

**BY-LAWS OF WESTERN CAPE REGIONAL BODY OF THE
GEO-INFORMATION SOCIETY OF SOUTH AFRICA (GISSA)**

CONTENTS

Article	Subject Index	Page
Article	Subject Index	1
Article I	Regional Committee	2
Article II	Election of Committee	2
Article III	Term of Office	2
Article IV	Duties of Committee Members	3
Article V	Meetings	4
Article VI	Fees and Dues	4
Article VII	Method of Voting	5
Article VIII	Sub Committees	5
Article IX	Finances	5
Article X	Resolutions	5
Article XI	Amendments	5
Article XII	Membership types	6
Article XIII	Termination of Membership	6
Article XIV	Dissolution	6

BY-LAWS OF THE GISSA WESTERN CAPE REGION

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Article I Committee

The governing body of the Western Cape Region shall be the Committee consisting of at least eight (8) members of this region, elected in accordance with Article II, Section 1 of these by-laws.

The Committee may co-opt additional members as required.

Article II Election of Committee

Section 1

- 1) One month prior to the Regional AGM, the Secretary of the Committee shall ask for nominations by members of the region for Chairperson, Secretary, Treasurer, and seven (7) other members of the Committee.
- 2) No nominations shall be accepted within the period 7 days prior to the Regional AGM.
- 3) The nominations shall be placed on a ballot in alphabetical order under each position.
- 4) Persons nominated for Chairperson must have served on the Committee for at least one year prior to nomination.
- 5) The candidates receiving the majority of votes shall be declared elected. In the event of a tie, a re-vote shall occur.
- 6) Any nominee for the portfolios of Chairperson, Secretary or Treasurer is also considered a nominee for the Committee.

Section 2

- 1) A vacancy on the Committee shall be filled by the co-opting of a replacement by the remaining members of the Committee.
- 2) Co-opted committee members will have voting rights on the committee.

Article III Term of Office

- 1) The Chairperson shall hold office for two years but is eligible for annual re-election for a further term not exceeding another 2 years.
- 2) All other Committee members are elected on an annual basis.
- 3) No member may serve on the Committee for longer than 5 consecutive years.
- 4) Committee members who are unable to fulfil their portfolio obligations shall either resign or be removed from office, as deemed necessary by the Committee.

Article IV Duties of Committee Members

Section 1 – Chairperson

It shall be the duty of the Chairperson to preside at meetings of the Committee and to perform such other duties as ordinarily pertain to the position of Chairperson.

Section 2 - Vice-chairperson

The Vice-chairperson shall be appointed from the committee and this portfolio shall be a shadow portfolio.

Section 3 – Secretary

It shall be the duty of the Secretary to record, distribute and archive minutes of meetings; keep a distribution list; and to communicate with members as required.

Section 4 – Treasurer

- 1) It shall be the duty of the Treasurer to have custody of all funds; report on financial standings at committee meetings, the AGM and to GISSA National as required; and to perform such other duties that pertain to the position of Treasurer.
- 2) The Treasurer must record the financial status of members and make this record available at every member meeting.
- 3) Upon retirement from the position, the Treasurer shall hand over to the incoming Treasurer or to the Chairperson, records of all funds and books of accounts.

Section 5 – Education

It shall be the duty of this portfolio to promote GISc and liase with the educational institutions within the Region, and to support the GISSA National Education portfolio.

Section 6 – Members Meetings

It shall be the duty of this portfolio to organise the Member Meetings.

Section 7 – GIS Week

It shall be the duty of this portfolio to organise an annual GIS Week event in collaboration with other stakeholders, in the interests of the national GIS Week theme.

Section 8 – Marketing and Communication

It shall be the duty of this portfolio to update the content of the regional web page at all times, and be editor of the regional newsletter.

Section 9 – Transformation

It shall be the duty of this portfolio to address transformation issues within the region in line with that of the GISSA National Transformation Portfolio, and to give support to the GISSA National Transformation Portfolio.

Section 10 – Student Liaison

It shall be the duty of this portfolio to liase with representatives of the regions Universities, Technical colleges and other tertiary educational institutes to promote the aims of GISSA and inform students of the GIS registration requirements as prescribed by the regulation authority.

Section 11 – Member without Portfolio

It shall be the duty of this portfolio to assist the other portfolios as deemed necessary by the Committee, and to stand-in for the Secretary as required.

Section 12 – Representative at National Council Meetings

It shall be the duty of this portfolio to represent the Region at the National Council meetings when the Chairperson is unavailable, and shall be a shadow portfolio.

Article V Meetings

Section 1 – Notices and attendance

- 1) All notices and other correspondence with the member body shall be via the email address of the individual members, as recorded on the GISSA National website.
- 2) All notices for member meetings shall be emailed to all members at least 30 days prior to the meeting.
- 3) All notices for Committee meetings shall be emailed to the Committee members at least 14 days prior to the meeting.
- 4) Should voting need to take place at any member meeting, full details of topic to be voted on must be clearly shown on the notice for that meeting.
- 5) At any meeting the Chairman has the right to request a vote, without formal notice, on minor matters. In the event of a dispute, the quorum of the Committee present at that member meeting will decide if the matter at hand is a minor matter.
- 6) Should a quorum not be present at any meeting requiring a vote, a subsequent special general meeting can be scheduled by the Committee. The notice for such special general meeting must again clearly detail the vote to be taken, and be sent to all members at least 14 days prior to that special general meeting. At such special general meetings a majority vote shall carry the vote, even if no quorum is present.

