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Adopted May 1995
and approved changes
included up to June 2003

PREAMBLE AND DEFINITIONS

- P.1. In the Constitution and in the By-Laws, unless there is something in the subject or the context inconsistent therewith:
 - (a) Words importing the masculine gender shall include the feminine; and words importing the singular shall include the plural; and *vice versa*.
 - (b) The term "Association" shall mean the South African Association of Physicists in Medicine and Biology.
 - (c) The term "member" shall include EITHER any class of membership other than Corporate Membership, OR any class or grade of membership of the Association depending on context, but when written "Member" it shall mean a person who has been elected to any of the grades of Corporate Membership in terms of clause 2.2 of the Constitution.
 - (d) The term "Council" shall mean the Council of the Association as constituted under Chapter 4 of the Constitution.
 - (e) The term "Officers" shall mean the Officers of Council as defined in clause 4.4 of the Constitution.
- P.2. The numbering of the clauses in this document is arranged as follows :
 - (a) Preamble and definitions - capital letter P followed by a number and lower case letter in brackets from P.1.(a) to P.2.(c).
 - (b) Constitution - purely decimalised numbers from 1.1. to 10.1.3.
 - (c) By-Laws - A single capital letter followed by decimalised numbers from A.1. to J.2.5.

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CONSTITUTION

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1. NAME AND OBJECTIVES

1.1. The name of the Association shall be :

THE SOUTH AFRICAN ASSOCIATION OF PHYSICISTS

IN MEDICINE AND BIOLOGY

The National Organisation of Physicists in
Medicine and Biology, of Radiation Protection
Scientists and of Radiobiologists.

1.2. The objectives of the Association shall be :

- 1.2.1. To represent South African Medical Physicists, Biophysicists, Radiation Protection Scientists and Radiobiologists.
- 1.2.2. To foster the advancement of, and to promote and uphold the status of the professions of medical physics, biophysics, radiation protection science and radiobiology in South Africa by -
 - 1.2.2.1. Arranging meetings, symposia and colloquia for the discussion of natural science applied to health, medicine and biology.
 - 1.2.2.2. Promoting opportunities for training in the application of natural science and engineering to health, medicine and biology.
 - 1.2.2.3. Stimulating the improvement of conditions of service of medical physicists, biophysicists, radiation protection scientists and radiobiologists.
 - 1.2.2.4. Promoting the creation of facilities for the encouragement of the wide-spread application of natural science and engineering to research in the health, medical and biological sciences.
 - 1.2.2.5. Providing a forum for increased collaboration among organisations in South Africa having an interest in medical physics, biophysics, radiation protection science, bio-engineering and radiobiology.
 - 1.2.2.6. Making available fellowships, bursaries, grants in aid and other financial assistance, to members to attend national and international conferences and meetings.
 - 1.2.2.7. Promoting an advisory service for the evaluation of apparatus used in health, medicine and biology.
 - 1.2.2.8. Promoting the design of specialised apparatus for specific health, medical and biological applications.

2. MEMBERSHIP

2.1. There shall be four classes of membership -

Corporate Membership, Non-Corporate membership, Institutional membership and Corresponding Institutional membership.

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2.2. Corporate Membership

Corporate Membership shall consist of the following grades -

2.2.1. Honorary Members

2.2.1.1. Honorary Members shall be individuals on whom the Association wishes to bestow a special honour in recognition of outstanding services to the Association and/or of exceptional contributions to the applications of physics to medicine or biology in accordance with the objectives of the Association.

2.2.1.2. The nomination and election of Honorary Members shall be in accordance with the procedures set out in Chapter A of the By-Laws.

2.2.2. Members.

Members shall be individuals who have -

2.2.2.1. Completed a masters or higher degree in physics, or equivalent qualification in natural science and who have subsequently had a minimum of one year's experience in medical physics, radiation protection, radiation biology or nuclear science applied to medicine or biology to the satisfaction of Council; OR

2.2.2.2. Completed an honours degree in physics, or equivalent qualification in natural science and who have subsequently had a minimum of two year's experience in medical physics, radiation protection, radiation biology or nuclear science applied to medicine or biology to the satisfaction of Council; OR

2.2.2.3. Completed a bachelors degree in physics, or equivalent qualification in natural science or engineering and who have subsequently had a minimum of five year's experience in medical physics, radiation protection, radiation biology or nuclear science applied to medicine or biology to the satisfaction of Council.

2.2.3. Retired Members.

Retired Members shall be Members who are in good standing and who have attained full retired status, even though they may still be employed in a temporary capacity.

2.3. Non-Corporate membership

Non-Corporate membership shall consist of grades as follows -

2.3.1. Associate members

Associate members shall be individuals holding an appropriate scientific or technical qualification, and exceptionally others, whose duties and/or interests are concerned with the applications of physical or engineering science to medicine or biology.

2.3.2. Corresponding members.

Corresponding members shall be individuals -

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2.3.2.1. Fulfilling the same conditions pertaining to Members or Associate members as set out in clauses 2.2.2. and 2.3.1 *supra*, but who are permanently resident outside South Africa;

2.3.2.2. Who are either Members or Associate members but who are temporarily absent from South Africa for a period of not less than three years;

provided that individuals resident abroad either permanently or temporarily may retain their grades of Membership or Associate membership should they so elect.

2.3.3. Retired members.

Retired members shall be members of either of the grades of Associate or Corresponding membership who are in good standing and who have attained full retired status, even though they may still be employed in a temporary capacity. Such members shall be designated Retired Associate members and Retired Corresponding members respectively.

