

CONSTITUTION

(Amended September 2010)

1. Name and Mission

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| Name | 1.1 | The name of the Institute shall be "The South African Chemical Institute (incorporating The South African Institute of Assayers and Analysts)" - "Die Suid Afrikaanse Chemiese Instituut (waarby Die Suid-Afrikaanse Instituut van Essaieurs en Analitici ingelyf is)". |
| Head Office | 1.2 | The administrative offices of the Institute shall be in Johannesburg, Gauteng. |
| Mission | 1.3 | The Institute's mission shall be to promote the development and image of Chemistry in different ways, to advise on chemical education and other Chemistry related legislative matters and issues of public and environmental concern, to play a leading role in assuring the professional competence and integrity of chemists and to foster international collaboration as part of the African chemical community. |
| Slogan | 1.4 | Chemistry – our key to the future! |

2. Membership

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| Membership | 2.1 | The Institute shall consist of: |
| | 2.1.1 | Honorary Members, Members, Associate Members, and Life Members duly elected by Council. |
| | 2.1.2 | Patron Members and Company Members duly elected by Council. |
| Corporate Membership | 2.2 | Honorary Members and Members shall be entitled to the rights and privileges of Corporate membership and such Members are referred to as Corporate Members. |
| Honorary Members | 2.3 | Honorary Members shall be persons whom the Institute specially desires to honour in consideration of exceptional services rendered by them to the Institute or to Chemistry. |
| Nomination of Honorary Members | 2.3.1 | The nomination of an Honorary Member shall: |
| | 2.3.1.1 | be submitted together with a written statement of the candidate's qualifications, to the President by a member of Council or a Past-President; |
| | 2.3.1.2 | be recommended to an Electoral College on a resolution of the Executive Committee, due notice of motion having been given by the President at a meeting of the Committee held not less than 2 weeks previously; |
| | 2.3.1.3 | be supported by the Electoral College which shall consist of the members of the Council together with the Past-Presidents of the previous 6 years. To secure the approval of the Electoral College it shall be necessary that: |
| | (a) | not less than 75% of the members of the Electoral College cast their votes in a secret postal or electronic ballot in the manner |

and by the date prescribed by the Executive Committee, for which scrutineers shall be appointed by the Executive Committee, and

(b) not less than 75% of the votes cast by the Electoral College shall be in favour of the candidate.

Election of Honorary Member 2.3.2.1 The election of an Honorary Member shall be confirmed by the Council, only if supported by the Electoral College and on due notice of not less than 2 weeks.

2.3.2.2 In any particular case Council may delegate to the Executive Committee its power to confirm the recommendation of the Electoral College. Such delegation may be given by a postal or electronic vote of the Council.

Qualification for Membership 2.4 A Member at the time of his/her election shall fulfil the following conditions:-

2.4.1 He/she shall furnish evidence that he/she has:

(a) completed a 4-year course in any branch of Chemistry and been granted a degree, diploma or certificate of a University or University of Technology, or other examining body approved by the Council, provided that the Council shall be satisfied that the candidate has received satisfactory training, and

(b) in addition to (a) has been engaged in full time chemical work or further study in Chemistry for a least 3 years, provided that the Council may, in special cases, dispense with this requirement wholly or in part.

2.4.2 He/she shall be such a person that his/her election as a Member would, in the opinion of the Council, be in the interest of the Institute.

2.4.3 The Council shall have power in exceptional circumstances to elect to the grade of Member any person who, by virtue of his/her position and his/her experience in Chemistry, is deemed worthy of election and whose election is considered to be in the interest of the Institute.

2.5 An Associate Member shall be any person regardless of qualifications and experience, whose work is connected with Chemistry, and shall be such a person that his/her election as an Associate Member would, in the opinion of the Council be in the interest of the Institute.

Students in Training 2.6. *Bona fide* students studying with the objective of qualifying for the practice of Chemistry and not less than 17 years old, may be admitted as Associate Members and will be allowed reduced subscriptions.

