



***THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING
STANDARD RULES FOR BRANCHES AND DIVISIONS***

2021

Clause No.	Clause	
1	GENERAL	
1.1	Name	The name of the Branch shall be the Branch of SAICE.
1.2	Objectives	The objectives of the Branch established in terms of Clause 9.1 the Constitution, is to:
	1.2.1	promote the excellence of civil engineering and the advancement of the profession of civil engineering within the Branch;
	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) and comment on local or regional public issues relating to the Branch; with input from Divisions or National Office if appropriate or required.
	1.2.5	hold such meetings as may be necessary in order to conduct the affairs of the Branch;
	1.2.6	organise excursions and social functions;
	1.2.7	support civil engineering graduates in development of their careers;
	1.2.8	support civil engineering student chapters where applicable;
	1.2.9	be accountable in terms of acceptable business practice for control of the Branch'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 South African Institution of Civil Engineering" abbreviated as "SAICE",
	1.3.2	"the Branch" means the SAICE Branch,
	1.3.3	"the Council" means the Council of the Institution,
	1.3.4	"the Committee" means the Branch Committee of the SAICE Branch,
	1.3.5	"the Constitution" means the Constitution of SAICE
	1.3.6	"the Bylaws" means the Bylaws of SAICE,
	1.3.7	"informal" sub-branch means a group of branch members who get together on an informal basis.

2 MEMBERSHIP AND AFFILIATION

- 2.1** 2.1.1 Members of a Branch shall comprise all categories and grades of membership of the Institution (except student members and participants), whose place of work postal address falls within the branch boundaries as provided for in the Constitution and Clause 7.3 of the By-laws. Students shall be allocated to a branch according to the student chapter of which they are a member.
- 2.1.2 Participants of a Branch shall comprise individuals, interest groups or companies as provided for in the Constitution and Clause 1.7 of the By-laws.

3 BRANCH COMMITTEE

3.1 Management In terms of the Clause 9.3 of the Constitution, the management of the Branch shall be vested in a Branch Committee.

3.2 Composition and terms of Office: The Branch Committee shall comprise the following nominated and elected members:

<u>Designation</u>	<u>Term of Office</u>
Chair	2 years
Vice Chair	At least 1 year
Immediate Past Chair	2 years preferably
Secretary	At least 1 year
Treasurer	2 years preferably
Branch Council Representative	2 years preferably
Representative from each informal sub-committee. Such members could be corresponding members.	At least 1 year
Under-36 member	At least 1 year
Graduate member (0-5 years Associate member)	At least 1 year
Student Chapter Liaison (Where applicable)	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.) The committee should also identify amongst themselves their divisional representation. If any divisional representation is missing such representatives should be identified amongst other members. Such persons could be corresponding members.

This is a guideline – smaller branches might have smaller committees to suite the requirements. As a minimum a Chair/Council Representative, Secretary and Treasurer should be elected.

Members may be elected to the same positions more than once but should not serve in one position for more than 4 years consecutively.

3.3 Nominations:

- 3.3.1 The Branch Secretary shall on an annual basis, before the 15 September of each year, send to every member of the Branch an electronic notice calling for nominations of the candidates for election.
- 3.3.2 Nominations shall be submitted to the Branch 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 2 of the Constitution and Rule 2.1.1 may be elected to the Committee of a Branch.
- 3.4.2 The Chair, Vice Chair and Council Representative of the Branch must be Corporate Members of the Institution, should the Branch not be able to comply with this requirement they must apply for an exemption on this to the CEO in writing annually. All other portfolios may be filled by any Corporate or Associate members.
- 3.4.3 Every candidate for the election to the Committee shall be a member in good standing of the Branch, as provided for in the By-laws, and shall be nominated by two members of the Branch.
- 3.4.4 Every nomination shall be signed by the candidate to signify their 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, an electronic ballot of the members of the Branch shall be held and the Branch Secretary shall email a ballot paper to every member of the Branch before 31 October. All electronic 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 Branch 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 Branch to fill the vacancy.
- 3.4.9 The Branch 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 Chair 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 Chair or the Vice Chair 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 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 Branch or not, to sub-committees.
- 3.7 Informal sub-branches**
- Branch members should be encouraged to form informal geographical or divisional or other interest group sub branches of branches to assist the branch in meeting Branch and Institutional objectives.
- 3.7.1 Definition** A group of branch members who because of geographical constraints (a)can't readily participate in branch activities but who wish to carry out certain branch type activities in their region or (b)wish to meet to discuss or partake in SAICE Divisional or other special interest matters on an informal basis.
- 4 ADMINISTRATION**
- 4.1 Amendment of Rules:** The Standard Branch 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 Branch called for the purpose of amending the rules, and shall be subject to the approval of Executive Board and ratification by Council.
- 4.2 Minutes:** The Branch Committee shall ensure that Minutes are kept of all Branch meetings. Minutes of all meetings shall be submitted to the National Office on a regular basis.
- 4.3 Chair's Report:** The Chair shall prepare an annual report of the Branch which shall be submitted, together with the financial statement referred to under Rule 5.2, to the Chief Executive Officer of the Institution before 31 (January) 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 Branch report which includes a concise summary of activities of the Branch must be submitted to the National Office to be included in each Council Meeting 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 Boundaries & Disbandment:** The Council may, after consultation with the Branch Committee/s, revise branch boundaries or disband the Branch in terms of Clause 9.2 of the Constitution and Clauses 7.3 and 7.4 of the By-laws.
- 5 FINANCE**
- 5.1 Accounts:** The Committee shall arrange for accurate accounts to be kept of all monies collected and expended. To effect this all documents must be submitted to the relevant financial officer at National Office on a monthly basis. All invoicing and payments of accounts shall be done in accordance with National Office guidelines provided by the Chief Financial officer.
- 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 Branch's Annual General Meeting of the year, and thereafter submitted to the National Office of the Institution together with the Chair's Report referred to under Rule 4.3.
- 6 BRANCH MEETINGS FOR MEMBERS**
- 6.1 Annual General Meeting:** An Annual General Meeting shall be held not later than March each year at which the Immediate Past Chair shall submit the Chair's Report and the Treasurer shall present the Financial Report for the previous year.
- 6.2 Ordinary General Meetings:** Ordinary General Meetings of the Branch 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 Branch may be held at any time at the instigation of the Committee.
- 6.3.2 A Special General Meeting of the Branch shall be held within 28 days of the receipt by the Branch Secretary of a request for such a meeting, signed by not less than 5% of the Branch 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 Branch shall be electronically mailed or posted as appropriate to all members not less than 14 days before such meeting.
- 6.5 Voting:**
- 6.5.1 Only members of the Branch, in terms of Clause 2.1, shall be allowed to vote at a meeting of the Branch.

