

Standard Rules; Divisions

1. GENERAL

- 1.1 Name The name of the Division shall be the Division of SAICE.
- 1.2 Objects The objects of the Division, established in terms of Clause 9.1 of the Constitution, is to:
- 1.2.1 promote the excellence of civil engineering and the advancement of the profession of civil engineering within the Division's specialised sphere;
 - 1.2.2 promote an awareness regarding technology and civil engineering through interaction with the community and the public at large;
 - 1.2.3 further the art and science of technology and civil engineering through organising conferences, seminars and workshops;
 - 1.2.4 make input into and respond to public documents (including codes of practice, standards and legislation) relating to the Division's specialised sphere;
 - 1.2.5 hold such meetings as may be necessary in order to conduct the affairs of the Division;
 - 1.2.6 organise excursions and social functions;
 - 1.2.7 be accountable in terms of acceptable business practice for control of the Division's finances.
- 1.3 Interpretation In these rules, unless there be something in the subject or context inconsistent herewith:
- 1.3.1 "the Institution" means the SAICE and as such the South African Institution of Civil Engineering,
 - 1.3.2 "the Division" means the SAICE Division,
 - 1.3.3 "the Council" means the Council of the Institution,
 - 1.3.4 "the Committee" means the Division Committee of the SAICE Division,
 - 1.3.5 "the Constitution" means the Constitution of SAICE.

2. MEMBERSHIP AND AFFILIATION

- 2.1 2.1.1 Members of a Division shall comprise every member of the Institution as provided for in Clause 9.2 of the Bylaws.
- 2.1.2 Participants of a Division shall comprise individuals, interest groups or companies as provided for in Clause 9.3 of the Bylaws.
- 2.1.3 The rights of members of the Division who are not members of the Institution and Participants shall be as described in Clauses 9.4 of the Bylaws.

3. DIVISION COMMITTEE

- 3.1 Management In term of Clause 9.4 of the Constitution, the management of the Division shall be vested in a Divisional Committee.

- 3.2 Composition and terms of Office: The Division Committee shall comprise the following members:

<u>Designation</u>	<u>Term of Office</u>
Chairman	2 years
Chairman Elect	At least 1 year
Immediate Past Chairman	2 years preferably
Secretary	At least 1 year
Treasurer	At least 1 year
Council Representative	2 years preferably
Division Representative	At least 1 year
Under-36 member	At least 1 year
Graduate member	At least 1 year

as well as any number of additional members as decided on by

the Committee from time to time to represent specific portfolios or to fulfil specific tasks. (Where appropriate, an office bearer can hold more than one designation.)

- 3.3 Nominations:
- 3.3.1 The Division Secretary shall on an annual basis, before the 15 September of each year, send to every member of the Division a notice calling for nominations of the candidates for election.
- 3.3.2 Nominations shall be submitted to the Division Secretary before 15 October each year.
- 3.4 Election and Conditions of Service on the Committee:
- 3.4.1 Only members of the Institution as provided for in Clause 9.2 of the Bylaws and Rule 2.1.1 may be elected to the Committee of a Division.
- 3.4.2 The Chairman of the Division must be a Corporate Member of the Institution.
- 3.4.3 Every candidate for the election to the Committee shall be a member in good standing of the Division, as provided for in Clause 6.2 of the Constitution, and shall be nominated by two members of the Division.
- 3.4.4 Every nomination shall be signed by the candidate to signify his/her willingness to accept office.
- 3.4.5 Should sufficient candidates or less candidates than required be nominated, they shall be duly elected.
- 3.4.6 Should more candidates than required by Rule 3.2 be nominated, a secret postal ballot of the members of the Division shall be held and the Division Secretary shall post a ballot paper to every member of the Division before 31 October. All ballot papers that are returned later than 15 November or that record votes for more than the required number of candidates shall be invalid.
- 3.4.7 Should fewer than the required number of candidates be elected, the Committee may upon assuming office co-opt members of the Division to fill the vacancies.
- 3.4.8 Should a vacancy occur on the Committee during the year, the Committee may co-opt a member of the Division to fill the vacancy.
- 3.4.9 The Division Committee shall submit the names of the members of the Committee and their portfolios for the ensuing year to the National Office of the Institution before 30 November of each year.
- 3.5 Committee Meetings:
- 3.5.1 Ordinary meetings of the Committee shall be held at least four times during each calendar year.
- 3.5.2 A special meeting of the Committee shall be called by the Chairman on the request of not less than one third of the members of the Committee.
- 3.5.3 One third of the members of the Committee shall constitute a quorum at a Committee Meeting, subject to the condition that the Chairman or the Chairman Elect is present at the meeting.
- 3.5.4 Any member of the Committee who is absent for three consecutive Committee Meetings without permission of the Committee shall cease to be a member of the Committee.
- 3.6 Council Representative and Alternative: Each year the incoming Committee shall elect from amongst the Corporate members of the Committee a Council Representative and an Alternative Representative to represent the Division on the Council for the ensuing year and the Division Secretary shall submit their names to the National Office of the Institution before 30 November of each year.
- 3.7 Sub-Committees: The Committee shall have the power to appoint sub-committees as it may deem necessary and may appoint any

