

Dear IPET Member,

2019/08/16 Ref

THIS IS AN IMPORTANT DOCUMENT AND REQUIRES YOUR ATTENTION AND RESPONSE.

It has become necessary to update the IPET Constitution to allow the Institute to function more efficiently. At present many definitions and rules are part of the Constitution and are extremely administratively cumbersome and expensive to implement or change. All changes have to be approved at an Annual or Special General meeting of members. By moving some of the items into the By Laws, updating, modernizing and changing them is a more efficient process as it does not require an Annual General or Special General Meeting of members. Amendments can then be handled at the Executive Committee meetings. With the proposed changes, members will still have the ability to comment on changes and can force reversal of changes at Annual General Meetings and / or Special General Meetings if they are deemed to be bad. Members can vote in a new Executive if they so wish.

A number of changes are proposed from membership to meeting rules. Please see the attached files for all the details.

The proposals have been accepted by the Executive Committee for distribution to all members.

As a member you are kindly requested to study the proposed changes and indicate your opinion on them in the voting form below.

Depending on the outcome of these votes the changes may then be finalized or amended for final approval at a Special General Meeting or the next Annual General Meeting.

## **VOTING FORM Regarding IPET Constitution changes.**

**The form may be downloaded from our Website**

**[www.ipet.co.za](http://www.ipet.co.za).**

**Complete details of changes are also on the Website.**

Kindly note that only members in good standing may vote.

## **DETAILS.**

Please check the following.

In the Constitution,

**UNDER  
DEFINITIONS**

### **DELETE**

**“The Institute” shall mean the Institute of Professional Engineering Technologists. “Member” shall mean members of the Institute in all the categories of honorary fellows, fellows, members, associates, graduates, students and retired members.**

“Corporate Members” shall mean the categories of honorary fellow, fellow, member, retired member.

Replace with new,

“The Institute” shall mean the Institute of Professional Engineering Technologists. “Member” shall mean members of the Institute in all the categories as defined in the By-laws.

And Under

## 10. MEMBERSHIP OF THE INSTITUTE

**DELETE.**

10.1 The Institute shall consist of the following categories of members: Honorary Fellows, Fellows, Members, Retired Members, Graduates Affiliates, Students and Company Members. The names of all categories of Members shall be entered in the register of the Institute. Honorary Fellows, Fellows, Members, Retired Members shall be Corporate Members having voting rights and shall be eligible to serve on Council. Associates, Graduates and Students will not be eligible to these rights but may be co-opted to Council.

***NEW. The Institute shall consist of the categories of members as defined in the By-laws.***

**DELETE 10.1.1 to 10.1.7 below.**

10.1.1 Retired Member:

A Member of the Institute, who has been a Member in good standing with the Institute for at least five (5) consecutive years, who has attained the age of sixty (60) years and, who is no longer actively engaged in the engineering profession, or a Member with similar status of any age, who has had to retire permanently from work due to ill health; or retrenched and over the age of fifty five (55), may, at the discretion of the Council, be appointed a Retired Member.

10.1.2 Student:

A Student shall, at the time of acceptance, be engaged in pursuing a course acceptable as a requirement for registration as a Candidate Technologist by the SRA.

The membership fees of students shall be adjusted to the equivalent of a graduate after three (3) years have elapsed subsequent obtaining the minimum qualification for the category of Student and they shall be advised accordingly. This will be done automatically unless a student has formally applied to be upgraded to the category of graduate, or has been granted an extension of time in which to remain in the student category by Council.

10.1.3 Graduate:

A graduate is a person who has obtained a qualification acceptable for registration as a Candidate Technologist by the SRA.

The fees of a graduate shall automatically be adjusted to the equivalent of that of a Member after six (6) years and they shall be advised accordingly.

10.1.4 Associate:

An associate is a person who may be registrable by the SRA as a Professional Engineering

Technologist via the Mature Candidate Route, but who may lack experience for registration at a professional level.

#### 10.1.5 Member:

A Member is a person who:

- a) is registered as a Professional Engineering Technologist by the SRA, or
- b) was a Member before the first day of August 1989.

#### 10.1.6 Fellow:

Registration in this category is reserved for Members who have distinguished themselves in the Profession. Only members of at least five (5) years standing may apply or be appointed to this category. For appointment to the category of fellow, the candidate must show proof of at least five (5) years of superior responsibility and leadership in the Profession and having made an important contribution to the Profession.

