

CONSTITUTION
of the
SOUTHERN AFRICAN SOCIETY OF AQUATIC SCIENTISTS

1. NAME

The name of the Society shall be the SOUTHERN AFRICAN SOCIETY OF AQUATIC SCIENTISTS, formerly the Limnological Society of Southern Africa.

2. OBJECT

The Southern African Society of Aquatic Scientists is a Society constituted

- (a) for the advancement of research into, and management of, southern African inland, estuarine and marine waters and
- (b) for the benefit of aquatic scientists in southern Africa and other concerned individuals and institutions.

3. ACTIVITIES

- (a) One of the chief activities of the Society shall be to produce a Journal for the publication of research papers and other material to be agreed upon from time to time by the Editor in consultation with the Executive Committee.
- (b) Another of the chief activities of the Society shall be to arrange a Congress at least biennially. Profits from such a Congress shall accrue to the Society (see Clause 14(b) and (d)). A Regional Representative or his nominee acting as Convenor of a Congress shall abide by the rule for such Congresses as set out in appropriate bye-laws.

4. MEMBERSHIP

- (a) The society shall consist of Honorary Members, Ordinary Members, Student Members, Life Members (open only to individuals fulfilling the requirements for this class of membership before 28 April 1980), Corporate Members, Subscribers and Corresponding Members.
- (b) Those who join(ed) up to 31st December 1963 are Foundation Members.
- (c) Prospective Members wishing to join the Society after this date must be formally proposed by at least one Ordinary Member and be elected by the Executive Committee.
- (d) Such prospective Members are to be notified of their election and to pay their subscription within six calendar months from the date of their election, otherwise such election will become null and void.

- (e) Student Membership is open to all full-time students who have not yet completed an Honours degree, for a maximum of three years. Membership of students outside Africa shall be considered at the discretion of the Executive Committee.
- (f) Honorary Life Membership is open to any member through formal nomination by a fellow member to the Executive Committee, at whose discretion the honour shall be conferred, bearing in mind the previous services of the nominee to the Society.

5. PRIVILEGES

- (a) All members are entitled to receive one copy of all publications for each year for which his/her subscriptions are paid.
- (b) All Honorary, Ordinary and Life Members are eligible for office and are entitled to vote by postal ballot and at all General Meetings.
- (c) Each Corporate Member shall be entitled to two copies of each number of the Journal and shall be entitled to register with the Secretary the name of the representative who may vote on behalf of the Corporate Member.

6. AWARDS

- (a) The Society shall award Gold and Silver Medals on appropriate occasions.
- (b) A Gold medal shall be awarded on rare occasions in recognition of an exceptionally high standard of research in the aquatic sciences, or an exceptionally valuable contribution to the management, conservation or development of aquatic ecosystems or resources, over an extended period.
- (c) A Silver medal shall be awarded irregularly in recognition of the exceptionally high standard of a specific piece of research in the aquatic sciences or of the exceptionally high standard of a particular contribution to the management, conservation or development of aquatic ecosystems or resources.
- (d) Awards may be to anyone through formal nomination by a member of the Society at least three months before an Annual General Meeting. Nominations must include a statement regarding the nominee's eligibility for the award (including the contribution of his/her colleagues in the case of collaborative work) and citation of the particular work or works for which the nomination is made. A bronze Medal shall be awarded irregularly in recognition of the exceptionally high standard of a specific piece of work by a junior scientist or manager. This work shall normally be in the form of a dissertation.
- (e) Award nominations shall be made in the first instance to the Executive Committee who shall ensure that medal nominations made through clause 6(d) are in order, and who shall have the power to reject or accept nominations on the basis of such criteria as may from time to time be established by the Standing Committee on Awards. The Standing Committee on Awards shall be constituted as follows: a Chairman, who is to be the Society President or Vice-president; a Secretary, who is to be the Hon.Secretary or a Regional Representative, and three elected members, who shall be elected for a four-year term to coincide with two terms of the Council and with that of the Editor. Election procedure shall

be the same as for the Council and one elected member should preferably be a previous Gold Medal awardee. The Standing Committee on Awards may coopt additional members on advice from the Executive Committee, and subject to confirmation by the Society at the next Annual General Meeting, should vacancies arise in the interim.

The Standing Committee on Awards must decide on a recipient or recipients, or decide not to award a medal, by a four-fifths majority, via a secret ballot and using such criteria as they may determine, before an award can be made.

