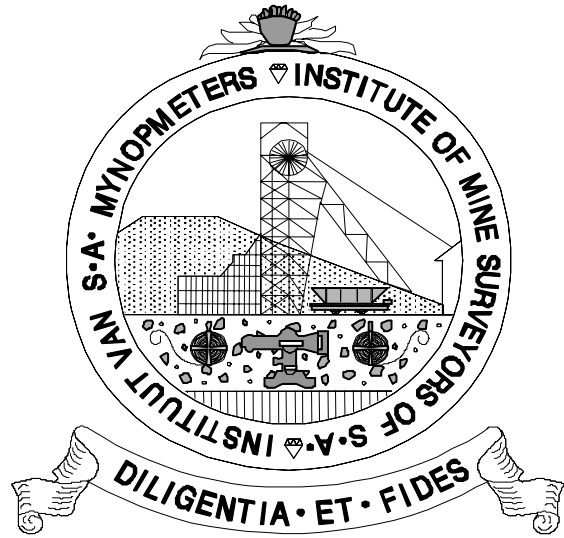


INSTITUTE OF  
**MINE SURVEYORS**  
OF SOUTH AFRICA

INSTITUUT VAN  
**MYNOMETERS**  
VAN SUID-AFRIKA



## **CONSTITUTION AND BYE-LAWS**

# CONSTITUTION

## NAME AND OBJECTIVES

1.1 The name of the Institute will be:

“THE INSTITUTE OF MINE SURVEYORS OF SOUTH AFRICA”

“DIE INSTITUUT VAN MYNOMETERS VAN SUID AFRIKA”

1.2 ADMINISTRATIVE OFFICE

The Administrative Offices of the Institute will be in Johannesburg, or in such other place in South Africa as Council may from time to time decide.

1.3 NATURE

The Institute, as an independent learned society, will at all times be deemed to be a purely professional, technical and scientific body, functioning in the interest of the Mine Surveying profession at large.

1.4 OBJECTIVES

1.4.1 To promote and protect the character and interests of the profession of Mine Surveying and to uphold the status of the Institute.

1.4.2 To advance the science and practice of Mine Surveying, Mineral Evaluation and allied disciplines.

1.4.3 To foster professional etiquette and honourable conduct among its members.

1.4.4 To provide counsel in the settlement of professional disputes involving members of the Institute.

1.4.5 To encourage and promote the study of Mine Surveying, Mineral Evaluation and other branches of knowledge which may be advantageous to members.

1.4.6 To hold meetings of members and other persons who may:

(a) Possess knowledge that may be of interest and value to members.

(b) Be interested in subjects discussed by members.

1.4.7 To formulate, amend, promulgate and administer by-laws and regulations regarding the Institute and its interests in general.

1.4.8 To promote, if necessary, any legislative measure or to petition Government or any other legislative or administrative body on any matter affecting Mine Surveying and allied disciplines.

1.4.9 To acquire either by purchase, lease or otherwise, any property whether moveable or immovable, which may be necessary from time to time for the requirements of the Institute and to sell, let, or otherwise dispose of all or any such property when considered desirable in the interests of the Institute.

1.4.10 To do such acts and to undertake such engagements as may be conducive or incidental to the attainment of the foregoing objectives.

## 2. DEFINITION OF TERMS

### 2.1 INTERPRETATION

In this Constitution, unless there be anything in the subject or context inconsistent therewith:

2.1.1 “Certificated” means the possession of the Mine Surveyor’s Certificate of Competency issued by the Chief Inspector of mines in terms of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) as amended, or issued in terms of previous legislation.

2.1.2 “Responsible Mine Surveyor” means a certificated mine surveyor appointed, or deemed appointed, in terms of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) as amended.

2.1.3 “The Institute” means the Institute of Mine Surveyors of South Africa - Die Instituut van Mynopmeters van Suid Afrika.

2.1.4 “in writing” means written, or a printed hard copy.

2.1.5 “Council” means the body elected in terms of Clause 4 of the Constitution.

2.1.6 The word “member” denotes any grade of membership of the Institute, but when written “Member” it denotes that particular grade of membership, collectively referred to as Corporate Members in Clause 3.1 of the Constitution.