#### 10.1.7 Honorary Fellow:

The election to the category of Honorary Fellow shall only be by invitation of Council. The candidate shall be a person whom the Institute specifically wishes to honour at the time of the election to honorary fellow.

The appointment of honorary fellows shall be in accordance with the provisions of the relevant

## **UNDER By-laws.**

### **NEW.**

*The Institute shall consist of the following categories of members: Honorary Fellows, Fellows, Members, Retired Members, Graduates, Affiliates, Students and Company Members. The names of all categories of Members shall be entered in the register of the Institute. Honorary Fellows, Fellows, Members, Retired Members shall be Corporate Members having voting rights and shall be eligible to serve on Council. Affiliates, Associates, Graduates, Students and Company Members will not be eligible to these rights but may be co-opted to Council. Persons who were previously graded as Associates will retain their grade of membership and will be treated as Affiliates.*

## **NON CORPORATE MEMBERSHIP**

### **Student**

A student shall, at the time of his / her election, be following a course acceptable as the minimum requirement for registration as a Candidate Technologist by the Statutory Registering Authority. This course is presently an accredited Bachelor's Degree in Technology (BTech) or a Bachelor of Engineering in Technology Degree (BEng Tech) or Advanced Diploma in Engineering (Adv. Dip (Engineering)) that is presented at an accredited South African University of Technology or an equivalent qualification.

The application shall be supported by a letter from the institution confirming that the applicant is a current student in Engineering.

### **Affiliate Member.**

An Affiliate member is a person who has a qualification that may be different from the usual acceptable qualification for registration by the Statutory Registration Authority and such qualification may not qualify

for registration and the person has not applied for registration or does not wish to apply for registration and also may not have sufficient acceptable experience for registration.

**Retired Affiliate Member:**

An Affiliate of the Institute, who has been an Affiliate in good standing with the Institute for at least five (5) consecutive years, who has attained the age of sixty (60) years and, who is no longer actively engaged in the engineering profession, or an Affiliate with similar status of any age, who has had to retire permanently from work due to ill health; or retrenched and over the age of fifty five (55), may, at the discretion of the Council, be appointed a Retired Affiliate.

**Graduate**

A Graduate is a person who has obtained a qualification acceptable for registration as a Candidate Technologist by the Statutory Registering Authority. The person may or may not have applied to the Statutory Registering Authority to be registered as a Candidate Engineering Technologist.

The bench mark qualification is, at present, an accredited Bachelor's Degree in Technology (BTech) or a Bachelor of Engineering in Technology Degree (BEng Tech) or Advanced Diploma in Engineering (Adv. Dip (Engineering)) presented at an accredited South African University of Technology or an equivalent qualification.

**Company**

A company member is a legally - constituted corporation classed as a juristic person that is in business of advising, supplying, designing, servicing, training or maintaining engineering equipment that are recognized as making acceptable contributions to the industry and the aims of the association. The Company must have at least one individual person in the company as a member of the Institute of Professional Engineering Technologists. Companies have no voting rights. Company representatives who are professionally registered as Technologists have voting rights.

**CORPORATE MEMBERSHIP**

**Member**

A Member is a person who is registered as a **Professional Engineering Technologist** with the Statutory Registering Authority.

**Retired Member:**

A Member of the Institute, who has been a Member in good standing with the Institute for at least five (5) consecutive years, who has attained the age of sixty (60) years and, who is no longer actively engaged in the engineering profession, or a Member with similar status of any age, who has had to retire permanently from work due to ill health; or retrenched and over the age of fifty five (55), may, at the discretion of the Council, be appointed a Retired Member.

**Fellow.**

The grade of fellow recognizes distinction in the engineering profession. Only members of at least five (5) years standing may apply or be nominated for election to this grade. The candidate must show proof of at least five (5) years of superior responsibility and leadership in the profession and an important contribution to the profession. The application shall be supported by two (2) Members of the Institute.

### **Honorary Fellow:**

The election to the category of Honorary Fellow shall only be by invitation of Council. The candidate shall be a person whom the Institute specifically wishes to honour at the time of the election to honorary fellow.

The appointment of honorary fellows shall be in accordance with the provisions of the relevant rules.