2.3.4. Student members

Student members shall be individuals who are *bona fide* students and whose interests lie in the applications of physical or engineering science to medicine or biology.

2.4. Institutional membership

Institutional members shall be those organisations who are actively interested in promoting the applications of physical or engineering science to medicine or biology.

2.5. Corresponding Institutional membership

Corresponding Institutional members shall be those organisations who, although not necessarily actively involved in the field, may have some interest in the applications of physical or engineering science to medicine or biology and who wish to be kept informed of the transactions of the Association.

2.6. Additional classes or grades of membership may be instituted by agreement at an annual general meeting of the Association.

3. DISCIPLINARY ACTION

3.1. Any member shall be liable to an enquiry into his conduct with a view to disciplinary action if -

3.1.1. He shall have been admitted to a particular grade of membership as a result of false representation.

3.1.2. He be convicted of a felony or other criminal offence.

3.1.3. He shall wilfully have contravened the Constitution and/or the By-Laws.

3.1.4. As a result of complaints received from without the Association, or for any other reason, Council is of the opinion that an enquiry into his conduct is in the interests of the Association.

3.1.5. Five or more Corporate Members address to Council, in writing, a signed proposal that his conduct, on any ground whatsoever, is contrary to the aims, objectives and interests of

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the Association.

3.1.6. Five or more Corporate Members address to Council, in writing, a signed protest against his continued membership of the Association.

3.2. In the event that a member is liable to an enquiry into his conduct as provided for in clause 3.1 *supra*, Council shall constitute a Court of Enquiry to investigate the allegations against the member concerned.

4. CONTROL

4.1. Subject to the Constitution and in conformity with the By-Laws, the management and control of the affairs of the Association shall be vested in a Council whose members shall hold office until the conclusion of the Annual General Meeting succeeding the first meeting of the Council.

4.2. Council

Council shall consist of -

4.2.1. Six ordinary members.

4.2.2. The Chairmen of the Specialist Groups.

4.2.3. Nominated members.

4.2.4. Co-opted members.

4.2.5. Extraordinary members.

4.3. Election of Council

4.3.1. Ordinary members of Council

4.3.1.1. Ordinary members of Council shall be elected from among Corporate Members of the Association.

4.3.1.2. There shall be an annual ballot for the election of two members to fill the vacancies occurring as a result of the automatic retirement of members having served their three year term.

4.3.1.3. All nominations to Council shall be proposed and seconded by corporate Members only, such nominations to be accompanied by a signed acceptance of nomination by the nominee.

4.3.1.4. Counting of votes shall be carried out by two impartial scrutineers who shall be appointed by the retiring Council and who shall independently submit to the Honorary Secretary the names of all nominees in order of votes received indicating, in each case, the number of votes received. Should there be a discrepancy in the findings of the scrutineers they shall be required to rescrutinise the ballots until their findings are in agreement. The Honorary Secretary shall retain the list received from the scrutineers until the first subsequent Council election.

4.3.1.5. After the counting of votes the scrutineers shall seal the ballots in an envelope which shall be held in safe keeping by the Honorary Secretary until after the annual general meeting succeeding when, in the absence of any objection to the validity of the ballot, they shall be

destroyed.

4.3.1.6. In the event of an equal number of votes being recorded for two or more nominees, all of whom cannot be declared elected, the President or, in his absence the Vice-President, shall decide the result by a simple majority vote of the voting members of Council except that any member of Council who is such a nominee may not take part in the elimination vote.

4.3.1.7. The election, including the handling of any possible equality of votes in terms of clause 4.3.1.6 *supra*, shall be completed annually not less than two weeks before the annual general meeting.

4.3.1.8. In the event of the retirement of one or more ordinary members of Council the resulting vacancy/cies shall be filled from the names of the unsuccessful nominees as held by the Honorary Secretary in terms of clause 4.3.1.4 *supra*, in order of votes received.

4.3.1.9. Should there be an insufficient number of names of unsuccessful nominees to adopt the replacement procedure outlined in clause 4.3.1.8 *supra*, Council shall invite an appropriate number of Corporate Members to fill the remaining vacancies.

4.3.1.10 A Council member filling a vacancy in accordance with the provisions of clauses 4.3.1.8 and 4.3.1.9 *supra*, shall serve for the unexpired period of the retiring member concerned.

4.3.2. Nominated members of Council

4.3.2.1. Each Institution being an Institutional member in good standing shall be entitled to nominate one person to serve on Council in an advisory capacity. Such a person shall be designated a Nominated member.

4.3.2.2. The names of Nominated members shall reach the Honorary Secretary not less than two weeks before the annual general meeting.

4.3.2.3. Nominated members may take part in all Council deliberations but shall have no vote.

4.3.3. Co-opted members of Council

4.3.3.1. Council is empowered at its discretion, to co-opt from among Corporate Members a maximum of two additional Council members who shall be designated Co-opted members.

4.3.3.2. Co-opted members shall be full members of Council.

4.3.3.3. Co-opted members shall automatically retire at the annual general meeting following their co-option.

4.3.3.4. Co-opted members may hold office if so elected by Council.

4.3.4. Extraordinary members of Council

4.3.4.1. Extraordinary members of Council shall consist of -

4.3.4.1.1. One officially elected representative to each international organisation to which the Association is affiliated provided that no such representative is already a member of Council.