2.2 The English language version of this Constitution will be accepted as the correct version in all cases when there is doubt as to the meaning of any portion of the Constitution.

## 3. MEMBERSHIP

### 3.1 GRADE OF MEMBERSHIP

The Institute will comprise Honorary Life Members, Life Members, Fellows, Members and Senior Associates who will be collectively referred to as Corporate Members, and Honorary Members, Associate Members, Student Members and Affiliates who will collectively be referred to as Non-Corporate Members. Only Corporate Members will be entitled to vote at any meeting of the Institute. Senior Associates may not serve on Council.

#### 3.1.1 HONORARY LIFE MEMBER

Council may confer Honorary Life Membership on any person whom the Institute wishes to honour because of his/her service to the Institute or to the profession of mine surveying, mineral evaluation or allied disciplines.

#### 3.1.2 RETIRED MEMBER

Retired membership may be granted to Corporate Members who are in good standing on retirement.

#### 3.1.3 FELLOW

Council may grant Fellowship to a “Member” who has been in good standing for 5 years, has attained the age of 30 years and has promoted IMSSA’s interests by serving on a Branch or Council committee for a minimum of two years **or** has presented, at an Institute meeting or published in the journal, at least two technical papers.

Where a “Member” has not satisfied the above criteria, but has promoted the survey discipline resulting in a positive impact on the Institute’s standing and reputation, Council may at its discretion and provided with the necessary motivation, grant Fellowship to such a member.

3.1.4 At the discretion of Council, Fellowship once granted may be retained.

3.1.5 MEMBER

Council may grant Membership to:

- (a) A practicing Certificated mine surveyor.
- (b) A non-practicing Certificated mine surveyor whose status, professional achievements and practical mine surveying and relevant experience justify his/her election.

3.1.6 SENIOR ASSOCIATE MEMBER

Council may grant Senior Associate Membership to persons who have obtained a National Diploma or the COM Advanced Certificate in Surveying or Valuation or Evaluation. In addition, such person must have at least five years experience at a senior level acceptable to Council (*Due to the differences in structures at mines, the proposer must provide a short note explaining the applicant’s experience and duties.*)

3.1.7 HONORARY MEMBER

Council may grant Honorary Membership to persons of distinction in the fields of Mine Surveying and Mineral Evaluation, or allied disciplines, who will be elected for the current year.

3.1.8 ASSOCIATE MEMBER

Council may grant Associate Membership to:

- (a) Qualified surveyors from other disciplines who are not actively engaged in the profession of mine surveying.
- (b) Any person who has been actively engaged in mine surveying, mineral evaluation, mine sampling or mine survey draughting for a minimum period of 5 (five) years and is currently practicing in one of these fields at the time of nomination.

3.1.9 AFFILIATE

Council may grant Affiliate Membership to:

Any person whom Council considers to possess the necessary academic, technical or professional qualifications and/or who has been engaged in any occupation related to Mine Surveying, Mineral Evaluation, Mine Sampling or Mine Survey Draughting for a minimum period of 2 (two) years.

3.1.10 STUDENT MEMBER

Council may grant Student Membership to any person who is not eligible for Membership under clause 3.1.3, 3.1.5, 3.1.6, 3.1.7 and 3.1.8, and who is actively engaged in studies relating to mine surveying and mapping, mineral evaluation or allied disciplines.

3.1.11 Council has the power to elect to any grade of membership candidates who may not fulfil all the requirements for entrance to these grades, but whose status, professional achievements and practical experience in mine surveying, mineral evaluation or allied disciplines justify such election.

### 3.2 TRANSFER OF MEMBER

Any member may apply for transfer of membership grade provided that the necessary application is submitted to the Administrative Secretary

### 3.3. CONFIRMATION OF ELECTION

3.3.1 Upon election or admission to the Institute a member will be notified thereof by the Administrative Secretary and will thereupon become liable for the appropriate entrance fee and/or annual subscription.

3.3.2 Should such monies not have been paid within 3 (three) months of the date of posting of such notification Council may declare the election or admission null and void.

