The Institute of Materials,
Minerals and Mining
SOUTHERN AFRICA

THE INSTITUTE OF MATERIALS, MINERALS AND MINING
POLYMER DIVISION
SOUTHERN AFRICA REGION

CONSTITUTION

Inaugurated September 1958
Updated and accepted: October 2012

1. INTRODUCTION

These rules have been prepared for the administration of the IOM3 Polymer Division of the Institute of Materials, Minerals and Mining, Southern Africa Region. It should be borne in mind that members and officers are also governed by the Memorandum and Articles of Association of the Institute and by the decisions of the General Council, except where such articles or decisions are at variance with the laws of The Republic of South Africa and other countries in the region. All members of the Institute residing permanently in this area are subject to these rules.

2. DEFINITIONS

For the purposes of these rules the following definitions shall apply.

THE DIVISION OF THE INSTITUTE	The Division shall be known as the POLYMER DIVISION of the SOUTHERN AFRICA REGION of the INSTITUTE OF MATERIALS/MINERALS/MINING – IOM3
HEAD OFFICE	The Head Office of the Institute (IOM3) at present is situated at 1 Carlton House Terrace, London, SWIY 5DB
SECRETARY	The Secretary of the Division of the Institute, or any person appointed by the NEC to perform duties of the Secretary
HONORARY TREASURER	The Treasurer of the Division of the Institute
SOUTHERN AFRICA REGION	The Southern Africa Region of the Institute, comprising all the local Branches
BRANCH	A local group of members of the Southern Africa Region
NATIONAL EXECUTIVE COMMITTEE	The Governing Body of the Southern Africa Region, hereafter known as the NEC
EXECUTIVE OFFICERS OF NEC AND BRANCHES	The Chairman, Vice-Chairman, Secretary and/or Treasurer, Past Chairman. The Chairman will automatically become the Past Chairman at the end of his term of office
PATRON MEMBER	A Company or an individual who sponsors and supports the Local Branch of the IOM3 is known as a Patron Member
HONORARY MEMBER	A Member elected by the local Branch for services rendered to the Institute. He/she is to be on pension and not employed. Honorary Members are exempt from fees for life
ORDINARY MEMBER	A person accepted by the local branch as a subscribing Member of the Institute in his or her particular area
STUDENT MEMBER	A Member who is presently studying for a qualification in materials, minerals or mining

3. COMPOSITION

The Polymer Division of the Southern Africa Region shall consist of Branches situation in the Eastern Cape (at Port Elizabeth), KwaZulu Natal (at Durban) and Northern (at Johannesburg) and at any such other place as the NEC may determine

4. TERRITORIAL BOUNDARIES OF THE SOUTHERN AFRICA REGION

The Branch may be active in any of the following countries:

The Republic of South Africa
The Republic of Botswana
The Republic of Namibia
The Kingdom of Lesotho
The Kingdom of Swaziland
Zimbabwe
Zambia
and in any other territories which may be approved by the Head Office of IOM3

5. MEMBERSHIP

5.1. ELEGIBILITY

All members of the Division of the Institute living permanently in Southern Africa shall be members of the Division and shall be registered as members of the nearest Branch.

5.2. ELECTION TO ORDINARY MEMBERSHIP

Applications for Ordinary Membership, from persons who comply with the rules governing admission to membership in force at the time the application for membership is made, duly proposed and seconded by members in good standing, and accompanies by the appropriate fee, shall be received by the relevant Branch committee for approval. No person will be deemed to be a member until his election has been announced by the Branch Committee. After election of a member, the Secretary of the Branch shall advise the Member and the Honorary Secretary of the NEC

5.3. ELECTION TO QUALIFIED GRADES OF MEMBERSHIP

Applications for Qualified Grades of Membership whether by direct application or by means of upgrading, shall be submitted to the Honorary Secretary of the Southern Africa Region. The Honorary Secretary of the Southern Africa Region shall submit such applications to the IOM3 Headquarters in London, UK.

5.4. PRESECUTION

The South African Council shall have the power to prosecute any person or persons who unlawfully represent that they are members of the Institute

6. BRANCHES

6.1. FORMATION

A Branch shall be formed in any centre when a request, signed by at least twenty members, is received and approved by the National Executive Council.