4.3.4.1.2. Chairmen of specialist groups or their nominated alternates.

4.3.4.1.3. Chairmen of regional groups or their nominated alternates.

4.3.4.2. A chairman of a specialist group or his nominated alternate shall be a full member of Council and have a vote *ex officio* except if he is also an elected or co-opted member of Council, in which case he will have only one vote.

4.3.4.3. Extraordinary members of Council other than chairmen of specialist groups or their nominated alternates may take part in all Council deliberations but shall have no vote.

4.3.4.4. Extraordinary members shall serve for as long as they hold the offices referred to in clause 4.3.4.1. *supra*.

4.4. Officers of Council

The Officers of Council who shall be elected according to the procedure specified in clause 4.5 *infra*, shall consist of -

4.4.1. The President

4.4.1.1. The President shall be a Corporate Member of the Association.

4.4.1.2. No member shall be elected to the office of President unless he has served at least a full three-year term as an elected member of Council.

4.4.1.3. No member shall be elected to the office of President while he simultaneously holds office as an extraordinary member of Council as provided for in terms of clauses 4.3.4.1.2 and 4.3.4.1.3 *supra*.

4.4.1.4. The President shall hold office for one year and be eligible for re-election provided that he may not hold office for more than two years consecutively.

4.4.2. The Vice-president

4.4.2.1. The Vice-President shall be a Corporate Member of the Association.

4.4.2.2. No member shall be elected to the office of Vice-President unless he has served at least two years as an elected member of Council.

4.4.2.3. The Vice-President shall hold office for one year and be eligible for re-election.

4.4.3. The Honorary Secretary

4.4.3.1. The Honorary Secretary shall be a Corporate Member of the Association.

4.4.3.2. Should the Honorary Secretary not be an ordinary member of Council he shall be regarded as filling one of the co-opted member positions provided for in clause 4.3.3.1 *supra*.

4.4.3.3. The Honorary Secretary shall hold office for one year and be eligible for re-election.

4.4.4. The Honorary Treasurer

4.4.4.1. The Honorary Treasurer shall be a Corporate Member of the Association

4.4.4.2. Should the Honorary Treasurer not be an ordinary member of Council he shall be regarded as filling one of the co-opted

member positions provided for in clause 4.3.3.1 *supra*.

4.4.4.3. The Honorary Treasurer shall hold office for one year and be eligible for re-election.

4.5 Election of Officers of Council

Prior to the Annual General Meeting the outgoing President shall call a special meeting, which he shall Chair, of the incoming Council for the sole purpose of electing the officers of Council for the ensuing year. The Chairman shall call for nominations in the case of each Officer, any contested nomination to be decided by a simple majority vote either by a show of hands or by secret ballot as the Chairman shall rule. The Chairman shall have a casting as well as a deliberative vote.

4.6 Duration of Service on Council

4.6.1. All ordinary members of Council shall normally serve for a period of three years. They shall be eligible for re-election.

4.6.2. Nominated members of Council shall serve for a period of one year and be eligible for re-election.

4.6.3. Co-opted members of Council shall serve in accordance with the provisions of clause 4.3.3.3 *supra*.

4.6.4. Extraordinary members of Council shall serve in accordance with clause 4.3.4.4 *supra*.

4.7 By-Laws

4.7.1. Council shall frame By-Laws, which must be consistent with the provisions of the Constitution, for the conduct of the business and management of the affairs of the Association.

4.7.2. Such By-Laws may at any time be added to, repealed or amended by Council, provided that notice of the intention to move any such change to the By-Laws is included in the notice convening the Council meeting concerned, and provided, further, that not less than two thirds of the voting members of Council present vote in favour of such change.

4.7.3. All members shall be notified within two weeks of any alterations to the By-Laws effected by Council.

5. FINANCE

5.1. Council is empowered to levy, fix and amend entrance fees and/or annual subscriptions.

5.2. The financial affairs of the Association shall be under the control of Council through the Honorary Treasurer.

5.3. All withdrawals from banking accounts shall require any two of three signatures of Council members appointed by Council for this purpose.

5.4. Council is empowered to invest funds at its discretion.

5.5. Council is empowered, at its discretion, to disburse funds for the following purposes :

5.5.1. To cover expenses incurred by Council members in attending Council meetings or for any other official business of the Association.

5.5.2. Financing of guest speakers.

5.5.3. Financing of receptions.

5.5.4. To cover the expenses of official delegates of the Association to national and international conferences, either in part or in full.

5.5.5. For the establishment of fellowship funds.

5.5.6. Membership of national and international organisations.

5.5.7. Financing of specialist groups and regional groups.

5.6. The Association's accounts shall close as at 31st December of each year and shall be subject to an annual audit by accredited auditors appointed by Council.

5.7. A statement of the accounts of the Association for the preceding financial year shall be presented for approval at each annual general meeting.

6. GENERAL MEETINGS

6.1. A general meeting known as the annual general meeting shall be held at a date and place decided upon by Council.

6.2. Special General Meetings

6.2.1. Additional general meetings, other than that provided for in clause 6.1 *supra*, shall be designated Special General Meetings.

6.2.2. At special general meetings only such business as that specified in the notices convening the meetings shall be transacted.

6.2.3. Council may, at any time, convene a special general meeting.

6.2.4. Council shall convene a special general meeting as soon as is practical after receipt of a written application signed by not less than 10 % of the Corporate membership, provided that such application specifies the business for which the meeting is required.