7. MANAGEMENT

- (a) The affairs of the Society shall be conducted by a Council, which shall comprise a President, a Vice-President, an Honorary Treasurer, an Honorary Secretary, an Honorary Editor of the Journal and eight Regional Representatives. The executive powers of the Council shall be delegated to an Executive Committee comprising the President, the Vice-President, the Secretary, the Treasurer, and the Editor, of whom the President or Vice-President, the Secretary, and the Treasurer shall be domiciled in or near one centre which, for the time being, shall form the Headquarters of the Society.
- (b) With the exception of the Editor, who shall be elected for a four-year term, the members of Council shall be elected triennially.
- (c) The Council shall have powers of co-option.
- (d) At meetings of the Executive committee, three members shall constitute a quorum.
- (e) The twelve Regional Representatives shall each represent one geographical region. For the present these regions shall be as outlined below but should it become desirable to change their delimitation, the Council shall have power to do so.
 - (i) Western Cape Province
 - (ii) Eastern Cape Province
 - (iii) Northern Cape Province
 - (iv) Northwest Province
 - (v) Free State and Lesotho
 - (vi) Kwazulu Natal and Swaziland
 - (vii) Gauteng
 - (viii) Northern Province
 - (ix) Mpumalanga
 - (x) Namibia
 - (xi) Zimbabwe, Botswana and Mozambique
 - (xii) Malawi and the rest of Africa

The Secretary shall be responsible for keeping in touch with overseas Members.

- (f) Voting on all Society matters shall be decided by simple majority after a secret ballot, unless otherwise stated. Votes shall be counted by two scrutineers appointed by the Executive Committee.

8. ELECTION OF COUNCIL

- (a) The election of Council Members shall take place biennially by ballot through the post.
- (b) When elections are due, the Secretary shall, at least three months before the Annual General Meeting, call for block nominations from Regional Representatives, such nominations to be submitted within the ensuing fortnight, Should more than one block nomination be received, the issue shall be decided by a postal ballot, the result of which are to be available for the next Annual General Meeting.
- (c) In an election year all Ordinary Members, and representative of Corporate Members, shall be invited, at least eight weeks before the Annual General Meeting to nominate candidates for the following offices: President, Vice-President, Editor (if at the end of a four-year term) and eight Regional Representatives. At the same time they shall be informed of the block nominations received.
- (d) Should the successful block nomination include a candidate for the office of President, and should a further nomination for President only have been received, and the latter duly elected in the ballot, then the candidate for the Presidency in the block nomination shall become Vice-President.
- (e) The result of the ballot is to be declared at the Annual General Meeting. In the event of ties, such ties are to be voted on by secret ballot at the Annual General Meeting.

9. PRESIDENT

- (a) The duties of the President shall be to preside at meetings of the Society, of the Council and of the Executive Committee, and to regulate the discussion and proceedings thereat, and to execute or see to the execution of the Constitution and orders of the Society; he may delegate some or all of these duties to the Vice-President.
- (b) The President shall present an Annual Report on the general concerns of the Society at the Annual General Meeting of the Society.
- (c) During each two-year term of office, the President shall present a Presidential Address on a topic of his choice within the field of aquatic sciences at a Congress of the Society.
- (d) In the case of an equality of votes, the President shall have a casting vote in addition to his deliberative vote.
- (e) An incumbent of the office of President for four consecutive years shall be ineligible for election to this office in the following two years.

10. VICE-PRESIDENT

- (a) The Vice-President shall act on behalf of the President, and have all the authority, power and privilege of the President, when such powers are delegated to him by the President, or in the absence of the President.

- (b) In the absence of both the President and the Vice-President, another member of Council shall preside.

11. HONORARY TREASURER

- (a) The Treasurer shall be responsible for demanding and receiving for the use of the Society all monies due, or payable to the Society and for directing the disbursement of all monies payable by the Society out of funds under his control.
- (b) The financial year shall end on 31st December of each year.
- (c) The annual subscriptions for each category of membership (as given in Clause 4(a)) shall be determined by the Executive Committee. Notice of change in subscription rate(s) shall be given at least three months prior to the financial year in which such change will become effective.

The annual subscription is payable in advance. If any Member is six months or more in arrears, such membership shall automatically cease. Membership may, however, be reinstated on receipt of all outstanding amounts due to the Society plus fifty percent of the current annual subscription rate, with no loss of privileges (subject to availability of back-numbers of Society publications).