3.3.3 The first subscription of a member elected or admitted during the first nine months of the financial year will be retrospective to the beginning of that year. The first subscription of a member elected or admitted during the last three months of the financial year will cover the period to the end of the succeeding year.

### 3.4 REJECTION OF MEMBERSHIP

In the event of a candidate's application for membership or change in membership grade being rejected it will not be incumbent upon Council to give its reason or reasons for so doing.

### 3.5 CANCELLATION, RESIGNATION AND REINSTATEMENT OF MEMBERSHIP

3.5.1 Council will have the right to cancel, without giving its reason or reasons for so doing, the membership of a member if:

3.5.1.1 Such member be in arrears with payment of his/her subscriptions for a period of 3 (three) months after same have become due, and/or

3.5.1.2 Such member be guilty at any time of unprofessional conduct according to the absolute judgement of Council.

3.5.2 A member in good standing may resign his/her membership of the Institute by sending his/her written resignation to the Administrative Secretary. No portion of any entrance fee, membership fee or transfer fee will be refunded to any member who resigns his/her membership or to his/her employer.

#### 3.5.3 REINSTATEMENT OF MEMBER

When applicable, Council may, on receipt of written application, consider reinstatement membership. In the event of a member being reinstated he/she will become liable for the lesser amount of either his/her membership fees since he/she ceased being a member or his/her current membership fee plus the appropriate entrance fee. Members under suspension are liable for the full fees.

### 3.6 LETTERS OF DESIGNATION

3.6.1 A Corporate Member of the Institute is entitled to use, with Council's approval, the following authorised letters designating his/her grade of membership of the Institute:

Honorary Life Members	}	
Life Members	}	F.I.M.S.S.A.
Fellows	}	
Members		M.I.M.S.S.A.
Senior Associate		S.A.I.M.S.S.A.

3.6.2 No Corporate Member may adopt, or describe himself/herself by any other description or abbreviation other than the authorised designation as above to indicate his/her grade of membership in the Institute nor is any person who is not a member of the Institute entitled to describe himself/herself as a member of the Institute or to make use of the above letters of designation.

3.6.3 Council must issue to every Corporate Member a certificate showing the grade to which he/she has been elected. Such certificate remains the property of and must on request be returned to the Institute.

## 4. COUNCIL

### 4.1 MANAGEMENT

Subject to the Constitution and in conformity with the by-laws, the management of the affairs of the Institute will be vested in Council, whose members must be elected by Corporate Members of the Institute as provided for in the by-laws and who will hold office until their successors have been elected.

### 4.2 COMPOSITION OF COUNCIL

Council of the Institute will consist of:

4.2.1 The President, who must be a Fellow.

4.2.2 Two Vice-Presidents.

4.2.3 Immediate Past President.

4.2.4 13 (thirteen) Fellows and/or Members of whom;

(a) 1 (one) Fellow or Member must be elected by each active recognised branch of the Institute to represent such branch.

(b) Not less than 9 (nine) must be actively engaged in mine surveying.

4.2.5 Those Past Presidents who, on the invitation of Council, have signified in writing by the date of the Council meeting immediately preceding the Annual General Meeting, their willingness to serve on Council for the ensuing year.

#### 4.3 RETIREMENT OF COUNCIL MEMBERS

Members of Council must retire at the end of each year of service but will immediately be eligible for re-election.

#### 4.4 VACANCIES ON COUNCIL

In the event of vacancies occurring on Council during the current year, the remaining members of Council will have the power to fill such vacancies.

4.5 Should any member of Council frequently absent himself/herself without leave from Council meetings he/she may, at the discretion of Council, be requested to forfeit his/her seat on Council.

#### 4.6 COUNCIL QUORUM

A quorum for Council meetings will comprise a simple majority based on its elected members.

#### 4.7 NO QUORUM

If at a Council meeting, no quorum is present within 15 (fifteen) minutes of the convened time of the meeting, the meeting must stand adjourned.

#### 4.8 BY-LAWS

Council may frame by-laws that must be consistent with the Constitution.