6.3. Only Corporate Members shall be entitled to vote at any of the Association's general meetings.

6.4.1. Any member of any grade may attend and speak at general meetings.

6.4.2. Any member, whether nominated or not, of an institution enjoying Institutional membership or Corresponding Institutional membership shall be permitted to attend and speak at general meetings.

6.5. Notices convening all general meetings shall be despatched to members at their registered addresses not less than four weeks prior to the date decided upon for such meetings.

6.6. The accidental omission to serve notice of any meeting to any Corporate Member shall not invalidate any resolution adopted at such meeting.

6.7. Suitably signed postal and proxy votes shall be allowed at all general meetings.

7. SPECIALIST GROUPS AND REGIONAL GROUPS

- 7.1. Council may, at its discretion, approve the formation of specialist groups and of regional groups upon receipt of reasonable representations from members concerned.
- 7.2.1. Each specialist group, and regional group shall draw up its own Constitution which shall become effective only after approval by Council.
- 7.2.2. The name of the specialist group shall be stated in its constitution, and must be approved by Council.
- 7.3. Membership of specialist groups and regional groups shall be in accordance with the individual Constitutions of such groups, provided that no person may become a member of any such group unless he is a member of the Association.
- 7.4. Constitutions of specialist groups and regional groups, once approved, may not be changed except by bilateral agreement between Council and the group concerned.
- 7.5. In the event of the dissolution of a specialist group or a regional group, in terms of clause H.4 of the By-Laws, any funds or assets of such a group shall be applied in a manner to be directed by Council.
- 7.6. No specialist group or regional group shall purport to act for the Association in any matter or manner whatsoever either directly or indirectly *vis-a-vis* government departments or similar bodies or any organisation, group or individual unless specifically authorised in writing by Council so to act.

(Refer to clause 4.1 of this Constitution.)

8. CHANGES TO THE CONSTITUTION

- 8.1. Changes to this Constitution, by way of addition, alteration or repeal, may only be made at an annual general meeting or at a special general meeting called for this purpose.
- 8.2. Proposed changes may be submitted by -
 - 8.2.1. Council;
 - 8.2.2. A Corporate Member with the supporting signatures of not

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less than two additional Corporate Members, such submission to reach the Honorary Secretary not less than six weeks prior to the meeting in question.

- 8.3. The Honorary Secretary shall circularise such proposed changes to all members together with the notice convening the meeting.
- 8.4. The meeting may adopt any proposed change, may adopt it after amendment, or may reject it.
- 8.5. Any proposed change shall be deemed carried by a minimum vote in its favour of 75 % counted out of Members present, postal votes and proxy votes.
- 8.6. A proposed change which is carried becomes effective immediately.
- 8.7. When a proposed change is carried the Honorary Secretary shall notify all members of such change within two weeks.

9. INTERPRETATION

- 9.1. In the event of any ambiguity in the interpretation of the English and Afrikaans versions of the Constitution and the By-Laws, the English version shall be deemed to be correct.
- 9.2. In the event of any ambiguity as to the meaning of any portion of the Constitution and of the By-Laws, the interpretation of Council shall be binding upon all members.

10. DISSOLUTION

- 10.1. Council shall have the power to dissolve the Association provided that -
 - 10.1.1. All members be circularised regarding such intention at least two months prior to the intended date of dissolution, such notification to include appropriate postal and proxy ballot forms.
 - 10.1.2. All members shall be entitled to vote.
 - 10.1.3. Not less than two thirds of those members responding to the ballot vote in favour of dissolution.

B Y - L A W S

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A. HONORARY MEMBERSHIP

A.1. Preamble

It is intended that the elevation of a member to Honorary status should represent a very special and signal honour and not merely be a routine procedure for old and/or retired persons.

It is recognised that although the desire to bestow such a signal honour as a mark of respect and recognition for exceptionally meritorious services and professional activities may arise at any time, it is often most widely felt when a member retires or is approaching retirement.

It is essential that considerable caution be exercised in not allowing the conferment of Honorary Membership to become a regular and routine practice. If it were so to become it would be difficult to avoid, on the one hand, embarrassing and perhaps contentious judgement about individual members and, on the other hand, the degradation of such conferment from the honour intended to that of a ritual.

A.2. Nomination

A.2.1. The nomination of a candidate shall be submitted with a written citation of the candidate's qualifications for Honorary status, duly signed by the nominator/s. The citation shall consist of an abbreviated curriculum vitae as well as a brief, but thorough and substantiating motivation as to why the nominee is considered to be worthy of honorary membership. The citation shall be in the hands of the President not later than the end of June in any year.

A.2.2. The privilege of nomination is vested in -

A.2.2.1. an Honorary Member;

A.2.2.2. a Past President;

A.2.2.3. a member of Council;

A.2.2.4. any five or more Corporate Members, collectively, who must all sign the citation referred to in clause A.2.1 *supra*.

A.2.3.1. Except in the case provided for in clause A.2.2.4 *supra*, the nominator shall make his submission directly to the President or, if he be the nominee, to the Vice-President.

A.2.3.2. In the case provided for in clause A.2.2.4 *supra*, the nominators shall make their submission through a member of Council who may not be the nominee and who shall then act as in clause A.2.3.1 *supra*.

A.3. Election

A.3.1. Election to Honorary Membership may be made only by Council.

A.3.2. Electoral College

A.3.2.1. An Electoral College consisting of not less than six and not more than ten members shall be constituted as follows :

A.3.2.1.1. The Officers of Council and Chairmen of the specialist

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groups shall be *ex officio* members of the Electoral College.