person, whether a member of the Division or not, to sub-committees.

4. ADMINISTRATION

- 4.1 Amendment of Rules: The Standard Division rules shall only be amended if the proposed amendment is approved by a two-thirds majority of the members present at a meeting of the Division called for the purpose of amending the rules, and shall be subject to the approval of Council.
- 4.2 Minutes: The Division Committee shall cause Minutes to be kept of all meetings of the Division. Minutes of all meetings shall be submitted to the National Office on a regular basis.
- 4.3 Chairman's Report: The Chairman shall prepare an annual report of the Division which shall be submitted, together with the financial statement referred to under Rule 5.2, to the National Office of the Institution before 31 December of each year.
- 4.4 Council Requests and Reports: The Committee will be expected to carry out such duties as may be requested by the Council from time to time.
- A Division report which includes a concise summary of activities of the Division must be submitted to the National Office to be included in each Council Agenda.
- 4.5 Constitution and By-Laws: When any matter arises which is not covered by these rules, it shall be governed by the Constitution and the By-Laws of the Institution.
- 4.6 Disbandment: The Council may, after consultation with the Division Committee, disband the Division in terms of Clause 9.6 of the Constitution.

5. FINANCE

- 5.1 Accounts: The Committee shall arrange for accurate accounts to be kept of all monies collected and expended.
- 5.2 Annual Financial Statement: The Treasurer shall prepare an annual statement of revenue and expenditure, which shall be certified by a person approved by the Committee. This statement shall be presented at the Division's Annual General Meeting of the year, and thereafter submitted to the National Office of the Institution together with the Chairman's Report referred to under Rule 4.3.

6. DIVISION MEETINGS FOR MEMBERS

- 6.1 Annual General Meeting: An Annual General Meeting shall be held not later than May each year at which the Immediate Past Chairman shall submit the Chairman's Report and the Treasurer shall present the Financial Report for the previous year.
- 6.2 Ordinary General Meetings: Ordinary General Meetings of the Division shall be held on dates to be determined by the Committee.
- 6.3 Special General Meetings:
- 6.3.1 A Special General Meeting of the Division may be held at any time at the instigation of the Committee.
- 6.3.2 A Special General Meeting of the Division shall be held within 28 days of the receipt by the Division Secretary of a request for such a meeting, signed by not less than 5% of the Division Members, provided that such request specifies the business, which the meeting is to consider.

- 6.3.3 Only such business as is set forth in the notice convening the meeting shall be considered at a Special General Meeting.
- 6.4 Notice of Meetings: Notices convening Special General Meetings of the Division shall be posted to all members not less than 14 days before such meeting.
- 6.5 Voting:
 - 6.5.1 Only members of the Institution who are members of the Division shall be allowed to vote at a meeting of the Division.
 - 6.5.2 Motions put to a meeting shall be decided by a simple majority of votes except as provided for under Rule 4.1.
 - 6.5.3 The Chairman of the meeting shall have a deliberate and a casting vote.
- 6.6 Quorum:
 - 6.6.1 A quorum at any General Meeting shall be 2% of the Division members.
 - 6.6.2 If a quorum is not present within 15 minutes then the meeting shall be adjourned for 30 minutes.
 - 6.6.3 If a quorum is not present when the meeting reconvenes, then the members present shall be deemed to be a quorum.