4.9 Council may from time to time amend the by-laws, provided that notice of the intention to move an amendment of the by-laws is included in the notice convening such meeting and provided further that such amendment is approved by not less than 2/3 (two-thirds) of the members of Council present at such meeting.

### 5. ELECTION OF OFFICE BEARERS

5.1 At each Council meeting immediately preceding the Annual General Meeting the retiring Council must elect from among its Members the following office bearers for the ensuing year:

- (a) A President who will be Chairman of the Council for the ensuing year.
- (b) A Senior Vice President.
- (e) A Junior Vice President.
- (d) Three Trustees (one of whom must be the newly elected President). Neither of the newly elected Vice Presidents will be barred from being elected as Trustees.

5.2 The President and Vice Presidents will each hold office in their respective capacities for 1 (one) year only, but will be immediately eligible for re-election to the same or any other office provided that such person will not be elected to the office of President, for more than 2 (two) years consecutively.

#### 5.3 SECRETARIAL AND EDITOR

Council will have the power to appoint an Administrative Secretary, Editor or any other officer and office assistants, and to remunerate them.

Such Administrative Secretary, Editor or officers and office assistants will hold office during the pleasure of Council and they must perform such duties as Council may set forth in terms of their appointment.

## 6. MEETINGS OF THE INSTITUTE

- 6.1 Meetings of the Institute will normally be held in Johannesburg, but may be held at such other places in Southern Africa as Council may decide.
- 6.2 Ordinary General Meetings of the Institute will be held on dates decided by Council. Notices convening Ordinary General Meetings must be despatched to members not less than 14 (fourteen) days prior to the dates of such meetings.
- 6.3 Annual General Meetings will be held on a date decided by Council, not later than 31st October of each year to consider the Report of Council and the audited revenue and expenditure account and balance sheet, to appoint Auditors for the ensuing year, to elect Office Bearers for the ensuing year and to conduct such other business as Council may decide.
- 6.4 All meetings of the Institute, other than those detailed in 6.2 and 6.3, will be designated Special General Meetings and only such business as that specified in the notice convening these meetings may be transacted.
- 6.5 Council may, at anytime, convene a Special General Meeting.
- 6.6 Council must convene a Special General Meeting within 30 (thirty) days upon receipt of a written application from 15 (fifteen) Corporate Members, provided such application specifies the reason(s) for which the meeting is required. If Council fails to convene such Special General Meeting within the prescribed period, any of the signatories to the request may convene the meeting. This may be held at any time within 6 (six) weeks of the receipt of the request by giving notice as herein prescribed.
- 6.7 Notices convening Annual General Meetings and Special General Meetings must be despatched to members not less than 14 (fourteen) days prior to the dates decided for such meetings.
- 6.8 The accidental omission to give notice of any meeting of the Institute to any corporate member will not invalidate any resolution passed at such meeting.

## 7. AMENDMENT OF CONSTITUTION

- 7.1 Should Council consider it expedient to propose any change to the Constitution by way of either addition, alteration or repeal, or should not less than 15 (fifteen) Corporate Members express in writing to Council a desire for such change, the same must be considered at a Special General Meeting convened for that purpose or at an Annual General Meeting. Any such Council proposal or request by Corporate Members must be adequately motivated in writing.
- 7.2 It will be necessary for the adoption of any amendment to the Constitution, that not less than 2/3 (two thirds) of the votes cast must be in the affirmative.



## **BYE-LAWS**

### **ELECTION OF MEMBERS**

- 1.1 The election or transfer of candidates to any grade of membership of the Institute will be made by Council.
- 1.2 Any candidate seeking election to membership of the Institute must be proposed by and seconded by two Corporate Members respectively, having either personal knowledge or obtained information of the candidate's character, qualifications and experience.
- 1.4 The candidate must forward his/her application on the prescribed form, duly completed and accompanied by any necessary supporting documents, to the Administrative Secretary.
- 1.4 The Registrar will consider all applications and any communications related thereto. The Registrar must decide, in accordance with the provisions of the Constitution, the grade of membership, if any, to which the candidate is elected and inform Council of his/her decision at the next Council meeting. Council must ratify the decision before the applicant is elected.
- 1.5 A candidate will be declared elected if he/she secures at least four fifths (4/5) of the votes cast by members of Council present at the meeting at which his her election is submitted for ratification.
- 1.6 The details of all newly elected members will be printed in the Journal. All members having knowledge affecting the decision of the election of a member shall inform the Council in writing.