A.3.2.1.2. The President or, if he be the nominee, the Vice-President shall cause the *ex officio* members of the Electoral College (clause A.3.2.1.1 *supra*) to co-opt not less than two, but not more than four members to the Electoral College from the Past Presidents of the previous six years and the Honorary Members,

except that -

A.3.2.1.3. the nominee may not serve as a member of the Electoral College; AND

A.3.2.1.4. any member holding any prejudice pertaining to the nominee shall so declare and withdraw from membership of the College; AND

A.3.2.1.5. any member of the College who becomes such a member by more than one of the categories provided for in clause A.3.2.1.1 to A.3.2.1.4 *supra* inclusive, shall be deemed to be only one member and shall have only one vote.

A.3.2.1.6. In the event that there are proposals for more than four persons to be co-opted to the Electoral College, the President or, if he be the nominee, the Vice-President shall cause the *ex officio* members of the College to vote for four members to be co-opted. Each *ex officio* member of the College shall have only four votes. The four persons gaining the highest number of votes shall be co-opted to the Electoral College. In the event of an equality of votes the President or, if he be the nominee, the Vice-President shall exercise a casting vote.

A.3.2.2. The names of the members of the Electoral College shall be made known to the nominator/s not later than two weeks before the proposed first meeting of the College.

A.3.2.3. Appeal

A.3.2.3.1. The nominator shall have the right to appeal in writing to the Electoral College via the President or, if he be the nominee, the Vice-President to withdraw any member of the College if he has reasonable grounds for believing that the member concerned is prejudiced against the nominee, stating the reasons for his belief.

A.3.2.3.2. The President or, if he be the nominee, the Vice-President shall inform the appellee of the appeal against him affording him the opportunity to withdraw voluntarily or to let the Electoral College decide on the validity of the appeal.

A.3.3. Electoral College Meeting

A.3.3.1. At the meeting of the Electoral College it shall elect a Chairman from amongst its members, except that the Chairman shall not be -

A.3.3.1.1. the President;

A.3.3.1.2. the Vice-President, if the President is the nominee;

A.3.3.1.3. a member against whom an appeal has been lodged and

who has not voluntarily withdrawn.

A.3.3.2. The first matter to be considered by the Electoral College is the validity of an appeal against membership in response to which the appellee has not voluntarily withdrawn.

A.3.3.2.1. The Chairman shall read to the members of the Electoral College the appeal that has been lodged. There shall be no discussion of the appeal.

A.3.3.2.2. The validity of the appeal shall be decided by secret ballot on the basis of a simple majority, except that the appellee shall have no vote. For this purpose scrutineers shall be elected in accordance with clause A.3.4.4 *infra*, and they shall act in accordance with clause A.3.5 *infra*. In the event of an equality of votes the Chairman shall exercise a casting vote before announcing the result of the ballot and, in such circumstances, the scrutineers shall at all times preserve the confidentiality of the Chairman's casting vote.

A.3.3.2.3 Should the appeal be successful the remaining members shall constitute the Electoral College except if there are less than six remaining members, in which case a new Electoral College shall be constituted in accordance with clause A.3.2.1 *supra*.

A.3.3.3. Prior to the commencement of any discussion, each member of the Electoral College shall be required to make a verbal declaration in good faith that he has no prejudice relating the nominee.

A.3.3.4. Should a member of the College not be able to make a declaration as provided for in clause A.3.3.3 *supra* he shall withdraw as a member. In such an event the remainder of the members shall constitute the Electoral College except that, should their number be less than six a new Electoral College shall be constituted in accordance with clause A.3.2.1 *supra*.

A.3.4. Duties of Electoral College

The Electoral College shall -

A.3.4.1. Investigate the candidature of the nominee by any means at its discretion.

A.3.4.2. Discuss the candidature of the nominee on the basis of the citation.

A.3.4.3. Vote by secret ballot on the candidature.

A.3.4.4. Elect two of its members to act as scrutineers for the counting of votes.

A.3.5. Scrutineers - Electoral College Votes

A.3.5.1. The scrutineers elected in terms of clause A.3.4.4 *supra*, shall independently scrutinise the votes cast and independently present their findings to the Chairman.

A.3.5.2. Should there be a discrepancy in the findings of the scrutineers, they shall be required to rescrutinise the voting papers until their findings are in agreement.

A.3.6. Electoral College Support of Candidature

For the Electoral College to support the candidature of the

nominee, it shall be necessary that -

A.3.6.1. not less than 80 % of the members of the full College exercise their votes; AND

A.3.6.2. not more than two adverse votes be recorded.

A.3.7. Electoral College Recommendation

A.3.7.1. The Chairman of the Electoral College shall report the recommendations of the College to all members of Council, the nominee excepted if he be a member of Council.

A.3.7.2. If the recommendation of the Electoral College does not support the nominee's candidature no election to Honorary Membership may be made.

A.3.7.3. If the recommendation of the Electoral College supports the nominee's candidature the Chairman of the College shall cause all voting members of Council to receive -

A.3.7.3.1. a copy of the citation and all other relevant documents;

A.3.7.3.2. voting papers for a secret postal ballot, stipulating a deadline for the return of the voting papers to the President or, if he be the nominee, the Vice-President.

A.3.8. Scrutineers - Council Votes

A.3.8.1. The President or, if he be the nominee, the Vice-President shall nominate two scrutineers who need not necessarily be members of either Council or the Electoral College, for the purpose of counting of votes of members of Council.