6.2. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held not later than sixty (60) days after the end of each financial year. This meeting shall elect the members of the Branch Committee (see 6.3 below) and shall receive the Branch Chairman's Report and the Branch Treasurer's Report, and conduct any other proposed business.

6.3. ELECTION TO BRANCH COMMITTEES

At least one month prior to each Branch Annual General Meeting, the Branch Secretary shall issue to all members on the Branch register, a list of the retiring committee members, giving details of attendance at committee meetings and indicating those offering themselves for re-election, and inviting nominations for any or all of the vacant places. Nominations shall be in writing and signed by the nominee and his proposer. Each member may make one nomination only. Nominations shall reach the Branch Secretary at least fourteen (14) days before the Annual General Meeting. The meeting shall appoint scrutineers who shall examine voting papers and report thereon. Only members present at the meeting may vote, except that any member who is unable to be present at an Annual General Meeting may apply, in writing, for a proxy vote. Such votes shall be emailed to the Chairman of the Branch Concerned

6.4. CONTROL

Each Branch shall be controlled by a committee, known as the Branch Committee, of not more than nine (9) members elected from those whose names are on the local register. At every Annual General Meeting, one third of the committee members shall retire from office. The committee members to retire from office on each occasion shall be those who have been longest in office since their election. Retiring members may offer themselves for re-election.

6.5. OFFICERS

The Branch Committee shall, subject to Rule 6.8 elect from themselves a Chairman, Vice-Chairman, Secretary and Treasurer.

6.6. FIRST COMMITTEE MEETING

The Branch Committee shall meet not later than twenty one (21) days after each Annual General Meeting to elect the officers referred to in 6.5 above. The Branch Committee shall meet thereafter preferably monthly, but not less than bi-monthly intervals. The quorum for a meeting shall be fifty per cent (50%), and in the absence of the Branch Chairman and vice-Chairman those members present shall elect a temporary Chairman.

6.7. VACANCIES ON BRANCH COMMITTEES

Any vacancy occurring in the Branch Committee during the year may be filled by the committee. The person so co-opted shall hold office for the year in which he joined the committee and may then offer himself for re-election in the normal way.

6.8. TENURE OF OFFICE OF PAST CHAIRMAN AND VICE-CHAIRMAN

6.8.1. The Past Chairman and Chairman and the Vice-Chairman shall be elected for a two year term of office, at the end of which, the Chairman may be re-elected to either office at the discretion of the newly elected committee. The Vice-Chairman may be re-elected Vice-Chairman at the discretion of the newly elected Committee.

6.8.2. Election to the office of Chairman and of Vice-Chairman and of immediate Past Chairman (in terms of 6.5 above) shall take place in even numbered years only. This two year period, commencing in an even numbered year, shall be known as the "Term of Office".

6.8.3. In the event of a Chairman not completing, for any reason, his term of office, the Branch Committee shall immediately elect, from amongst its members, a Caretaker-Chairman for the remainder of the two-year period. Rule (6.8.1.) shall apply to the Caretaker-Chairman who is thus eligible for re-election as Chairman on the expiry of the current term of office.

6.8.4. In the event of a Vice-Chairman not completing his term of office, the Branch Committee shall immediately elect, from amongst its members, a new Vice-Chairman. Rule (6.8.1.) shall apply and thus the Vice-Chairman is eligible for re-election as Vice-Chairman on the expiry of the current two-year term of office, but is also eligible for election as Chairman.

6.8.5. *Secretary*

The relevant Secretary (or when appropriate the Minute Secretary), shall record minutes of all meetings of the Branch Committees. Such minutes, duly signed by the Chairman at a subsequent meeting, shall be accepted as prima facie evidence of the matters stated in such minutes. The Secretary shall also keep records of all ordinary meetings of the Branch, giving an outline of all business transacted, the number of members and guests present, the date and place of the meeting and the name of the Chairman. All Branch Secretaries shall forward their minutes to the NEC.