### **2. COUNCIL MEETINGS AND DUTIES**

#### **2.1 EXECUTIVE COMMITTEE**

At the first Council Meeting of the year, Council must appoint an Executive Committee.

##### **2.1.1 DUTIES AND FUNCTIONS**

To execute the routine affairs of the Institute in so far as major changes in policy are not affected, i.e. within the framework of the Constitution and Bye-Laws.

To report to and advise Council of new developments that have transpired subsequent to the previous Council Meeting, and which could affect the Institute as a whole.

To co-ordinate the activities of any sub-Committee and Branches.

To implement Council policy, decisions and recommendations.

## 2.1.2 COMPOSITION OF EXECUTIVE COMMITTEE

President  
Senior Vice President  
Institute will be made by  
Junior Vice President  
Immediate past President  
Administrative Secretary  
Chairman of the Technical Committee  
Editorial Representative  
Two (2) Council Members

## 2.2 DECISIONS

All Council decisions will be made by a majority of votes of the members present.

## 2.3 CASTING VOTES

In the case of there being an equal number of votes for and against, the Chairman of the meeting will have a second or casting vote.

## 2.4 MEETINGS

Council must meet at least four (4) times per annum.

## 2.5 PRESIDENT

The President will, ex-officio, be a member of all committees

## 2.6 EMERGENCY POWERS

In an emergency, Council will have power in the interest of the Institute to take action not covered by the Constitution and Bye-Laws.

## 2.7 INDEMNITY

Each member of Council will be and is hereby indemnified by the Institute against any loss, expense or damage incurred in the discharge of or arising from his/her duties, provided that such loss, expense or damage is not attributable to his/her own negligence, and no member of Council will be held personally liable for acts done by him/her in good faith and for the benefit of the Institute. No member of Council will be held liable for the acts or omissions of any other member of Council.

## 2.8 QUORUMS

There will be no quorum for Ordinary General Meetings or informal meetings of the Institute, but for Annual General Meetings and Special General Meetings, a quorum will be fifteen (15) corporate members present at the meeting.

No quorum being present, the Annual General Meeting or Special General Meeting must stand adjourned for at least seven (7) days. The Corporate Members present at the re constituted Annual General Meeting or Special General Meeting will then constitute a quorum.

## 2.9 VOTING AT MEETINGS

Except as otherwise provided for in these Bye-Laws, every proposal submitted to any meeting must, in the first instance, be decided by a show of hands of the members entitled to vote before discussion will take place.

## 2.10 CHAIRMAN OF MEETINGS

The President, or in his absence, a Vice-President or, in the absence of all of them, a Corporate Member elected by the meeting, will take the Chair at that meeting.

## 2.11 ADJOURNMENT OF MEETINGS

The Chairman of any meeting may, with the consent of a majority of the Corporate Members present, adjourn the proceedings.

## 2.12 MINUTES

Council must cause minutes to be kept of all meetings of the Institute, of Council, all standing Committees and Branches. Copies of the draft minutes of the meetings of Council and of all standing committees must be sent to all members of Council.

2.12.1 These minutes must be filed in the Administrative Office after corrections and signed by the Chairman.

2.12.2 The minutes of the previous Council or Ordinary General Meeting must be read at the next Council or Ordinary General Meeting.

2.12.3 The minutes of the previous Annual General Meeting must be read at the next Annual General Meeting

## 2.13 ANNUALREPORT

Council must submit to each Annual General Meeting, a report on the affairs of the Institute and an audited statement of accounts for the previous calendar year.

## 2.14 PUBLICATIONS

2.14.1 The official publication of the Institute will be known as “The Journal of the Institute of Mine Surveyors of South Africa”.

2.14.2 The Institute as a body may not be held responsible for the opinions of, or statements made by, the authors of papers that may from time to time be published in the Journal.