A.3.8.2. The scrutineers nominated in terms of clause A.3.8.1 *supra*, shall receive the sealed envelopes containing the voting papers and shall independently scrutinise the votes cast and independently present their findings in writing to the President or, if he be the nominee, the Vice-President. Should there be a discrepancy in the findings of the scrutineers they shall be required to rescrutinise the voting papers until their findings are in agreement.

A.3.9. Confirming of Honorary Membership

For the election of the nominee to Honorary Membership to be confirmed, it shall be necessary that -

A.3.9.1. not less than 80 % of the voting members of Council exercise their votes;

A.3.9.2. not more than two adverse votes be recorded.

A.3.9.3. In the event that the provisions of clauses A.3.9.1 and A.3.9.2 *supra* are complied with in respect of more than one nominee the Council shall decide, by secret ballot and on the basis of a simple majority on to whom Honorary Membership shall be conferred. In the event of an equality of votes the President or, if he be the nominee, the Vice-President shall exercise a casting vote before announcing the name of the newly elected Honorary Member and in such circumstances the scrutineers shall at all times preserve the confidentiality of the casting vote.

A.3.10. Number of Honorary Members Elected

There shall be not more than one Honorary Member elected

in the period between annual general meetings.

A.3.11. Action Following Election

If the election of a nominee to Honorary membership is confirmed in terms of clause A.3.9 *supra*, the person receiving the scrutineers' findings in terms of clause A.3.8.2 *supra* shall -

- A.3.11.1. by means of a congratulatory message inform the newly elected Honorary Member of his election;
- A.3.11.2. arrange for the announcement of such election at the next annual general meeting.

A.3.12. Presentation

A newly elected Honorary Member shall, at the annual banquet of the Association or at some other such appropriate function decided upon by the Officers of Council, be formally presented with a suitably designed and inscribed certificate of Honorary Membership bearing the Association's heraldic seal and signed by -

- A.3.12.1. the President or, if he be the newly elected Honorary Member, the Vice-President; AND
- A.3.12.2. the Chairman of the Electoral College.
Should the Vice-President be the Chairman of the Electoral College he shall sign as such Chairman and not as Vice-President.

A.3.13. Roll of Honorary Members

- A.3.13.1. The Honorary Secretary shall add the names of all newly elected Honorary Members to the roll of Honorary Members which shall form a part of the Association's membership register.
- A.3.13.2. All other documentation associated with the processing of a nomination for Honorary Membership, whether the nomination be successful or not, shall, upon completion of the procedure, be destroyed.

B. ELECTION TO MEMBERSHIP

B.1. Members, Associate members and Corresponding members

Application for membership in one of the grades as provided for in clauses 2.2.2, 2.3.1 and 2.3.2.1 of the Constitution shall be made on a prescribed form and shall be proposed by a Corporate Member and seconded by a Corporate Member.

B.2. Corresponding members

Members and Associate members who wish to transfer to Corresponding membership as provided for in clause 2.3.2.2 of the Constitution may apply in writing to Council, such application to be accompanied by supportive documentary evidence relating to the expected period of absence from South Africa.

B.3. Retired Members, Retired Associate members and Retired Corresponding members.

Members who have attained retirement status as provided for in clauses 2.2.3 and 2.3.3 of the Constitution may apply in writing to Council to be transferred to the appropriate register of Retired

members.

B.4. Student members

Application for student membership as provided for in clause 2.3.4 of the Constitution shall be made on a prescribed form and shall be proposed by a member and seconded by a member.

B.5. Institutional members

Institutions may apply in writing to Council for membership.

B.6. Corresponding Institutional members

Institutions may apply in writing to Council for membership.

B.7. If Council is satisfied that the necessary conditions are fulfilled for the grade of membership applied for, it shall confer membership or effect transfer as the case may be.

B.8. If Council is not satisfied that the necessary conditions are fulfilled for the grade of membership applied for, it may offer an appropriate grade of membership or reject the application and shall inform the applicant and his proposers of such decision.

C. MEMBERSHIP REGISTER

C.1. A register of the names, addresses and qualifications of all members shall be kept by the Honorary Secretary and this register shall be made available to members from time to time as Council may direct.

C.2. The register shall reflect all the classes and grades of membership listed in chapter 2 of the Constitution - namely

C.2.1. Honorary Members;

C.2.2. Members;

C.2.3. Retired Members;

C.2.4. Associate members;

C.2.5. Corresponding members;

C.2.6. Retired Associate members;

C.2.7. Retired Corresponding members;

C.2.9. Institutional members;

C.2.10 Corresponding Institutional members.

C.3. It shall be incumbent upon all members of all classes and grades to notify the Honorary Secretary in writing of any change of address, failing which they shall be deemed to have waived service of any notices etc. and the onus of notification of such non-service shall rest with the member.

C.4. A notice despatched by hand or through the post to the address last registered with the Association shall be deemed to have been duly served on the member.

C.5. It shall be incumbent upon members of all classes and grades to notify the Honorary Secretary in writing of any changes in qualifications for the purpose of up-dating register records.

D. MEMBERSHIP SUBSCRIPTIONS

D.1. Annual subscriptions shall be in accordance with the following scale of units -

Honorary Members.....	0 units
Members.....	5 units
Retired Members.....	2 units
Associate members.....	3 units
Corresponding members.....	2 units
Retired Associate members.....	2 units
Retired Corresponding members.....	2 units
Student members.....	1 unit
Institutional members.....	30 units
Corresponding Institutional members.....	8 units

D.2. The monetary value of each unit in clause D.1 *supra* shall be determined by Council and may, at the discretion of Council, be reviewed from time to time.