### **Further Rules.**

1. After 5 years in a grade other than that of Member, Fellow and Company grade, the member will remain in that grade, but may apply for regrading to a higher grade after one year in the original grade.
2. Member's initial grade annual fees apply only for a maximum period of 5 years after which normal Member grade annual fees become applicable even if the member has not applied for regarding to a higher grade. The exception to this rule is those graded as Members, Fellows and Companies.

### **Fees.**

Fees for application and membership annual fees as well as upgrading and new certificates will be determined by the IPET Executive committee.

- 10.2** A member may resign from the Institute by submitting a written resignation, together with their Membership Certificate, to the Institute.  
*(DELETE but shall remain liable for any outstanding fees due to the Institute).[Impractical to enforce].*
- 10.3 The name of a member who has resigned from membership of the Institute shall be removed from the register of the Institute.
- 10.4 Any member who has resigned their membership of the Institute may apply for re-admission.  
*(DELETE, but shall be liable for the payment of any outstanding fees).*  
A Fellow, formerly eligible for membership under clause 10.1.6, who has resigned will have to comply with clause 10.1.6 before re-admission to that grade of membership will be allowed.
- 10.5 Membership of the Institute shall not confer upon any member any right to a share of or participation in any assets belonging to the Institute.
- 10.6 Any member may have their membership cancelled or suspended, in accordance with the provisions of the By-laws dealing with non-payment of subscriptions or disciplinary matters, and punishments that may be imposed. A member whose membership has been cancelled or suspended shall have the right to appeal to Council. The decision of Council shall be final.
- 10.7 Every member of the Institute shall conduct themselves in a manner which upholds the dignity, standing, reputation and integrity of the Institute and shall subscribe to the code of professional conduct as laid down by the SRA and the code of ethical conduct laid down by the Institute.
- NEW 10.8.** *All fees will be determined by the Executive Council after consultation with the Council.*

**PLEASE NOTE THAT THE NEW FINAL VERSION MAY HAVE DIFFERENT NUMBERING OF THE CLAUSES.**

# **IPET Constitution.**

## **Under**

### **8. CONDUCT OF COUNCIL AND COMMITTEE MEETINGS**

8.1 The President shall serve as the Chair of Council. In his absence the Chair shall be occupied by one of the Vice-Presidents and in the absence of all of them, Members of Council shall elect a Chair from among members present, provided that there is a quorum present.

8.2 Notwithstanding that the President or Vice-President may be present at a meeting of a committee of Council, members of the committee may elect a Chair from among members present, subject to there being a quorum and provided that such Chair is a Member of Council.

#### ***DELETE***

8.3 A quorum of Council shall be fifty percent of members of Council and for a committee of Council fifty percent of the members appointed to the committee by Council. In the event of a quorum not being present by the time advertised for the meeting to commence its business, the Chair shall adjourn the meeting to a time and day that he/she may direct. At this new meeting, 15 minutes after the announced starting time, provided that at least 30% of the members are present, the meeting will be considered constituted.

(Comment 30% of 1000 members is 300 which is unrealistic and never achieved)!

#### ***REPLACE WITH***

A quorum of Council shall be fifty percent of members of Council and for a committee of Council fifty percent of the members appointed to the committee by Council. In the event of a quorum not being present by the time advertised for the meeting to commence its business, the Chair shall adjourn the meeting to a time and day that he/she may direct. At this new meeting, 15 minutes after the announced starting time, provided that at least 1% of the members are present, the meeting will be considered constituted.

8.4 Matters shall be decided by majority vote, on a show of hands or ballot, of fifty percent plus one of a quorum of Council or of a committee of Council. Chair of the Council or of a committee of Council shall, in the event of a deadlock being reached, have a casting vote, in addition to the initial vote cast by show of hands or ballot.

#### ***DELETE***

8.5 Notices and agendas of meetings shall under normal circumstances be served on Council Members and on committee members at least two weeks prior to a scheduled meeting. In case of extraordinary or emergency circumstances a shorter period of notice may be acceptable.

#### ***REPLACE WITH***

8.5 Notices and agendas of meetings shall under normal circumstances be served on Council Members and on committee members at least two weeks prior to a scheduled meeting. In case of

extraordinary or emergency circumstances a shorter period of notice may be acceptable. In all cases notification by electronic means such as E mail, SMS etc is acceptable

8.6 Proper minutes of meetings of Council and of committees of Council shall be kept and distributed to Council and committee members prior to or at the same time that notices and agendas of forthcoming meetings are distributed.