2.14.3 Every member of the Institute will, by virtue of his/her annual subscription, be entitled to receive one copy of each issue of the Journal

2.14.4 Council may from time to time cause any other publication deemed to be in the interest of members, to be issued, and may make a charge there for.

2.14.5 Reproductions from any publications of the Institute are only allowed with full acknowledgement of the source.

### 3. ADMINISTRATION

#### 3.1 EXECUTION OF DEEDS

All deeds, documents and instruments that require signature on behalf of the Institute must be signed by at least two (2) of the Trustees.

#### 3.2 LEGAL ACTION

The Institute may sue or be sued under the name of “The Institute of Mine Surveyors of South Africa”.

#### 3.3 THEROLL

3.3.1 Council must maintain a list of members together with their addresses that shall be known as the Roll.

3.3.2 It will be the responsibility of the members to provide Council of the Institute with his/her correct address. Any notices posted to members at the latest address indicated by such member, will be deemed to have been sent in compliance with the Constitution or Bye-Laws of the Institute.

3.3.3 In order to assist members in ensuring that records are maintained by Council, an acknowledgment of receipt must be sent to the member upon receiving a notice of his/her change of address.

3.4 The Institute may be wound up or amalgamated with any similar organisation only if the proposed winding up or amalgamation is approved by a two-third majority in a confidential ballot of Corporate members in which votes are received from not fewer than one-half( 1/2) of the Corporate Members in good standing.

3.5 No proposal for winding up or amalgamation can be submitted to ballot unless it is supported by the signature of not less than thirty (30) Corporate Members or by Council. The proposal must set out the manner in which the surplus assets of the Institute are to be dealt with.

3.6 Upon receipt of such proposal, the Administrative Secretary must arrange for a confidential ballot to be held within four (4) months of the receipt of the proposal, and must forward to every Corporate Member, with a ballot paper, a statement of the views of Council on the proposal.

3.7 Should the Institute be wound up, the President and the Vice-President will act as liquidators. When the Institute has been finally wound up, they must submit their final accounts for approval to the Auditors of the Institute, who must issue a certificate as to their correctness.

### 4. FINANCE

#### 4.1 FUNDSANDASSETS

All the funds, assets and properties of the Institute, fixed or otherwise, will be held in trust and administered by Council on behalf of the Institute.

4.1.2 All cheques drawn on behalf of the Institute must be signed by any two (2) Trustees.

4.1.3 Proper accounts must be kept of all moneys received and expended and of all the assets and liabilities of the Institute.

#### 4.2 SUBSCRIPTION AND ADMINISTRATION FEES

Every member, other than an Honorary Member and Honorary Life Member will be liable for an entrance and/or transfer fee and for an annual subscription appropriate to his grade of membership as set out in the Bye-Laws.

#### 4.3 DUE DATE FOR RENEWAL OF SUBSCRIPTIONS

Annual subscriptions will become due and payable on the 1<sup>st</sup> of January of each year. A Final Reminder will be sent out by 1<sup>st</sup> April to each member whose subscription is outstanding.

#### 4.4 FAILURE TO PAY SUBSCRIPTIONS

4.4.1 A member whose subscription is not paid within six (6) months of due date will be deemed to “not be in good standing” and will, therefore, not be entitled to any of the privileges and benefits of membership.

4.4.2 A member whose subscription is not paid within nine (9) months of due date will be deemed to have defaulted their membership and will be removed from the Roll.

4.4.3 Members who have defaulted and have been removed from the Roll may, upon application, be re-instated at the discretion of Council. In addition to the annual subscription due from such member, an additional administrative fee equal to 25% of the annual subscription will be due by such member.

#### 4.5 SUBSCRIPTION AND ADMINISTRATION RATES

Council will decide the rate for annual subscriptions yearly. The subscription will become due, in advance, on the first of January annually. Each member will be charged in accordance with the listing below:

Fellow	100%	of the rate	
Member	100%	of the rate	
Senior Associate	90%	of the rate	
Retired Member	25%	of the rate	
Associate	85%	of the rate	
Affiliate	85%	of the rate	
Student	45%	of the rate	
Entrance Fee	20%	of the rate	
Transfer Fee	20%	of the rate	

All amounts to be rounded up to the nearest Rand.