D.3. Membership subscriptions shall be due on 31st March of each year in advance.

D.4.1. The privileges of any member whose subscriptions are not paid within one year of due date shall automatically lapse.

D.4.2. The membership of any member whose subscriptions are not paid within two years of due date shall automatically lapse.

D.4.3. Where privileges or membership have lapsed in terms of clauses D.4.1 and D.4.2 *supra*, Council may effect full reinstatement of privileges and/or membership upon payment of all subscriptions due and any penalties which may, at the discretion of Council, be levied.

D.5. Newly elected members shall pay the full subscriptions for the year in which they are elected.

D.6.1. There shall be no refund of subscriptions, either in full or on a *pro rata* basis, to members resigning their membership.

D.6.2. Any member transferring to a higher grade shall pay the full difference between the subscriptions due for the relevant higher and lower grades, for the year in which they are transferred.

D.6.3. Any member transferring to lower grade shall not receive any refund for the year of transfer in respect of the lower subscriptions due, either in full or on a *pro rata* basis.

D.7. Council is empowered, in exceptional circumstances, to reduce or waive the subscriptions due by any member.

E. DUTIES OF COUNCIL**E.1. Council**

Council shall -

E.1.1. Promote the objectives of the Association.

E.1.2. Ensure that resolutions taken at general meetings are carried out.

E.1.3. Attend to the efficient and expeditious execution of the day to day business of the Association.

E.1.4. Promote the activities of specialist groups.

E.1.5. Promote the activities of regional groups.

E.1.6. Undertake liaison with international organisations with which the Association may adhere or develop close links.

E.1.7. Examine and either authorise, amend or reject proposals made for the organisation of conferences or meetings held under the *aegis* of the Association.

E.1.8. Examine and either authorise, amend or reject constitutions of proposed specialist groups and regional groups.

E.1.9. Lay down any membership entrance fees and annual subscriptions - in the latter case by defining the monetary value of the units tabulated in clause D.1 of these By-Laws.

E.1.10. Appoint, or sanction the appointment of, such committees or subcommittees as it may deem necessary.

E.2. Officers of Council

E.2.1. Officers of Council as defined in clause 4.4 of the Constitution are empowered, in cases of urgency where there is insufficient time to constitute a full Council meeting and where immediate action on behalf of the Association is called for, to take such decisions and actions as are deemed necessary.

E.2.2. Three officers shall constitute a quorum.

E.2.3. Decisions and any actions taken by the Officers of Council shall be reported to Council as soon as possible.

E.3. The President or Vice-President

The President or, in his absence, the Vice-President shall -

E.3.1. Be *ex officio* a member of all specialist groups and regional groups, and of the executive committees of such groups, and of any committees or subcommittees formed under the auspices of the Association.

E.3.2. Prepare an annual report on the activities of the Association for presentation to the membership.

E.3.3. Deal with the question of equality of votes in Council elections, should this arise, as provided for in clause 4.3.1.6 of the Constitution.

E.3.4. Nominate scrutineers for the counting of votes in the event of nominations to Honorary Membership as provided for in clause A.3.8.1 of these By-Laws.

E.3.5. Attend to the formalities associated with the election of a member to Honorary Membership, as provided for in clause A.3.12 of these By-Laws.

E.3.6. Make suitable alternative arrangements if, as a result of personal involvement, the Honorary Secretary is precluded from executing the duties delineated in clauses E.4.12 and E.4.14.3 *infra*.

E.4. The Honorary Secretary

The Honorary Secretary shall -

E.4.1. Deal with all correspondence in consultation with the President

or, if he be absent, the Vice-President.

- E.4.2. Call all meetings of the Association.
- E.4.3. Attend to the formalities of general meetings and elections.
- E.4.4. Call for motions and nominations from members not less than six weeks prior to the annual general meeting.
- E.4.5. Circularise to members the notices convening the meeting, the ballot and proxy forms, statements of motions and names of nominees to Council not less than four weeks prior to the date decided upon for the meeting.
- E.4.6. Call for the names of nominated members of Council not less than four weeks prior to the annual general meeting.
- E.4.7. Circularise to members the final agenda for general meetings not less than two weeks prior to the date decided upon for the meeting.
- E.4.8. Call all Council meetings.
- E.4.9. Circularise to all Council members proxy forms and the agenda for Council meetings not less than two weeks prior to the date decided upon for the meeting.
- E.4.10. Prior to the annual general meeting notify all members regarding amendments to the membership register.
- E.4.11. Immediately the result of the postal ballot pertaining to Council elections is available from the scrutineers in accordance with clause 4.3.1.4 of the Constitution, notify all members of the new Council of the names of the full new Council.
- E.4.12. When an Electoral College is constituted in accordance with clause A.3.2.1 of these By-Laws -
 - E.4.12.1. notify all members thereof except as provided for in clause E.3.6 *supra*.
 - E.4.12.2. notify the nominator/s in accordance with clause A.3.2.3 of these By-Laws of the names thereof, except as provided for in clause E.3.6 *supra*.
- E.4.13. When a Court of Enquiry is constituted in accordance with clause 3.2 of the Constitution, deal with all correspondence and procedures as deemed necessary by Council.
- E.4.14. Ensure the maintenance of suitable records of all meetings of -
 - E.4.14.1. the Association;
 - E.4.14.2. Council;
 - E.4.14.3. Electoral Colleges, except as provided for in clause E.3.6 *supra*;
 - E.4.14.4. Courts of Enquiry.