8.7 The form of conduct of meetings of Council and of committees of Council shall mutatis mutandis apply to the conduct of meetings of the Finance Committee referred to in Section 9 hereof.

## **For Reference herewith below is the current Constitution.**

*THE INSTITUTE OF PROFESSIONAL ENGINEERING TECHNOLOGISTS*

### **CONSTITUTION**

Document Date: 9<sup>th</sup> July 2003, accepted at the IPET Constitution Special General Meeting.

### **DEFINITIONS**

“The Institute” shall mean the Institute of Professional Engineering Technologists. “Member” shall mean members of the Institute in all the categories of honorary fellows, fellows, members, associates, graduates, students and retired members.

“Corporate Members” shall mean the categories of honorary fellow, fellow, member, retired member.

“The Statutory Registering Authority” (hereinafter referred to as “the SRA”) shall mean the Engineering Council of South Africa or its successor in title.

“The Council” shall mean the body elected to manage the affairs of the Institute referred to in Section 4 hereof and who may only be elected out of Corporate Members. “Council Members” or “Members of Council” shall bear the same meaning.

“The Finance Committee” shall mean the committee referred to in Section 9, which manages the finances of the Institute and “Committee” shall bear the same meaning.

The Institute was previously known as “The South African Association of Registerable Engineering Technologists (SAARET).” References in this constitution to the Institute shall be understood to also refer to SAARET as far as it may be necessary to do so.

### **1. NAME**

The name of the Institute shall be “**The Institute of Professional Engineering Technologists**” (IPET)

## **2. MAIN OBJECTIVE**

The Main Objective of the Institute shall be to promote the advancement of the profession of engineering technologists (hereinafter referred to as “the Profession”) and the science of engineering technology.

## **3. ANCILLARY TO THE MAIN OBJECTIVE**

Supporting the Main Objective are the following Ancillary Objectives

- 3.1 To advance the profession by:
  - 3.1.1 representing the profession on a national and international basis;
  - 3.1.2 liaising with the SRA on all matters, including on policy matters, concerning the Profession;
  - 3.1.3 assuring the recognition of registered professionals
  - 3.1.4 enhancing the professional, technical and ethical reputation of the registered professionals.
- 3.2 To further and promote education and training and to encourage professional development of engineering technologists by:
  - 3.2.1 liaising with educational bodies including tertiary educational institutions;
  - 3.2.2 liaising with employers and service providers.
  - 3.2.3 underwriting and supporting a bursary scheme for education in engineering technology.
  - 3.2.4 promoting and encouraging Continuous Professional Development
- 3.3 To advance and uphold the dignity and status of the profession by obtaining recognition from:
  - 3.3.1 all spheres of society;
  - 3.3.2 statutory bodies and Government;
  - 3.3.3 the engineering profession.
- 3.4 To promote research and encourage the writing and presentation of papers, on matters pertaining to the science of engineering.
- 3.4 To deal with and engage in all matters concerning and relating to the profession.

## **4. THE COUNCIL OF THE INSTITUTE**

- 4.1 The management of the Institute shall be vested in the Council of the Institute. Only corporate members of the Institute shall have voting rights in Council.
- 4.2 The Council shall consist of the persons prescribed in the bye laws and elected by corporate members of the Institute. The election will be held annually by postal ballot, conducted in advance of the Annual General Meeting. Council Members shall elect from among themselves, at a meeting of Council preceding the Annual General Meeting, the following Executive Committee members:
  - The President;
  - Two Vice Presidents;
  - The Executive Officer who acts as the Secretary;
  - The Treasurer



The Immediate Past-President is not voted into office, as the post shall be automatic by reason of the member's holding past office. The position shall continue for the period described below.