#### 4.6 PAYMENT OF FEES AND SUBSCRIPTIONS

4.6.1 The administration fee and the first subscription will be due on receipt, by a candidate, of notice of the decision of Council as to the grade of membership to which he/she has been elected. Such notice must include advice of the amounts of the fee and administration fee that must be paid before the election of the candidate is confirmed.

4.6.2 Payment of the amounts due must be made within two (2) months from the date of the notice. If payment is not made within the prescribed period the application will lapse and will have to be resubmitted to Council.

## 5. BRANCHES

### 5.1 ESTABLISHMENT

5.1.1 To promote the objectives of the Institute in any area, Council may, at its discretion, create and control a Branch of the Institute at any centre within such area.

5.1.2 Council may, from time to time, allocate to Branches such funds and assistance as it may consider desirable.

### 5.2 COMPOSITION OF BRANCH

A Branch will comprise all such members as are resident within the area of such Branch, as defined from time to time by Council.

### 5.3 BRANCH RULES

Branches must conduct their affairs in accordance with the Constitution and Bye-Laws and the Branch Rules. Council must approve such Rules and any amendments thereto.

### 5.4 BRANCH COMMITTEE

5.4.1 Each Branch must elect annually, from its Corporate Membership, a Chairman and Committee, as provided for in the Branch Rules.

5.4.2 The Branch may elect annually, a Corporate or non-Corporate Member to the Committee to undertake the administrative functions of the Branch.

5.4.3 Branch Committees will have such power to co-opt as may have been provided for in the Branch Rules.

5.4.4 Each year, every Branch must elect one of its members, who must be a Corporate Member, as the Branch Representative on Council for the ensuing year and must submit the name of such Branch Representative to the Administrative Secretary before the Annual General Meeting of the Institute.

#### 5.4.5 ANNUAL REPORT

Each Branch Committee must submit annually to Council a report on the activities and expenditure of the Branch for the preceding year.

#### 5.4.6 DISBANDMENT OF A BRANCH

Council have the authority, after consultation with the Branch Committee, to disband any Branch for any reason, if such action is considered to be in the interest of the Institute.

## 6. TECHNICAL COMMITTEE

To promote the objectives of the Institute, Council may create and control a Technical Committee to investigate and advise Council on such matters which it considers being of interest to the Institute.

### 6.1 MEMBERSHIP OF TECHNICAL COMMITTEE

6.1.1 The Committee will normally consist of Council Members.

- 6.1.2 Council may appoint to the Committee, any other persons, who are not members of the Institute, and whose knowledge is of such nature that it would be beneficial to the Institute.
  - 6.1.3 Such persons who are not members of the Institute will not be entitled to any of the privileges and benefits of membership of the Institute, nor will they describe themselves as members of the Institute.
- 6.2 The Technical Committee must conduct its affairs in accordance with the Constitution and Bye-Laws, and as directed by Council.

## 7. EDUCATION COMMITTEE

In order to promote the education and training of mine surveyors within South Africa, Council may create and control an Education Committee to investigate and advise Council on such matters which it considers to be of interest to the Institute.

### 7.1 MEMBERSHIP OF EDUCATION COMMITTEE

- 7.1.1 The Committee will normally consist of Council Members.
  - 7.1.2 Council may appoint to the Committee, any other persons, who are not members of the Institute, and whose knowledge is of such nature that it would be beneficial to the Institute.
  - 7.1.3 Such persons who are not members of the Institute will not be entitled to any of the privileges and benefits of membership of the Institute, nor will they describe themselves as members of the Institute.
- 7.2 The Education Committee must conduct its affairs in accordance with the Constitution and Bye-Laws, and as directed by Council.

## 8. AWARDS COMMITTEE

Council may create and control an Awards Committee.

The Awards Committee must consider all possible eligible persons for each of the recognised awards of the Institute and recommend annually to Council the person/persons who, in their opinion, should receive an award.