E.5. **The Honorary Treasurer**

The Honorary Treasurer shall -

- E.5.1. Receive, and arrange for the disbursement of, all monies pertaining to the Association and maintain the financial affairs in order by keeping appropriate books.

- E.5.2. In conjunction with the auditors as provided for in clause 5.6 of the Constitution, prepare an annual financial report for presentation to Council and to the annual general meeting.
- E.5.3. Before 1st February of each year despatch to all members accounts pertaining to annual subscriptions due.

F. **MEETINGS OF COUNCIL**

- F.1.1. Council shall meet not less than three times a year, one meeting to be approximately midway between annual general meetings.
- F.1.2. The last meeting of Council shall be held *after* the results of the election of the New Council are known in accordance with clause E.4.11 *supra*, and *before* the Annual General Meeting succeeding such election results.
- F.2.1. 50 % of the voting members of Council shall constitute a quorum.
- F.2.2. Should a quorum not be realised the meeting shall be adjourned for a period specified at the discretion of the Chairman. When the meeting is reconvened those members who are present, provided they do not number less than five, shall be regarded as constituting a quorum.
- F.3.1. The President or, in his absence, the Vice-President shall preside over all meetings.
- F.3.2. In the absence of both the President and Vice-President the meeting shall elect its own Chairman from amongst those Corporate Members present.
- F.4. Suitably signed postal and proxy votes shall be allowed at all Council meetings.
- F.5. Resolutions taken at Council meetings shall be deemed carried by a simple majority vote in their favour.
- F.6. Voting shall normally be by show of hands, except that a secret vote shall be permitted if requested by not less than two voting members, or if so ruled by the Chairman.
- F.7. The chairman shall have a deliberative vote and, in the event of a tie, a casting vote.

G. **GENERAL MEETINGS**

- G.1.1. 10 % of the Corporate Membership shall constitute a quorum.
- G.1.2. Should a quorum not be realised the meeting shall be adjourned for a period specified at the discretion of the Chairman. When the meeting is reconvened those members who are present, provided there are not fewer than ten Corporate Members, shall be regarded as constituting a quorum.
- G.2. All motions may be proposed and seconded by any member and, with the exception of changes to the Constitution and the By-Laws, shall be adopted on the basis of a simple majority vote.
- G.3. Voting shall normally be by show of hands, except that a secret vote shall be permitted if requested by not less than two Corporate Members, or if so ruled, by the Chairman.
- G.4.1. The President or, in his absence, the Vice-President shall preside over all meetings.
- G.4.2. In the absence of both the President and the Vice-President the

meeting shall elect a Chairman from among those Corporate Members present.

G.5. The chairman shall have a deliberative vote and, in the event of a tie, a casting vote.

H. SPECIALIST GROUPS AND REGIONAL GROUPS

H.1. The President or, in his absence, the Vice- President shall be *ex officio* a member of all specialist groups and regional groups, and of the executive committees of such groups, and of any committees formed within such groups.

H.2. Council may, at its discretion, allocate such funds and/or assistance as it may deem necessary to provide for the satisfactory functioning of specialist groups and regional groups.

H.3. Chairmen of specialist groups and regional groups shall report on the activities of their groups at all Council meetings and at the annual general meeting of the Association.

H.4. Dissolution

H.4.1. Specialist groups and regional groups may be dissolved -

H.4.1.1. by resolution of Council;

H.4.1.2. by resolution of Council following appropriate representations from the executive committee of the group concerned.

H.4.2. Such resolution as provided for in clause H.4.1. *supra* shall be sent in writing to the chairman of the group concerned not less than six months prior to the proposed date of dissolution. The Chairman shall cause all members of his group to be informed of the resolution within one week of his receipt of the said resolution.

H.4.3. Any five or more members of the group concerned shall have the right of appeal against the proposed dissolution, such appeal being in the form of a hearing before Council.

H.4.4. In the event of an appeal as provided for in clause H.4.3 *supra*,

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the decision of Council shall be final.

I. CHANGES TO THE BY-LAWS

I.1. Any changes to these By-Laws shall be in accordance with clause 4.7.2 of the Constitution.

I.2. Proposed changes to these By-Laws may be submitted to Council for consideration by a Corporate Member supported by not less than two additional members, such proposal to reach the Honorary Secretary not less than six weeks prior to the Council meeting concerned.

J. DISSOLUTION

J.1. Should Council decide upon dissolution in terms of clause 10.1 of the Constitution, all outstanding debts of the Association shall be settled forthwith from existing funds and/or assets.

J.2. After settling all debts as provided for in clause J.1 *supra*, any remaining funds or assets shall be applied as determined by a simple majority vote of all members according to one or more of the following -

J.2.1. to all members in good standing on a basis to be determined by Council depending on grade of membership and of years of membership;

J.2.2. to existing departments of medical physics or radiation protection science or radiobiology or to medical schools or to scientific institutions, all within the Republic of South Africa, for the purpose of establishing or enlarging medical physics or related radiation science libraries;

J.2.3. to specialist groups or regional groups of the Association should any of these continue functioning as independent bodies;

J.2.4. to charitable institutions proposed by any member and decided upon by a simple majority vote by all members;

J.2.5. any other reasonable process proposed by Council or by members.

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