- 4.3 The normal term of office of council members shall be three years. The term of office of the Vice-Presidents shall be one year but they may be eligible to be re-elected for another term.
- 4.4 The Immediate Past-President remains in office until the election of a new president
- 4.5 The President shall hold office for a period not exceeding two consecutive years, in addition to the years that the member has already served as member of Council.
- 4.6 Council may co-opt, by unanimous vote of a quorum present at a Council meeting, a Corporate Member of the Institute to replace a council member who is unable to complete their term of office. Such co-opted member shall serve until the end of the annual session of Council.
- 4.7 The three council members with the longest years of service on Council shall retire each year. Notwithstanding such retirement any retired Member of Council may stand for re-election.
- 4.8 Representatives of non-corporate members may be elected to Council as observers as described by the Bye-laws. The election will be held annually by postal ballot prior to the Annual General Meeting.
- 4.9 Should the need arise the Council may co-opt members of the civil community with a proven interest in matters pertaining to engineering technologists as advisors to Council. Their term of office shall normally not exceed one year. The Institute may advertise in the National press to fill these positions.

## **5. POWERS OF COUNCIL**

The Council shall, for purposes of conducting its business, have the power to:

- 5.1 appoint officials and determine their duties, responsibilities and functions;
- 5.2 acquire and sell movable and immovable property;
- 5.3 enter into contracts of lease;
- 5.4 enter into contracts of a general nature;
- 5.5 determine fees to be paid by Members and to collect funds, donations and sponsorships in order to achieve Council's objectives;
- 5.6 invest any moneys collected as Council deems fit;
- 5.7 identify categories of membership of the Institute;
- 5.8 approve a Code of Ethics and Practice and Rules of Conduct for recognition by the Profession and observance by Members;
- 5.9 convene an ethics committee for purposes of inquiring into alleged misconduct on the part of a Member;
- 5.10 publicise the objectives of the Institute in any media;
- 5.11 make representations to the SRA in the interests of the profession and be recognised as a prescribed nominating body;
- 5.12 nominate Members to the Council and committees of the SRA
- 5.13 make Rules and By-laws for compliance by members and for purposes of good administration;
- 5.14 constitute committees of Council for purposes of undertaking work assignments for Council, appoint committee members, determine the term of office of committee members and terms of reference of any committee together with the number of committee members that constitute a quorum;
- 5.15 establish a Finance Committee to manage and administer the finances of the Institution, determine levels of remuneration for services rendered to Council, appoint a Chair and other

members to the Finance Committee, determine their term of office and the number of members of the Finance Committee that constitute a quorum;

5.16 empower the Executive Committee, referred to in Clause 4.2, to conduct the day to day business of and directional planning for the Institute.

## **6. DELEGATION OF POWERS OF COUNCIL**

6.1 Council may delegate to a committee, established in terms of Clause 5.14 hereof, any powers which it deems fit to delegate, including but not limited to powers to formulate rules and by-laws, but may not divest itself of any responsibilities that it has delegated.

6.2 Notwithstanding the delegation of powers referred to herein Council shall also be responsible for acts and omissions of any committee to which power has been delegated and may amend, vary or revoke any such decision or resolution.

6.3 Committee members shall, in the first instance, be members of the Institute unless it is necessary to appoint, as a committee member, a non- Institute member by reason of such non-members special knowledge or experience; provided always that the Chair shall be appointed from among Council Members.

6.4 The President shall be an ex-officio member of all committees notwithstanding that he/she may not have been specifically appointed to such committee.

## **7. LIABILITY OF COUNCIL AND OF COMMITTEE MEMBERS**

Council Members, elected in terms of Clause 4.2 hereof, committee members of any committee, appointed in terms of Clause 5.14 hereof, or officials appointed in terms of Clause 5.1 hereof, shall be indemnified by the Institute against any loss, expense or damage arising out of the discharge of their duties; provided that such loss, expense or damage cannot be attributable to any negligent or wilful act or omission on the part of such Council Member, committee member or official and provided further that any such act or omission was done in good faith and for the purposes of achieving the objectives of the Institute.

## **8. CONDUCT OF COUNCIL AND COMMITTEE MEETINGS**

8.8 The President shall serve as the Chair of Council. In his absence the Chair shall be occupied by one of the Vice-Presidents and in the absence of all of them, Members of Council shall elect a Chair from among members present, provided that there is a quorum present.

8.9 Notwithstanding that the President or Vice-President may be present at a meeting of a committee of Council, members of the committee may elect a Chair from among members present, subject to there being a quorum and provided that such Chair is a Member of Council.

8.10 A quorum of Council shall be fifty percent of members of Council and for a committee of Council fifty percent of the members appointed to the committee by Council. In the event of a quorum not being present by the time advertised for the meeting to commence its business, the Chair shall adjourn the meeting to a time and day that he/she may direct. At this new meeting, 15 minutes after the announced starting time, provided that at least 30% of the members are present, the meeting will be considered constituted.