6.8.6. Annually, or prior to retirement, Branch Secretaries shall forward to the NEC a copy of the annual report on the activities of his branch, which has been approved by the Annual General Meeting and signed by the Branch Chairman. The NEC shall collate these and add their own report, which shall be submitted to the Annual General Meeting of the Southern Africa Region. After the report has been adopted at the Annual General Meeting, a copy signed by the Chairman of the NEC shall be forwarded to the Honorary Secretary.

6.8.7. *Treasurer*

The Treasurer of the of the Branch shall maintain proper records of all monies received and spent on behalf of the respective Branch. The Branch Chairman shall submit their Annual Financial Reports consisting of a Statement of the Branch's income and expenditure (signed by the Branch Treasurer and Chairman) for NEC records.
The Branch Treasurer shall present at each Committee Meeting an ongoing and up to date Financial Report.

6.9. GENERAL MEETINGS

6.9.1. *Annual General Meeting*

Each Branch shall in each year hold a general meeting as its Annual General Meeting, in addition to any other meetings in that year, and not more than fifteen (15) months shall elapse between the date of one Annual General Meeting of the Branch and that of the next. Such Annual General Meetings shall be held at such time and place in the Branchy Region as the Branch Committee shall determine. The minutes of the Meeting are to be filed electronically by the Secretary

6.9.2. *Other General Meetings*

All other General Meetings other than the Annual General Meeting, shall be called Extraordinary General Meetings.
Extraordinary General Meetings may be convened by the Branch Committee whenever it thinks fit, and shall be convened upon receipt of a request, in writing, signed by one tenth of the total number of members in good standing at the time, requesting such a meeting. Any such request shall state the objects of the meeting and shall be lodged with the Branch Secretary in office at the time. The Branch Committee shall convene such an Extraordinary Meeting not later than 28 days from the date on which the Branch Secretary receives the request. A request delivered by email to the address of the Branch Secretary shall be deemed to have been properly delivered. In the event that the Branch Committee does not convene a properly requested Extraordinary General Meeting in terms of these rules, the meeting may be convened by the signatories of the request, and shall be convened and conducted in the same manner in which General Meetings are normally conducted within the Southern Africa Region.

6.9.3. *Notice of General Meetings*

The minimum notice to be given to members of the convening of a General Meeting shall be twenty one (21) days from the date of posting the notice. Such notice shall specify the place, date and time of the meeting and shall specify the nature of the business to be discussed.

7. GOVERNING BODY

7.1. The Southern Africa Region shall be governed by the National Executive Committee consisting of the Chairman of all the Branches that are active at the time plus the Chairman and immediate past-Chairman of the NEC (see 7.3)

7.2. MEETINGS
The South African Council shall meet at least three (3) times per year. Not more than six (6) months shall elapse between any two meetings. Minutes of the Meetings are to be kept electronically by the Secretary

7.3. OFFICERS
At the first Meeting of the National Executive Committee after a two-year period and after the Annual General Meeting of each Branch, the Chairman of the NEC shall relinquish his office and the Vice-Chairman shall assume the office of Chairman of the Southern Africa Region. The NEC shall then elect, from amongst themselves, a new Vice-Chairman. The Rules regarding tenure of office (see 6.8) shall apply to the Chairman of the Southern Africa Region and his Vice-Chairman

7.3.1. In the event of a Chairman not completing, for any reason, his term of office, the NEC committee shall immediately elect from amongst the committee, a Caretaker-Chairman for the remainder of the two-year period. Rule 6.8.1. shall apply to the Caretaker-Chairman who is thus eligible for re-election as Chairman on the expiry of the current term of office.

7.3.2. IN the event that there is no candidate for the post of Vice-Chairman of the Southern Africa Region, the NEC may, in their absolute discretion, select another person, of suitable standing, to fill the post. In this event the person so selected shall be an additional member of the NEC, but all other rules shall apply.

7.3.3. The NEC shall elect a Treasurer and/or Secretary. The posts of the Treasurer/Secretary may be combined at the discretion of the committee.

7.3.4. The Secretary of the NEC shall maintain controlled copies of these rules, which shall be up to date at all times and be available at every meeting of the NEC. In addition, controlled copies shall be in the possession of the Chairman and the Treasurer of the NEC.