Patron and Company Members 2.7 A Company having interests in Chemistry and chemical technology shall be eligible for election as a Patron Member, or as a Company Member, as the Council may direct.

Notice to Candidates 2.8 Every candidate for election to membership of the Institute, or for transfer from one grade to another grade of membership, shall be duly notified in writing, at his/her registered postal or

electronic mail address, of the Council's decision on the application.

- Certificate of Membership 2.9 The Council shall issue to every Corporate Member, to every Associate Member, and to every Patron Member and Company Member, an appropriate certificate showing the grade of membership to which the person, or company, has been elected. Such certificate shall remain the property of, and shall on request be returned to, the Institute. In addition, each Member described above shall be issued with a Membership Card, which shall be renewed annually on payment of the appropriate subscription.
- Letter of Designation 2.10 A Corporate Member or an Associate Member of the Institute shall be entitled to use the following letters to designate his grade of membership of the Institute.
- Honorary Member Hon.M.S.A.Chem.I.
Member M.S.A.Chem.I.
Associate Member A.M.S.A.Chem.I.
- 2.10.1 No member shall adopt, or describe him/herself by, any other description or abbreviation than the designation authorized under 2.10 to indicate his/her grade of membership in the Institute, nor may any person who is not a member of the Institute make use of the above letters of designation.
- Professional Conduct 2.11 Every member is required so to order his/her conduct as to uphold the dignity of the profession of Chemistry; and in whatever capacity he/she may be engaged, to act towards his/her clients, employers, others with whom his/her work is connected, and his/her fellow-members in a manner consistent with the Mission of the Institute.
- Resignation and Readmission 2.12 A member (or company) may resign from the Institute by sending his/her or its written resignation to the Secretary together with the payment of any moneys due. A person (or company) who has so resigned may be re-admitted at the discretion of the Council on payment of such fees as the Council may decide.
- Expulsion 2.13 Should the Council be of the opinion that the conduct of a person (or company) of any membership grade should become the subject of an inquiry, with a view to ascertaining whether in the interests of the Institute there are grounds for his/her or its expulsion, a special meeting of Council shall be convened to conduct such an inquiry and to take such steps as it may deem adequate. The quorum for the said meeting shall be 6 members of Council. The member whose expulsion is under consideration shall be entitled to attend with or without a legal adviser, for the purpose of giving an explanation of his/her conduct and being heard in answer to the charge(s) made against him/her. If the Council does not find sufficient reason to suspend or expel the member, no entry of the inquiry shall be made in the Minutes.
- If the Council is of the opinion that the issue is a minor case, it may warn, reprimand or suspend the member for not more than 6 months, the proceedings being minuted. Where the Council finds good reason for suspending a member for more than 6 months, or for expelling him/her from

the Institute on the grounds that he/she has, in its opinion, been guilty of dishonourable or improper conduct in any professional or other respect, and where 75% of the members of Council present concur in this decision, then the Council shall inform the member concerned of its decision to him/her in writing at his/her registered postal or electronic mail address, and notify all members accordingly.

Termination 2.14 Membership of the Institute shall terminate at the death of the member, or in the case of a Patron member, or Company member, in the event of liquidation, or sequestration, of the Company.

Forfeiture of Rights 2.15 Cessation of membership of the Institute shall entail forfeiture of all right, title and interest or in funds, property and assets of the Institute, and right to participate in the Institute's affairs.

Liability of Members 2.16 The liability of members for the debts and engagements of the Institute is limited to the amount of any unpaid subscriptions.

3. The Council

Management 3.1 Subject to the Constitution and in conformity with the By-Laws, the management of the affairs of the Institute shall be vested in the Council. Council and members have no right in the property or assets of SACI solely by virtue of being a member or office-bearer.

