



**MPUMALANGA**

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

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### Definitions

1. "GISSA" means the Geo-Information Society of South Africa
2. "GISSA-MP" means the Mpumalanga Region of Geo-Information Society of South Africa
3. "Region" means the province of Mpumalanga.
4. "National Council" means the GISSA National Council
5. "Council" or "Regional Council" means the elected members in terms of Article II of these by laws.
6. "GI" refers to Geo-Information

## GISSA MPUMALANGA BY-LAWS

### Article I Regional Council Structure

The Council shall consist of 7 elected members fulfilling the portfolios of:

- Chairperson
- Secretary
- Treasurer
- Meetings
- Communication
- Membership
- Education

The council shall further consist of:

- One representative from every registered Special Interest Group (SIG)
- Members of a sub-committee

### Article II Election of Regional Council

**Section 1** — Through a notice at either a Member's Meeting or via written communication one (1) month prior to the Annual General Meeting (AGM), the Secretary of the committee shall ask for nominations by members of the Region for members of the council who will be elected to serve as leaders for the various portfolios of the regional Council as outlined in Article I and through staggering process as explained in Article III Section I. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates receiving a majority of the votes for each portfolio shall be declared elected as committee members. In the event of a tie a re-vote shall occur.

**Section 2** — Vacancies on the Council shall be filled by the action of co-opting a replacement by the remaining members of the Council.

**Section 3** – A co-opted member shall have voting rights

**Section 4** – No person may serve on the Council for more than four (4) consecutive years without at least a one (1) year break, unless otherwise decided by AGM

### Article III Term of Office

**Section 1** - The elected members will serve for two years (a Maximum of 3 where staggering is to be ensured for continuity). Prior to the AGM each year, at least 3, but not more than 4, of the members will stand down, but may offer themselves for re-election at the AGM.

**Section 2** – The remaining members of the council will be elected in the subsequent year to ensure staggering.

**Section 3** - Council members who are unable to fulfil their obligations shall either resign or be removed from the council as deemed necessary by the Council.

**Section 4** – A minimum of 60% of the elected members of the council must be residents of the province and all shall have direct interest in the province.

### Article IV Duties of Council Members

**Section 1** — **Chairperson.** It shall be the duty of the chairperson to preside at meetings of the council and society and to perform such other duties as ordinarily pertains to the office of chairperson. The Chairperson shall also represent the Region as a member on the National Council.

**Section 2 — Secretary.** It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the region, Council and sub-committees/special interest groups, and record the minutes of such meetings.

**Section 3 — Treasurer.** It shall be the duty of the treasurer to have custody of all funds, financial accounting to the region annually and at any other time upon demand by the Council, and to perform such other duties as pertain to the office of treasurer. This position shall keep records of paid up members. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the chairperson all funds, and books of accounts.

**Section 4 – Meetings.** It shall be the duty of the Meetings portfolio to organise the meetings to ensure that at least the number of General Meetings as stated under Article V be held per annum. It will be the responsibility of this position to organise all matters relevant to these meetings like sponsorship, catering, presenters, venues etc.

**Section 5 – Communication.** It shall be the duty of the Communication position to produce the marketing material and coordinate all marketing activities of the region within Mpumalanga. Communication shall be through a Regional Newsletter that shall be prepared at regular intervals as may be decided upon by the council and sent electronically to all members of the mailing list. The portfolio shall also be responsible for Website updates on the National site and any other other media briefings/articles that the region may deem fit.

**Section 6 – Membership.** To coordinate the Region's membership recruitment process to ensure growth of the region's membership. The portfolio will launch specific programmes to ensure growth in the membership numbers.

**Section 7 – Education.** It shall be the duty of the Education position to promote the National societies goals regarding education in the province and coordinate the activities of the region with regards to promotion of GIS and geo-spatial awareness in schools, educational institutions and their stakeholders and the public through events such as GIS Week, Career exhibitions and schools programmes.

## **Article V Meetings**

**Section 1 — Annual General Meeting:** An annual meeting of the regional body shall be held each year, at which time the election of the council to serve for the ensuing term shall take place.

**Section 2 —** 10 % of the membership of the regional body shall constitute a quorum at the AGM and any other meetings.

**Section 3 —** Regular meetings of the Council shall be held on an agreed date at least on a quarterly basis.

**Section 4 —** Two-thirds of the regional Council members shall constitute a quorum.

## **Article VI Fees and Dues**

The annual fee applicable shall be determined as stated in the GISSA Constitution (Article 4, Section 4.1).

## **Article VII Method of Voting**

Voting on all business of the regional body shall normally be transacted by a show of hands unless the majority of the members attending the meeting request a ballot. ALL present at the meeting shall have voting rights on the business of the regional body

## Article VIII Sub-Committees

The Regional Council 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 regional council may set-up a new sub-committee to handle this task.

## Article IX Duties of Sub-Committees

These shall be defined in accordance with what sub-committees are in existence for the regional body.

## Article X Membership types

Membership of the Regional GISSA body shall be open to any person interested in geo-information or its related activities and will be based on the following membership types:

- **Individual membership** – valid for 12 months for period 1 January to 31 December
- **Student membership** – valid for 12 months for period 1 January to 31 December. Applicant MUST submit proof of registration at an authorised Educational Institute within 30 days after registration and thereafter again at the beginning of each academic year
- **Honorary memberships** – Any member of this Region may motivate another person, not necessarily a member, to become an Honorary Member. Such motivation and voting there-upon shall take place at any duly notified member meeting. Should the vote carry, the recommendation shall be put to the GISSA National Committee for final approval. Such membership will be granted for exceptional services rendered to the GI community, and have their annual membership fees waived for life.

## Article XI Termination of Membership

**Section 1 – Resignation.** Any member will be entitled to resign as a member of the organization.

**Section 2 – Suspension.** The Council has the right to suspend any member in the event of:

- 1) Membership fees being outstanding after first (1<sup>st</sup>) member's meeting of the year.
- 2) Breach the GISSA Code of Ethics or Constitution, but only after an investigation and after the member have been given the opportunity to state his/her case.

**Section 3 – Fee Refunds.** Membership fees are not refundable on termination of membership.

## Article XII Finances

**Section 1** — The treasurer shall deposit all funds of the club in some registered bank to be named by the Regional Council.

**Section 2** — All accounts and claims shall be paid by the Treasurer. Payments within the limit of R2,000 may be authorised for payment by the Treasurer upon receipt of a completed claim form and supporting documentation. Claim amounts beyond the set limit will be authorised by the full Council.

**Section 3** - The Treasurer and the Chairperson shall be the authorized signatories on the regional account and 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 each Regional member's meeting, the Regional AGM and National council for the national AGM. All reports shall be submitted to GISSA National Council one (1) month (end of January) after the end of the financial year for auditing.

**Section 5** – The Council, upon a quorum with a majority vote, shall have the right to spend regional funds as they deem fit but in accordance with National regulations and legislation as stipulated by the South African legislation Section 21 companies.

### **Article XIII Resolutions**

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

### **Article XIV Amendments**

These by-laws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the GISSA Constitution.

GISSA Mpumalanga By-Laws adopted at Annual General Meeting held in Nelspruit on 16 March 2011.

GISSA Mpumalanga Chairperson

Date