7.3.5. *Treasurer*:
The Treasurer of the NEC shall maintain proper records of all monies received and spent on behalf of the Southern Africa Region. The Treasurer of the NEC shall submit the audited accounts to the Annual General Meeting of the NEC for adoption.

8. RESPONSIBILITY

8.1. GENERAL

It shall be the responsibility of the NEC to deal with all matters of policy in respect of the functioning of the Southern Africa Region, any matters of national importance to the Southern Africa Region, and nay matters referred to it by any branch, for consideration or decision.

8.2. FINANCE

The NEC shall prepare an annual Budget covering its anticipated expenditure, and submit this to the Treasurer of the Southern Africa Region. The NEC shall, at all times, exercise financial responsibility on the Southern Africa Region's behalf.

8.3. QUORUM

A Quorum for a meeting of the NEC shall be three

8.4. SUB-COMMITTEES

The NEC shall appoint such sub-committees as it deems necessary for the efficient working of the Institute in the Southern Africa Region. These sub-committees may include an Educational, a Publications, and a Conference sub-committee. Each sub-committee shall be furnished with terms of reference, signed by the Chairman of the NEC and shall be governed by these rules and the rules of the Institute. With approval of the NEC, sub-committees may co-opt members.

8.5. MINUTES

The NEC shall maintain minutes of all meetings. Such minutes shall be approved electronically by the Chairman of the NEC. Such Minutes shall be accepted as prima facie evidence of the matters stated in such minutes

8.6. AUDITORS

The NEC shall appoint local auditors for the purpose of auditing the accounts of the Southern Africa Region.

9. MEMBERSHIP FEES

9.1. INTERNATIONAL MEMBERS

International Members will be invoiced directly from Head Office U.K. These members will pay directly to Head Office.

9.2. LOCAL MEMBERS

Fees due from local members shall be paid to the NEC. Accounts shall be sent out by the NEC. Membership fees are set by the NEC. Magazine costs will be included in the membership fees.

9.3. PATRON MEMBERS
Fees due from Patron Members are to be paid to the NEC. These fees will be classed as Capitation fees and refunded annually to the respective branches after the first NEC Meeting of the following year.

9.4. HONORARY MEMBERS
Honorary members are exempt from fees for life

9.5. STUDENT MEMBERS
Fees are decided annually by the NEC committee and are normally set at a rate of forty per cent (40%) of the normal membership fee.

10. THE SOUTHERN AFRICA FOUNDATION LECTURE

10.1. TITLE
The Lecture shall be titled THE FOUNDATION LECTURE OF THE POLYMER DIVISION OF THE SOUTHERN AFRICA REGION OF THE INSTITUTE OF MATERIALS, MINERALS AND MINING shall be delivered biannually. The standard of the lecture shall be maintained at the highest level.

10.2. VENUE
The Lecture shall be held at a suitable venue in each of the Branch Centres, in rotation, as follows:

Johannesburg
Port Elizabeth
Durban

If additional Branches are added in the future, they will be included

10.3. DATE
Normally, the Lecture shall be delivered in the month of September/October

10.4. SELECTION OF THE FOUNDATION LECTURER

10.4.1. The South African Medals Committee shall be responsible for selecting the South African Foundation Lecturer, and shall submit their nomination to the NEC for ratification, not later than the first NEC meeting of the calendar year.

10.4.2. The invitation to the Lecturer shall be in writing and shall be sent over the signature of the Chairman of the NEC. A copy of the rules pertaining to the Lecture shall accompany the invitation.

10.4.3. A Dinner shall be held on the occasion of the Lecture

10.4.4. Branches shall be invited to suggest suitable Lecturers, however, it shall be the duty of the Medals Committee to consider all suitable persons prior to making their selection.

10.4.5. Invited guests should include previous Foundation Lecture Winners

10.5. GENERAL ARRANGEMENTS

With the exception of the selection of the Lecturer, which is the responsibility of the Medals Committee, the general arrangements for the lecture and the subsequent dinner, shall be the responsibility of the Branch hosting the Lecture. The dinner shall be in the standard format (see Appendix A of these rules)

10.6. EXPENSES

If the lecturer resides outside the area where the Foundation Lecture takes place, the Hosting Branch will be responsible for the lecturer's transport and accommodation costs unless otherwise agreed upon.