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

3.1.2 At meetings of the Council the quorum shall be 6 members.

Composition of the Council 3.2 The Council shall consist of:-

3.2.1 The Office Bearers, namely:

3.2.1.1 The President

3.2.1.2 The Vice-President

3.2.1.3 The Immediate Past-President

3.2.1.4 The Executive Secretary

3.2.1.5 The Executive Treasurer

3.2.2 The Chairperson of each Division, provided that he/she is a Corporate (or Honorary) Member of the Institute; if he/she is not such Member, he/she may appoint a nominee who is, and who is also a Member of the Division Committee.

3.2.3 The Chairperson of a Section operating in a geographical region without any Divisional representation, or his/her deputy, and who is a Corporate (or Honorary) Member of the Institute.

3.2.4 The Council may co-opt additional members to serve as Officers to discharge its functions, but they shall have no vote.

Term of Office of Office Bearers 3.3 Members of Council shall each serve for a period of 2 years, from 1st July in the first year to 30th June in the second year.

Eligibility of Office Bearers	3.4	The Office Bearers of the Institute shall be Corporate (or Honorary) Members of the Institute in good standing. No Member shall be eligible for election as Vice-President or President unless he/she has served on the Council for at least one year.
Election of Office Bearers	3.5	The Office Bearers for the ensuing year shall be elected in accordance with the By-Laws, by not later than 30th June each year.
Vacancy among Office Bearers	3.6	The Council shall have the power to fill any vacancy occurring among the Office Bearers.
Re-election of Office Bearers	3.7	The Office Bearers shall be eligible for re-election to the same or any other office, provided that no member shall be elected to the office of President for more than 2 consecutive years.
Executive Committee	3.8	The Executive Committee of the Council shall consist of the Office Bearers together with such additional Council members as may be appointed to the Committee by the Council.
	3.8.1	The quorum at meetings of the Executive Committee shall be 3 members.
	3.8.2	The Executive Committee shall act on behalf of the Council in cases of emergency.
	3.8.3	Any action taken by the Executive Committee shall be reported to the next Council meeting.
	3.8.4	The Committees appointed by the Council shall report to the Executive Committee between Council meetings.
Secretariat	3.9	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. The organisation's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered.
Strategic Plan	3.10	The Council shall be responsible for developing a National Strategic Plan, which the Divisions shall have to execute within Sections according to well-designed Business Plans and proper Job Descriptions.
Minutes	3.11	The Council shall cause Minutes to be kept of the proceedings of all meetings of Council, the Divisions, and the Sections.
Publications	3.12	The Council shall have the power to publish journals and other matter as may be determined.
Annual Subscriptions	3.13	The Council shall have the power to levy, fix and amend annual subscriptions.
Assets and Accounts	3.14	All assets, property and funds of the Institute shall be held and registered in the name of the Institute. The Council shall have the 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 Institute's Mission. True accounts shall be kept of all moneys received and expended by the Institute and of the assets and liabilities of the Institute. The Council shall have the power to open such banking accounts as it deems fit for the purpose of the Institute. The Executive Treasurer, or Treasurer engaged by the Council, shall administer a Central Fund of the Institute in accordance with the directions of Council to whom he/she shall be responsible. The Central Fund of the Institute shall be applied, *inter alia* through allocation to the Divisions and/or Sections, to fulfil the Mission of the Institute. The Central Fund shall be maintained by a 25% contribution of all revenues earned by Divisions and/or Sections, and shall subsidize, if appropriate, to the same percentage all losses incurred by Divisions and/or Sections.

Auditing of Accounts	3.15	The accounts of the Institute 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 Institute 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.
Signatories	3.16	All documents and instruments required to be signed on behalf of the Institute shall be signed by persons duly authorized by a resolution of the Council.
Annual Report and Accounts	3.17	The Council shall submit at each Annual General Meeting an Annual Report on the affairs of the Institute, together with an audited Statement of Revenue and Expenditure and a Balance Sheet made up to the previous 30th April.
Indemnity	3.18	Each member of Council shall be accountable only in respect of his/her own acts and shall not be accountable for any acts done or authorized to which he/she shall not have 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/her, being done in good faith for the benefit of the Institute, although in excess of his/her legal power. SACI shall be a public benefit organisation capable of entering into contractual and other relations and of suing and being sued in its own name. It shall hold property apart from its own members and office-bearers.
Incorporation of Institutions	3.19	The Council may, upon receipt of a request to that effect from any organization with objectives kindred to those of the Institute, arrange for the incorporation of such organization in the Institute 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 Institute convened for that purpose.
Divisions	3.20	The Council may upon receipt of a written request signed by at least 25 Corporate Members create at its discretion a Division of the Institute. The affairs of such a Division, and its