Section 2 - Annual General Meeting

- 1) An annual general meeting of the Region shall be held each year, at which time the election of the Committee to serve for the ensuing year shall take place.
- 2) The minimum agenda for the AGM shall be:
 - i) To confirm the minutes of the previous annual general meeting and any special general meetings held in the interim, and to discuss matters arising there from;
 - ii) To confirm and adopt the annual reports;
 - iii) To receive, confirm and adopt the treasurer's report, income and expenditure accounts and balance sheets;
 - iv) To confirm the active version of the Constitution and Regional By-Laws;
 - v) Elect Committee Members;
 - vi) To deal with other business;
 - vii) The closure of the meeting.

Section 3 – Members Meetings

- 1) Member meetings of the Region shall be held on agreed dates at least twice per annum in addition to the annual general meeting.
- 2) 25 % of the paid-up and active members of the region shall constitute a quorum at the Annual and any other Member meetings.
- 3) Any person, who is not a paid-up member, may attend the meeting on payment of a door fee as prescribed by the Committee and requested at the door.

Section 4 - Committee Meetings

- 1) Committee meetings shall be held on an agreed date at least on a quarterly basis.
- 2) Two-thirds of the Committee members shall constitute a quorum.

Section 5 - Other Meetings

- 1) No Member of GISSA Western Cape shall represent GISSA at any meeting other than a GISSA organised meeting without prior written authority from the GISSA Western Cape committee.

Article VI Fees and Dues

- 1) The annual Membership Fee applicable shall be determined as stated in the GISSA National Constitution (Article 4, Section 4.1).
- 2) Fees for renewal of Membership are due on the 1st day of each year and must be paid before the 1st of March of the year.
- 3) New membership fees must be paid within 30 days of membership registration on the GISSA website.
- 4) New members that enlist after the 30th of June shall pay a Membership Fee of 50% of the prescribed annual Membership Fee.

Article VII Method of Voting

- 1) Voting on the election of the Committee will be done as indicated in Article II, Section 1.
- 2) Decisions shall be taken by a two-thirds majority vote, and voting shall be by show of hands unless otherwise requested by the majority of members in attendance.
- 3) A quorum must be present unless at a special general meeting, duly called in accordance with Article V, section 1 (6).
- 4) Only paid-up members have a right to vote.

Article VIII Sub-Committees

- 1) The Committee will decide which tasks it will delegate to sub-committees and if no standing sub-committee (e.g. the sub-committee to arrange functions) is pertinent to that task, the Committee may set-up a new sub-committee to handle this task.
- 2) Sub-committee members who are not members of the Committee shall not have voting rights on the Committee.

Article IX Finances

Section 1

The Treasurer shall deposit all funds of the regional society in the registered bank named by the Committee.

Section 2

- 1) The Treasurer is solely responsible for payment of all accounts and reimbursements on receipt of supporting documentation.
- 2) Payments within a limit as set by Committee, being R200, may be authorised for payment by the Treasurer upon receipt of a completed claim form and supporting documentation.
- 3) Claim amounts beyond the set limit will be authorised by the full Committee.
- 4) The Treasurer must keep all receipts for expenses.

Section 3

The Treasurer and the Chairperson shall be the authorised signatories on the regional account.

The Treasurer and the Chairperson shall have internet access to the regional account and must ensure the security of the password.

Section 4

The Treasurer shall make available a financial report for the National AGM.

Section 5

The Committee, upon a quorum with a majority vote, shall have the right to spend regional funds as they deem fit.

Article X Resolutions

No resolution or motion to commit the region on any matter shall be considered by the regional members until it has been considered by the Committee.

Article XI Amendments

- 1) These by-laws may be amended at any member meeting, a quorum being present, by a two-thirds vote of all members present.
- 2) No amendment or addition to these by-laws may be passed that is in direct conflict with the GISSA constitution.

Article XII Membership types

Membership of the Regional GISSA body will be based on the following membership types:

- 1) **Individual membership** - Valid for 12 months for the period 1 January to 31 December.
- 2) **Student membership** - Valid for 12 months for the period 1 January to 31 December. Bona fide full time students must submit proof of registration at an authorised Educational Institute within 30 days after registration and thereafter again at the beginning of the academic year.
- 3) **Honorary member.**
Any member of this Region may nominate another person, not necessarily a member, to become an Honorary Member. Such nomination must have the approval of the Committee and the support of the members in the region. The Committee shall then put the nomination to the GISSA National Committee for final approval. Honorary Members shall receive a plaque conferring their Honorary Membership status, and have their annual membership fees waived for life. Honorary Members shall have full voting rights.

Article XIII Termination of Membership

Section 1 – Resignation

Any member will be entitled to resign as a member of the organisation.

Section 2 – Suspension

The Committee has the right to suspend any member in the event of:

- 1) Membership fees being outstanding after 1st March of the year.
- 2) Breach the GISSA Code of Ethics or Constitution, but only after an investigation and after the member has been given the opportunity to state his/her case.

Section 3 – Fee Refunds

Membership fees are not refundable on termination of membership.

Article XIV Dissolution

Section 1

- 1) Dissolution of GISSA Western Cape must be proposed by the Committee and approved by a two-thirds majority vote of all members present at a special or Annual General Meeting called specifically for this purpose.
- 2) The notice for this meeting must include the reason(s) for dissolving GISSA Western Cape.
- 3) Upon dissolution, all assets must be turned over to the National GISSA Treasurer or to a regional body with similar aims if GISSA National has already undergone dissolution.

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