend to EXCO.</p> <p>The Office Bearers shall be the face of the Institute. The President assisted by the rest of the Office Bearers and the CEO shall represent the Institute at all official functions.</p> <p>Office Bearers are non-executive and may deal with matters of the strategic or sensitive nature such as: Recommending any nominations of SAIEE representatives in peer organisations for approval by Council.</p> <p>Ongoing review of effectiveness of Council Members contribution to the activities of the Institute including attendance at and to Council matters.</p>
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<p><i>Office Bearers</i></p>		<p>Honorary/executive participation and representation of the Institute at official function by invitation. Ongoing review of performance and effectiveness of Committees of SAIEE</p> <p>Develop a code of duties and expectations for future Office Bearers and maintain an induction course for prospective candidates for Office Bearer. The Immediate Past President shall brief the incoming Office Bearer(s). Office Bearers shall be ex-officio members of Council Committees that they are not already a member of. All Office Bearers shall be members of the Risk Committee and the Ethics Committee.</p> <p>The Deputy President and two Vice Presidents shall have portfolios as defined in the By-laws. The Deputy President shall be the Chairman of the Finance and Internal Audit Committee. The Senior Vice President shall be the Chairman of the Risk Committee and the Vice Chairman of the Finance Committee. The Junior Vice President shall be the Chairman of the Ethics Committee.</p> <p>Oversight of matters involving any public relations of stakeholder relations of the SAIEE.</p>

		<p>In accordance with clause B1.6.3 of the Constitution, the President shall discuss any Honorary Fellow nominations with the Office Bearers, disclosing at his/her discretion the identity of the proposer. If the candidate is an Office Bearer, he/she shall be excluded from the discussion.</p> <p>Succession Planning: Office Bearers may give consideration to and have a plan for succession and continuity of operations for the Institute.</p> <p>Recommendations shall be made by the Office Bearers to EXCO and referred to Council for of the proposer. If the candidate is an Office Bearer, he/she shall be excluded from the discussion.</p> <p>Any scrutineering requirements: In accordance with clause B8.10.4 of the Constitution the president shall appoint three (3) Office Bearers and a Secretary of the Institute to conduct the ballot for the election of member of the Committee. In the event of an equal number of votes being recorded for two (2) or more candidates all of whom cannot be elected, the</p>
		<p>President in consultation with the three (3) appointed Office Bearers shall decide the result. Recommendations shall be made by the Office Bearer to EXCO and referred to Council for approval where necessary.</p>
B12. ASSETS AND ACCOUNT MANAGEMENT AND ADMINISTRATION		

<i>Responsibility for administration and management</i>	B12.1	<p>The responsibility for management of the assets and accounts of the Institute, as delegated by Council, resides with EXCO assisted by the Finance and Internal Audit Committee. (See also B7.3.4.1).</p> <p>The Finance and Internal Audit Committee will exercise oversight over the financial aspects of the Institute activities and ensure effective management controls with respect to Institute projects and events.</p>
<i>Chairman of the Finance and Internal Audit Committee</i>	B12.2	The Chairman of the Finance and Internal Audit Committee shall be the Deputy President. The Vice Chairman of the Finance and Internal Audit Committee shall be the Senior Vice President.
<i>Honorary treasurer</i>	B12.3	The Governance of the Assets and Accounts shall be vested in the Honorary Treasurer who will perform an oversight role.
<i>CEO</i>	B12.4	The CEO, assisted by his administration staff, shall be responsible for the performance of day-to-day management and administration of the Assets and Accounts of the Institute.
<i>Authority Matrix</i>	B12.5	All transaction approvals shall be according to the Authority Matrix as approved by Council. No transaction shall be permitted outside this Authority Matrix unless approved by EXCO.

<i>Finance and Internal Audit Committee</i>	B12.6	<p>The Finance and Internal Audit Committee shall be made up of Members, Senior Members, Fellows and Past Presidents of the SAIEE, nominated by the Office bearers and approved by Council. The membership of the committee shall be as follows:</p> <p>Chairman Vice Chairman CEO assisted by the Institute Accountant, who does not have a vote. The current President, ex-officio. Honorary Treasurer Minimum of 2 (two) and a maximum of 5 (five) Members, Senior Members, Fellows or Past Presidents.</p> <p>The quorum shall be four (4) members, at least half of which shall be made up of the chairman, vice chairman, CEO or the Honorary Treasurer.</p>
<i>Funding of the Institute</i>	B12.7	<p>The Institute shall be funded by Members and Corporate Partner Subscriptions, Investment income, Income from Publications, Income from activities emanating from the Objectives and conducted by the Institute (such as the Continuous Development Programme, and Mentorship), donations, sponsorships and bequests.</p>
<i>Funding of Projects</i>	B12.8	<p>Projects must comply with the Objectives of the Institute as defined in clause 1.4 of the Constitution. Annually, an amount shall be included in the budget, and payment of such funding shall be proposed to the EXCO by the President and CEO for approval. Non budgeted items are subject to Council approval.</p>