10.7. SUBJECT MATTER

The matter dealt within the Lecture should lie within the following range of subjects:

(a) The science or technology of Polymers
(b) The economics of the Polymer Industry in the Southern Africa Region
(c) The educational needs of the Polymer Industry in the Southern Africa Region
(d) Other matters of fundamental importance to the Polymer Industry in the Southern Africa Region.

NOTE: Although it is desirable that, over a period, the Lectures should cover the widest possible field, it is undesirable to prescribe any rules regarding subject matter.

10.8. AWARD

Each Foundation Lecture shall be presented with the WILLIAM SAGE MEMORIAL MEDAL on completion of his lecture.

10.9. SUBSTITUTE LECTURER

Should circumstances arise making it impossible for the chosen Lecturer to deliver the South African Foundation Lecture, the date may be altered to suit the convenience of the Lecturer. If this is not possible, the Medals Committee shall, as a matter of urgency, and in its absolute discretion, select another Lecturer.

11. SOUTHERN AFRICA REGION AWARDS

11.1. GENERAL

The Southern Africa Region shall administer the following awards:

(a) The John Tallant Medal
(b) The William Sage Memorial Medal
(c) Southern Africa Meritorious Service Award

11.2. RESPONSIBILITY

11.2.1. All awards shall be made at the discretion of the Medals Committee which shall consist of:
(a) The Chairman of the NEC, who shall be Chairman of the Committee
(b) All other members of the NEC.

11.2.2. Alternates shall not be permitted.

11.2.3. A Quorum for this committee shall be four.

11.2.4. The committee shall meet at least annually in order to make its selections timeously.

11.3. TERMS OF REFERENCE

11.3.1. The Medals Committee shall ensure that Branch Committees are circulated, at least six weeks before its annual general meeting, calling for nominations for:
(a) The John Tallant Medal
(b) The Foundation Lecturer

ALL SUCH NOMINATIONS MUST BE MOTIVATED AND BE ACCOMPANIED BY SUPPORTING INFORMATION

11.3.2. The Medals Committee shall approach each Branch requesting nominations for Southern Africa Meritorious Service Awards.

11.3.3. The Medals Committee shall select persons to be recommended for the various awards and the Foundation Lecture, according to the rules, from among those nominated and all other persons, who are, in its opinion, suitable for consideration.

11.4. RULES FOR THE AWARD OF THE JOHN TALLANT MEDAL

11.4.1. The Medals awarded for each specific year shall be presented at the National Conference.

11.4.2. The Medal shall not be awarded more than once to the same person.

11.4.3. The Medal, a presentation for Merit, shall be awarded to persons not necessarily members of the Institute, deserving of recognition for their services to, or their achievements in, the Rubber Industry in the Southern Africa Region. The Medal may also be awarded for services to the Institute in Southern Africa.

11.4.4. The selection shall be submitted to the NEC for ratification.

11.4.5. The selected medallist shall be informed immediately of the award, in writing, over the signature of the Chairman of the Southern Africa Region.

11.5. RULES FOR THE AWARD OF THE WILLIAM SAGE MEMORIAL MEDAL

The William Sage Memorial Medal shall be awarded to the presenter of each Southern Africa Foundation Lecture

11.6. RULES FOR THE WARD OF CERTIFICATES RECOGNISING MEIRTORIOUS SERVICES

11.6.1. The awards shall be made from time to time on the recommendation of the Medals Committee

11.6.2. An award for Meritorious Service shall not be made more than once to any individual

11.6.3. An award shall be made to persons, whose services to the Division of the Southern Africa Region, in the form of work at Branch level or at National level or for the Polymer Industry are such that they are recognised as being of considerable merit.

11.6.4. An award shall take the form of a framed certificate

11.7. OTHER DUTIES OF THE SOUTHERN AFRICA MEDALS COMMITTEE WITH RESPECT TO AWARDS

At its annual meeting the NEC shall consider whether there are any persons whose names should be submitted to the Head Office for the Institute for consideration for the ward of the Colwyn, or the Hancock Medal, or for an award for Outstanding Service to the Institute, in accordance with the rules for these awards.