cooperation with other Divisions within Sections in defined geographical regions shall be conducted in accordance with the Constitution and By-Laws and shall be subject to the control of Council.

Division Chairperson 3.20.1 A Division Chairperson shall *ex officio* represent the Division on Council subject to the requirements of Clause 3.2.2. of the Constitution. In addition, a Division Chairperson shall serve on a Section committee operating in the geographical region where he/she resides. If a Division has one or more geographical entity(ies), nominated Regional Managers shall represent that Division on the Section(s) in the respective geographical region(s).

Dissolution of a Division 3.20.2 Any Division may be dissolved:
3.20.2.1 on a resolution of the Council to that effect, provided that six months' notice of its intention is given by the Council to such a Division.
3.20.2.2 at the request of more than 50% of the members of a Division subject to approval by the Council.

In the event of a Division being dissolved, its affairs shall be wound up and its funds applied in such a manner as may be directed by the Council.

Sections 3.20.3 A Section committee shall consist of the Chairpersons or Regional Managers of the Divisions operating in a geographical region as well as additional Corporate (or Honorary) Members of the Institute elected for specific portfolios not catered for by the Divisions. The Chairperson of a Section committee shall *ex officio* represent the Section on Council subject to the requirements of Clause 3.2.3 of the Constitution. Sections shall operate in close association with the Divisions or the geographical entities of Divisions according to Rules approved by the Council.

By-Laws 3.21 The Council shall frame By-Laws, which shall be consistent with the provisions of the Constitution, for the conduct of the business and the management of the affairs of the Institute; such By-Laws may at any time be added to, repealed or amended by the Council. All members shall be notified of such alterations and/or additions in a manner to be decided by the Council.

Interpretation 3.22 In case of doubt as to the meaning of any portion of the Constitution and By-Laws the interpretation of the Council shall be binding upon the members.

4. Meetings of the Institute

Meetings 4.1 Meetings of the Institute shall be held at such place and time as Council may decide.

Annual General Meetings 4.2 Annual General Meetings of the Institute shall be held on a date in July, 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, and announcement of the membership of the Council for the

		ensuing year, and to conduct such other business as the Council may decide.
Special General Meetings	4.3	The Council may at any time convene a Special General Meeting.
	4.3.1	The Council shall convene a Special Meeting within 30 days of the receipt of a written application from not less than 10 Corporate Members in good standing, provided such application specifies the objects for which the meeting is required.
Notices of Meetings	4.4	Notices convening Annual General and Special General Meetings shall be dispatched to members at their registered postal or electronic mail addresses not less than 14 days prior to the date decided for such meetings.
Omission of Notice of Meeting	4.5	The accidental omission to give notice of any meeting of the Institute to any Corporate Member shall not invalidate any resolution passed at such meeting.
Voting	4.6	Only Corporate Members in good standing shall be entitled to vote.
Voting by Proxy	4.7	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 Institute in good standing and such appointment shall be made in writing to the Executive Secretary.
Amendments to Constitution	4.8	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 20 Corporate Members express in writing a desire for such change, the same shall: <ul style="list-style-type: none"> (a) be considered at a Special General Meeting convened for that purpose, when it shall be necessary for the adoption of any amendment to the Constitution that not less than 67% 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 or electronic ballot. For the adoption of the proposed amendment it shall be necessary that not less than 25% of the members entitled to vote cast their votes, and that not less than 67% of the votes cast be in favour of the amendment.
Dissolution	4.9	The Institute 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 75% of the votes cast are in favour of such dissolution or amalgamation, subject to confirmation by a postal or electronic ballot, in which not less than 25% of the members entitled to vote cast their votes, and not less than 67% of the votes cast are in favour of the dissolution or amalgamation.