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 Chair 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 Branch members as determined on 31 January of the year in question with a minimum of 10 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.

STANDARD RULES; DIVISIONS

Clause No.	Clause	
1	GENERAL	
1.1	Name	The name of the Division shall be the Division of SAICE.
1.2	Objectives	The objectives of the Division, established in terms of Clause 10.1 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	comment on public issues when requested by the Executive Board or CEO
	1.2.6	hold such meetings as may be necessary in order to conduct the affairs of the Division;
	1.2.7	organise excursions and social functions;
	1.2.8	support civil engineering graduates in development of their careers;
	1.2.8	act as a conduit for information about the Divisions activities to branches through a branch liaison member
	1.2.10	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 South African Institution of Civil Engineering" abbreviated as "SAICE"
	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
	1.3.6	"the Bylaws" means the Bylaws of SAICE
2	MEMBERSHIP AND AFFILIATION	
2.1	2.1.1	Members of a Division shall comprise all categories and grades of membership of the Institution as provided for in the Constitution and the By-laws.
	2.1.2	Participants of a Division shall comprise individuals, interest groups or companies as provided for in the Constitution and the By-laws.

3 DIVISION COMMITTEE

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

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

<u>Designation</u>	<u>Term of Office</u>
Chair	2 years
Vice Chair	At least 1 year
Immediate Past Chair	2 years preferably
Secretary	At least 1 year
Treasurer	At least 1 year
Council Representative if required	2 years preferably
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.)

This is a guideline – smaller divisions might have smaller committees to suite the requirements. As a minimum a Chair, Secretary and Treasurer should be elected.

Members may be elected to the same positions more than once but should not serve in one position for more than 4 years.

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 an electronic 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 the Constitution and Rule 2.1.1 may be elected to the Committee of a Division.

3.4.2 The Chair, Vice Chair, Council Representative and Under 36 member of the Division Committee must be Corporate Members of the Institution, should the Division not be able to comply with this requirement they must apply for an exemption on this to the CEO in writing annually.

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 the By-laws, and shall be nominated by two members of the Division.

3.4.4 Every nomination shall be signed by the candidate to signify their 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

electronic ballot of the members of the Division shall be held and the Division Secretary shall email 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.
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- 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 Chair or the Vice Chair 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 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 Executive Board and ratification by Council.

- 4.2 Minutes:** The Division Committee shall ensure that Minutes are kept of all Division Meetings. Minutes of all meetings shall be submitted to the National Office on a regular basis.

- 4.3 Chair's Report:** The Chair 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 Chief Executive Officer 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 Meeting 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 10.2 of the Constitution.
- 5 FINANCE**
- 5.1 Accounts:** The Committee shall arrange for accurate accounts to be kept of all monies collected and expended. To effect this all documents must be submitted to the relevant financial officer at National Office on a monthly basis. All invoicing and payments of accounts shall be done in accordance with guidelines provided by the SAICE Chief Financial Officer.
- 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 Chair's Report referred to under Rule 4.3.
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- 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 electronically mailed or posted as appropriate to all members not less than 14 days before such meeting.
- 6.5 Voting:**
- 6.5.1 Only members of the members of the Division, in terms of Clause 2.1 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 Chair 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 as determined on 31 January of the year in question, but subject to a minimum of 10 members being present.
- 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.