12. **STATEMENTS ON BEHALF OF THE INSTITUTE**

Statements on behalf of the Institute shall only be made by the Chairman of the NEC or in his absence by a person nominated by the majority members of the NEC. Statements shall be signed by the Officer concerned and shall have the approval of the NEC before being issued.

13. **CHANGES TO THE RULES**

Changes to the rules of the Polymer Division of the Southern Africa Region of the Institute of Materials shall be made, following due notice to all members of the Polymer Division at the time, in Annual or Extraordinary General Meeting, by simple majority of the Members in good standing present. Proxy votes, as allowed in sub-section 6.3. above will be permitted

14. **DISSOLUTION**

14.1. A decision to dissolve the Division of the Institute or amalgamate or unify with another organisation having similar objectives shall only be taken by a unanimous decision of the members of the National Executive Committee present at the appropriate meeting followed by a two-thirds majority of the members present and entitled to vote at an Extraordinary General Meeting convened for this purpose and for which due written notice of the proposed dissolution, amalgamation or unification has been given.

14.2. In the event of a decision being taken to dissolve the Division of the Institute, or to de-register it as an Association incorporated under Section 21 of the Companies Act of 1973, its assets shall be liquidated, if necessary, any liability settled, and the remaining property and assets given or transferred to an association or institution having similar objectives to those in the Institute of Materials and being a public benefit organisation or an association incorporated under Section 21 of the Act.

14.3. In the event of a decision being taken to amalgamate or unify with a similar organisation, the assets and liabilities of the Division of the Institute shall be transferred to the new organisation, provided that the new organisation is a public benefit organisation or an association incorporated under Section 21 of the Companies Act of 1973.

14.4. In the event of there being more than one alternative in respect of 14.2 and 14.3, the unanimous decision of the National Executive Committee Members present at an NEC meeting and a two thirds majority of members present and entitled to vote at a specially convened Extraordinary General Meeting shall be required.

14.5. Should it prove impossible for the requirements of 14.1, 14.2 or 14.3 to be met, the matter shall be referred to the President of the Law Society in Kwa-Zulu Natal, or its successor, for arbitration.

14.6. In no circumstances shall the property or assets of the Division of the Institute be distributed to members.

APPENDIX A

ARRANGEMENTS FOR THE SOUTHERN AFRICA FOUNDATION LECTURE AND THE SUBSEQUENT DINNER

1. The lecture shall start promptly at the time for which it is scheduled. To this end, the organising Branch shall ensure that all members present shall be seated by that time.

2. Arrangements will be made for pre-Lecture cocktails or other drinks.

3. The Lecture shall be presided over by the Chairman of the NEC or his personally delegated representative.

4. The dress, for the NEC Chairman and the Foundation Lecturer should preferably be Formal, i.e. Dinner Jackets

5. The dress for Members and their guests should be Lounge Suit or Dinner Jackets.

6. The host Branch may invite such guests as they see fit, except that these guests should be such that their presence enhances the occasion.

7. The host Branch must liaise with the Chairman of the NEC regarding his guests.

8. The vote of thanks to the Foundation Lecturer shall normally be made by the Chairman of the Host Branch. In the event that this is not possible the selection of the person to propose the vote of thanks must be made in consultation with the Chairman of the NEC.

9. Following the vote of thanks, the Chairman of the NEC will present the Lecturer with the William Sage Memorial Medal and a suitable gift. The Host Branch should ensure that this gift is available. The Chairman of the NEC will be responsible for the Medal, suitably engraved.

10. There shall be no other business conducted at the Foundation Lecture Meeting.

11. The Chairman of the NEC and/or Secretary will be responsible for obtaining the CV of the Lecturer, such that he can adequately introduce him.

12. The Host Branch should arrange to have a printed programme or menu for the event, giving the order of ceremony.

13. There is no objection to the Host Branch arranging for sponsors to cover, or assist with, the costs of the event, or the cost of the cocktails and wine at the Dinner. Acknowledgements of such sponsorship should be made in the printed programme or menu.