- Disposal of Assets 4.9.1 On dissolution of SACI, the remaining assets will be given or transferred to another organisation with objectives similar to those of SACI and which is itself exempt from income tax. In submitting the resolution to members, it shall be necessary to decide on the recipient which any surplus assets after satisfaction of its debts shall be applied, and the voting in this connection shall be by postal or electronic ballot on the same basis as in 4.8(b).

BY-LAWS

1. Election to Membership

- Election or Transfer 1.1 The election or transfer of candidates to any grade of membership of the Institute shall be regulated and controlled by the Executive Committee on behalf of Council.
- Election of Members 1.2 A candidate for election to the grade of Member shall complete the prescribed application form and shall provide the names of three referees of whom one at least shall be a Member, to whom Council may refer, and shall submit to the Council the original documents, or properly certified copies, authenticating his/her declaration:-
- "I, of solemnly and sincerely declare that while a Member of the South African Chemical Institute, I will observe the regulations thereof, and that I will conduct myself honourably in the practice of my profession, and to the utmost of my power maintain the dignity and welfare of the Institute".*
- Election of Associate Members 1.3 A candidate for election to the grade of Associate Member shall complete the prescribed application form, and shall be proposed by a Member, who shall testify from personal knowledge as to the candidate's suitability.
- Patron and Company Members 1.4. A Company applying for election to the grade of Patron Member or of Company Member shall complete the prescribed application form, and shall indicate the designation of an officer of the Company to whom all correspondence may be addressed.
- Transfer to Other Grade 1.5 By-Laws 1.2 and 1.4, where applicable, shall apply to the transfer of a member from one grade of membership to another.

2. Membership - Register and Classification

- Classification 2.1 An individual who is admitted as a member (Honorary, Corporate or Associate) shall be accommodated within a maximum of 3 Divisions of his/her choice, and shall have access to more Divisions at such levy to the basic membership fee as the Council may decide upon.
- List of Members 2.2 The Council shall cause a register of the names and addresses of all members to be maintained, and this information shall be made available to members as Council may direct.
- Change of Address 2.3 It shall be incumbent upon members to notify the Secretary in writing of any change of address, failing which they shall be deemed to have waived service of any notices or publications, and the onus of notification of non-service shall rest with the member.

Such non-service shall not exempt members from the liability for all payments due by them to the Institute.

3. Subscriptions

- Subscriptions 3.1 Subscriptions (including the overhead charge to the National Science and Technology Forum - see 3.8) shall be determined from time to time by the Council.
- Annual Subscriptions Due 3.2 Annual Subscriptions shall become due on 1st July in each year.
- Initial Payment of Subscriptions 3.3 A remittance in respect of the annual subscription shall accompany each application for election to any grade of membership and access to any three chosen Divisions.
- Payment of Increased Fees 3.4 A remittance of any increase in the annual subscription shall accompany each application for transfer to a higher grade of membership or access to additional Divisions.
- Subscription for Part of Year 3.5 The first annual subscription of a member elected, or increase in subscription of a member transferred, between 1st January and 31st March shall be reduced by 50%.
- 3.5.1 The first annual subscription of a member elected between 1st April and 30th June shall cover the period to 30th June of the succeeding year.
- 3.5.2. Any increase in subscriptions due to transfers effected between 1st May and 30th June shall take effect as from 1st July of that year.
- Defaulters 3.6 A member whose annual subscription is unpaid after 31st December in any year shall cease to be in good standing and shall not be entitled to receive the notices or publications of the Institute, nor to exercise any of the rights and privileges of membership.
- 3.6.1 A member whose annual subscription remains unpaid for 9 months may, by resolution of the Council, be excluded from the Institute. He/she shall thereupon cease to be a member and his/her name shall be removed from the membership register. Notice of this exclusion shall be published under the heading "Cessation of membership in terms of By-Law 3.6.1". Notice to this effect shall be sent to him/her in writing at his/her registered postal or electronic mail address three months prior to the termination of his/her membership. Such exclusion shall not relieve him/her of the liability for payment of any moneys owing by him/her.
- Reinstatement 3.6.2 Any person whose membership has so ceased may, at the discretion of Council, and on payment of all fees due, be reinstated within 1 year of the date of the resolution excluding him/her. Thereafter he/she may be re-admitted only on such conditions as Council may decide.
- Subscription on Retirement 3.7 A member in good standing who is fully retired, has attained the minimum age of 60 years and who has been a member of the Institute for at least 15 consecutive years may, while retaining the privileges of his/her grade, apply to Council for adjustment in the amount of his/her subscriptions as follows:

	3.7.1	The annual subscription of any member qualifying under this clause shall be an amount equal to 25% of the current annual subscription.
Life Membership	3.7.2	Members aged 70 or over, with a minimum of 35 years of membership, shall on request be offered free Life Membership.
NSTF Assessment	3.8	The annual subscription for a member resident in Africa south of the equator shall include the current assessment which the Institute shall pay to the National Science and Technology Forum of South Africa (NSTF) in terms of its Articles of Association. Where a member already pays this assessment to NSTF through another society this requirement shall not apply.
Remission of Subscriptions	3.9	The Council may, in exceptional circumstances, reduce or remit the subscriptions due by any member.
Student Members	3.10	Full-time BScHonours and BTech students are eligible for a waiver of their annual subscription fees. Full-time MSc, PhD, MTech and DTech students are eligible for a reduced subscription, to be determined by Council from time to time.
Temporarily out of Labour	3.11	The subscription fee of members who are temporarily out of the labour market may be reduced by 75% on application to the Council. This reduction will be reviewed annually, and is limited to a period of 5 years for the member concerned.
Married Pair	3.12	In cases where a married couple are both members of the Institute, the annual subscription fee for the member with the shorter membership may be reduced by 60%.

4. Election of Office Bearers and of Members of Council

Election of Office Bearers	4.1	The Office Bearers shall be nominated by the Chairpersons (or their nominees if they are not Corporate or Honorary Members of the Institute) of the Divisions (and Sections if applicable according to Clause 3.2.3 of the Constitution) who <i>ex officio</i> serve on Council, and any serving Office Bearers, each of whom shall be entitled to make 1 nomination to each office. A nomination form is to be issued to each Chairperson and Office Bearer by not later than 1st March. All nominations duly signed by a proposer and seconder shall be lodged with the Secretary of the Institute not later than 15th April.
	4.1.1	Should more than 1 nomination for any office be received, ballot papers shall be prepared and issued to all representing Chairpersons and Office Bearers for a decision by a postal or electronic ballot.
	4.1.2	A Chairperson or Office Bearer who has not been nominated and the Secretary of the Institute shall be the scrutineers, whose duty it will be to open and examine the ballot papers, and to report to the Executive Committee the result of their scrutiny, which shall be final.
Council	4.2	The election of Chairpersons (or their nominees if they are not Corporate or Honorary Members of the Institute) of the Divisions and Sections as members of Council as provided for by Clauses 3.2.2 and 3.2.3 of the Constitution, shall take place

in accordance with the Rules for Divisions and their associated Sections approved by the Council.