- (d) Members and non-members of the Society may purchase extra copies of Society publications, if available, at prices to be fixed from time to time by the Editor.
- (e) All monies received on behalf of the Society shall be paid into a bank account. Cheques shall be drawn and signed by the Treasurer.
- (f) The Treasurer shall be called upon to present a financial statement, according to generally accepted accounting policies as prescribed by the South African Institute of Chartered Accountants, and a budget for the coming year at each Annual General Meeting. The Treasurer shall be required to present the Society's accounts to an external auditor, registered under Section 2 of Act 31 of 1951, for auditing each year. The Treasurer shall keep adequate proof and documentation of all income and expenses and balance the accounting records regularly.
- (g) The Hon. Treasurer, in preparing and maintaining the books of account and financial records of the Society, shall adhere to procedures as prescribed by the Executive and the Society's auditors.
- (h) Candidates nominated for the position of Hon. Treasurer shall have at least a basic working knowledge of accounting procedures.
- (i) The period of office of the Hon. Treasurer shall coincide with the accounting year, i.e. from January to December, and each incoming Treasurer must receive an audited set of financial records at the beginning of his/her term of office.

12. HONORARY SECRETARY

- (a) The Secretary shall be responsible to the Executive Committee for the proper conduct of all correspondence (other than financial) on behalf of the Society.

- (b) Within three months, the Secretary shall circulate to all members the Minutes of each previous Annual or other General Meeting for confirmation.
- (c) In the absence of the Secretary from any meeting of the Society or of the Executive Committee, the Chairman shall appoint a member of the Executive Committee to perform the duties of Secretary.

13. HONORARY EDITOR

- (a) The Editor shall be responsible to the Executive Committee for the preparation of all the Society's publications excepting for such notices as are of a purely business nature, which shall be the responsibility of the Treasurer.
- (b) Notwithstanding Clause 13(a), the Editor shall accept notices of a business nature from the Secretary or Treasurer for inclusion in the Society's Publications.
- (c) The Editor shall make all arrangements necessary for the printing or duplication and the distribution of the Society's publications. In these arrangements he shall act with the consent of the Executive Committee.
- (d) The Editor may co-opt one or more Members to serve as Assistant Editors.

14. REGIONAL REPRESENTATIVES

- (a) Each Regional Representative shall be entitled to form a Regional Committee to further the interests of the Society in that Region; in order to do so, the Regional Representative shall have the power to co-opt local members to serve on the Regional Committee.
- (b) The Representative of the Region in which a Congress, Symposium or Meeting of the Society is to be held shall either act as Convenor or shall appoint a Member to act as Convenor of this Society function. The Representative may also co-opt members to serve on a Congress, Symposium or Committee Meeting, of which the Convenor shall act as Chairman.
- (c) Regional Representatives shall be responsible to the Secretary of the Society for all correspondence they enter into on behalf of the Society.
- (d) Regional Representatives, or their nominees in terms of Clause 14(b), shall be responsible to the Treasurer of the Society for the control and disbursement of monies in connection with these Society functions.

15. GENERAL MEETINGS

- (a) A General Meeting shall be held annually.
- (b) Special General Meetings of the Society can be convened on written application to the President by at least one-tenth of the total number of members. At any such Special Meeting only those matters shall be discussed for which the meeting has been convened.

- (c) Notice of any General Meeting shall be posted to all members at least two weeks before the date of such a meeting.
- (d) Occasional functions of a scientific nature may be held under the auspices of the Society at the discretion of the Executive Committee as occasion arises.
- (e) At all General Meetings of the Society a quorum shall consist of five members eligible to vote. If no quorum be present at an Annual General Meeting, the Chairman shall be entitled to address the Meeting for a convenient time, when the Meeting shall be deemed valid whether or not a quorum be present. If there is no quorum present at a Special General Meeting, the Meeting shall be cancelled.
- (f) A General Meeting shall have the power, in exceptional cases, to suspend certain clauses of the Constitution in order to allow the Society to continue functioning.

16. HEADQUARTERS

The headquarters shall not normally remain in any one centre for more than four consecutive years. If, however, no alternative centre is proposed, this period may be extended.

17. AMENDMENTS TO THE CONSTITUTION

- (a) The English version of this Constitution shall be definitive.
- (b) All proposed amendments or alterations to the Constitution shall be submitted in writing to the Secretary, who shall in turn invite all Members to vote on such changes in a postal ballot. It shall be the duty of the Secretary to keep a dated list of all such alterations and amendments. All Members are to be provided with a copy of the amended Constitution after such changes have been incorporated into it.
- (e) All Ordinary, Honorary and Life Members and representatives of Corporate Members shall be entitled to propose and vote on amendments or alterations submitted in this way.

18. BYE-LAWS

Decisions concerning the running of the Society taken at Annual and Special General Meetings shall become Bye-Laws. It shall be the responsibility of the Secretary to record these as such and to keep an up-to-date list of all Bye-Laws.