### 8.1 TERMS OF REFERENCE:

- 8.1.1 The Stanley Laura Willows-Munro Prize will be awarded for papers read or published.
  - 8.1.2 The Leica Award will be awarded to the best Technikon Student.
  - 8.1.3 The Institute Medal will be presented to the most distinguished Student,
  - 8.1.4 The Institute Trophy will be presented to the best Mining Engineering Student
  - 8.1.5 Other awards that may be determined by criteria set down, from time to time, by the Awards Committee.
- 8.2 Should any member of the Awards Committee be a candidate for an award, or have any other personal interest, he/she must reclude himself/herself during deliberation for that award.
- 8.3 If, in the opinion of the Awards Committee, no papers or candidates are worthy of an award, then recommendation to that effect will be made to Council.

- 8.4 The Awards Committee may obtain the services of an independent specialist to assist in the investigation of any subject or in supplying extra information of any nature.
- 8.5 Eligibility of candidates for awards will be determined by circumstances and conditions prevailing at the time.
- 8.6 The final decision on any award will rest with Council.

9. CODE OF ETHICS FOR MEMBERS OF THE INSTITUTE OF MINE SURVEYORS OF SOUTH AFRICA

In order to carry out his/her rightful role in the mining industry, the surveyor must conform to the following requirements:

- 9.1 Have the necessary qualifications required by law or statute to perform the functions and duties of the post that he/she holds.
- 9.2 Satisfy his/her employer by:
  - 9.2.1 Taking personal charge of all survey work done and assuming the responsibility therefore.
  - 9.2.2 Ensuring the complete observance of all statutory, client and/or company requirements.
  - 9.2.3 Maintaining his/her dignity and integrity under all circumstances.
  - 9.2.4 Having regard for his/her personnel.
  - 9.2.5 Monitoring the theoretical and practical development of students who might work for him/her.
  - 9.2.6 Submitting to the discipline and ethics of the Institute.
  - 9.2.7 Having a loyal and courteous attitude towards his/her colleagues:
  - 9.2.8 Being dedicated to the general interests of the profession.
- 9.3 Possess intellectual qualities and technical qualifications that allow him/her to exercise his/her profession completely, through:
  - 9.3.1 Education; comprising a course of instruction (University, Technikon or other) in accordance with the present standard as defined at any time by law or statute.
  - 9.3.2 Practical experience and competence.
  - 9.3.3 Continuous training; throughout his/her career, the surveyor must keep abreast of new developments, whether in legislation, technology or new methods or techniques, either by participating in seminars proposed or presented by the Institute or by his/her own personal efforts.
- 9.4 Support his/her staff in the execution of work by:
  - 9.4.1 Striving to ensure that they work under normal and fair conditions, not only with regard to working hours, the quality of material provided, the amount of work and output demanded, but also remuneration.
  - 9.4.2 Encouraging in them, besides professional techniques, a deep concern for integrity, which is the primary quality required of the surveyor.

- 9.4.3 Inspiring them to be innovative, receptive and sympathetic to new ideas.
- 9.4.4 Encouraging and helping in their development both in and outside the working environment.
- 9.5 Support training and development by:
  - Devoting quality attention to students and trainees.
  - 9.5.2 Showing understanding towards students and trainees undergoing instruction in preparation for a professional qualification, but, in return, demand frankness and honesty of them.
  - 9.5.3 Following closely the development students and trainees and giving them every possible assistance.
  - 9.5.4 Encouraging students and trainees to undertake investigations, submit documents for approval and enable them, through examinations, to fulfil the efforts of their studies.
- 9.6 Adopt a loyal and courteous attitude towards his/her colleagues and refrain from:
  - 9.6.1 Attempting to unfairly entice staff away from a colleague.
  - 9.6.2 Attempting to discredit a colleague by prejudiced criticism.
- 9.7 Commit to the general interests of the profession by:
  - 9.7.1 Joining in the professional training of others and accept to organise courses and serve on examination boards, if at all possible.
  - 9.7.2 Endeavouring to accept, if invited by his/her colleagues, any duties and functions with bodies concerned with defending, promoting or improving the status of the profession.
  - 9.7.3 Taking pride in the fact that he/she belongs to a select body of people and doing his/her utmost not to discredit this body by neglect or misconduct.