5. The Council - Meetings and Duties

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| Chairperson | 5.1 | The President, or in his/her absence the Vice-President, or in the absence of both, a member of Council elected by the meeting, shall take the chair at all meetings of the Council. |
| Committees/Officers | 5.2 | The Council shall have the power to appoint such Committees and Officers as it may decide. |
| Corresponding Members | 5.3 | The Council shall have the power to appoint Honorary Corresponding Members who shall receive Minutes of the meetings of the Council and its Committees. |
| Voting Procedure | 5.4 | 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 and 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. |
| | 5.4.1 | The Council Chairperson shall have a deliberative vote, and in the event of an equality of votes, a casting vote. |
| | 5.4.2 | Co-opted members of Council shall have no vote. |
| Reciprocity | 5.5 | The privileges of the Institute may be extended to members of foreign professional chemical institutions visiting the Republic of South Africa. Such privileges shall normally be extended for a period not exceeding 3 months, and shall not include voting powers. This clause shall not apply to members of the Royal Society of Chemistry, with which a special reciprocity arrangement exists. |
| SETAG Representation | 5.6 | At the first Council Meeting after 1st July each year, Council shall elect from its members the Institute's representatives on the Scientific, Engineering and Technological Societies and Allied Professions Group of South Africa (SETAG). |
| | 5.6.1 | The Council may nominate candidates from the membership of any constituent body of the Scientific, Engineering and Technological Societies and Allied Professions Group of South Africa (SETAG) for the offices of Chairperson and Vice-Chairperson of SETAG. |

6. General Meetings

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| Chairperson | 6.1 | The President, or in his/her absence, the Vice-President, or in the absence of both, a Member elected by the meeting, shall take the chair at all meetings of the Institute. |
| Quorum | 6.2 | The quorum for Ordinary General Meetings, Special General Meetings, and Annual General Meetings shall be the number present. |
| Voting | 6.3 | Every proposal submitted to a General Meeting shall be decided by vote of the majority provided that a secret ballot may be demanded by any 2 Corporate Members. |

- 6.3.1 The Chairperson at a General Meeting shall have a deliberative vote and a casting vote.

7. Patron Members and Company Members

- 7.1 Patron Members and Company Members in good standing shall be entitled to:
- Publications
- (a) receipt of 10 copies of all official publications, and 5 copies of the Annual Report;
 - (b) the listing of their names in the Institute's official publications. Such listing shall be subject to approval by the companies concerned, and
- Attendance at Conventions and Symposia
- (c) send 10 representatives from Patron Members and 5 representatives from Company Members to attend any Convention or Symposium of the Institute. Registration or attendance fees payable by such representatives shall be at the rate applicable to all members of the Institute.

8. Publications

- South African Journal of Chemistry
- 8.1 A paper submitted to the South African Journal of Chemistry shall not, without permission of the Council, be submitted to any other society or body for publication until the paper, or such an extract as Council may require, has been published in the South African Journal of Chemistry, or until its rejection has been notified. If a paper has been rejected by the Council, the author shall be entitled to dispose of it as he/she may desire.
- 8.2 The South African Journal of Chemistry shall be regulated and controlled by the Editor-in-Chief on behalf of the Council.
- 8.3 The appointment of Editors of the South African Journal of Chemistry shall be made by the Council on the recommendation of the Editor-in-Chief.

9. Divisions and Associated Sections

- Divisions
- 9.1 Divisions shall cover one of the major disciplines (branches) of Chemistry, specialist subjects within one of the major disciplines (branches) of Chemistry, or multidisciplinary subjects linking Chemistry with other branches of science, and shall operate nationally. The Chairperson of each Division (or his/her nominee if he/she is not a Corporate or Honorary Member of the Institute) *ex officio* serves on Council and on the Section in the geographical area where he/she resides.
- Sections
- 9.2 Section committees shall consist of Chairpersons of Divisions or of appointed Regional Managers of geographical entities of Divisions, and of additional Members (Corporate or Honorary) of the Institute elected for portfolios not catered for by the Divisions. The Chairperson of a Section which has no Divisional representation on Council shall *ex officio* serve on

Council. Section committees shall meet as often as deemed necessary to properly coordinate events of the Divisions, to allow geographical entities of Divisions to mutually assist each other in their respective regions of operation and to organize events not primarily catered for by the Divisions.

Rules

- 9.3 The Divisions and their associated Sections shall be constituted, and their affairs conducted, in accordance with Rules approved for that purpose by the Council.