8.11 Matters shall be decided by majority vote, on a show of hands or ballot, of fifty percent plus one of a quorum of Council or of a committee of Council. Chair of the Council or of a committee of Council shall, in the event of a deadlock being reached, have a casting vote, in addition to the initial vote cast by show of hands or ballot.

8.12 Notices and agendas of meetings shall under normal circumstances be served on Council Members and on committee members at least two weeks prior to a scheduled meeting. In case of extraordinary or emergency circumstances a shorter period of notice may be acceptable.

8.13 Proper minutes of meetings of Council and of committee's of Council shall be kept and distributed to Council and committee members prior to or at the same time that notices and agendas of forthcoming meetings are distributed.

8.14 The form of conduct of meetings of Council and of committees of Council shall mutatis mutandis apply to the conduct of meetings of the Finance Committee referred to in Section 9 hereof.

## **9. FINANCE COMMITTEE**

A Finance Committee, established in accordance with the provisions of Clause 5.15 hereof, shall control, administer and manage the finances of the Institute, derived in terms of Clause 5.5 hereof, in accordance with requirements of the South African Revenue Services (SARS).

In order not to affect its tax exempt status, the following requirements, as laid down by the SARS, shall be observed by the Institute and may not be changed without the written consent of the Commissioner of Revenue Services.

### **Financial Control:**

**9.2** 9.1 Council shall, in accordance with the provisions of clause 5.15 hereof, appoint at least three (3) members to the Committee, including a Chair and the Treasurer, provided that the number of members including the Chair shall not be less than three and further provided that the President may not be appointed as Chair. Members of the Committee shall hold office for no longer than two years, but, subject to the provisions of Clause 4.4 hereof relating to the President, any member of the Committee may stand for re-election.

**9.3** Under no circumstances shall financial control be vested solely in the President, the Chair or in any one person in particular. The Chair of the Committee shall be responsible for ensuring compliance with the provisions contained herein.

**9.4** The Committee shall determine fair and reasonable remuneration for services rendered to the Institute, including remuneration to members of Council and of committee members in respect of services rendered by them. The Committee may, in addition, reimburse at cost any person for any expenses actually incurred while undertaking work on behalf of the Institute.

**9.4** All assets, property and funds of the Institute shall be held and registered in the name of the Institute. The Committee shall, in addition to the powers identified in Clauses 5.2 to 5.6 inclusive, have the power to raise and borrow money, secure payment of money and lend money, open and operate a banking account/s, as it deems fit, for the purposes of conducting the affairs of the Institute.

**9.5** The accounts of the Institute shall be audited at least once a year by an auditor appointed annually by the Council, who may but need not necessarily be a Chartered Accountant. No Council member, committee member or officer appointed by Council of the Institute may be appointed as auditor.

**9.6** All documents, cheques or other instruments relating to the finances of the Institute shall be signed, on behalf of the Institute, by at least two persons, duly authorised thereto by a resolution of the Committee.

**9.7** An annual financial report on the affairs of the Institute shall be sent to its members, together with an audited statement of revenue and expenditure and a balance sheet as accepted at the Annual General Meeting, at the end of each financial year.

9.8 Interim financial reports shall be submitted to Council at least at four-monthly intervals.

9.9 The Institute shall not carry on any profit making activities nor shall it participate in any business, profession or occupation conducted by any of its members. It shall not provide any financial assistance, premises, continuous services or facilities to any of its members for the purpose of their conducting any business of their own.

## 10. MEMBERSHIP OF THE INSTITUTE

10.2 The Institute shall consist of the following categories of members: Honorary Fellows, Fellows, Members, Retired Members, Associates, Graduates and Students. The names of all categories of Members shall be entered in the register of the Institute. Honorary Fellows, Fellows, Members, Retired Members shall be Corporate Members having voting rights and shall be eligible to serve on Council. Associates, Graduates and Students will not be eligible to these rights but may be co-opted to Council.

### 10.1.1 Retired Member:

A Member of the Institute, who has been a Member in good standing with the Institute for at least five (5) consecutive years, who has attained the age of sixty (60) years and, who is no longer actively engaged in the engineering profession, or a Member with similar status of any age, who has had to retire permanently from work due to ill health; or retrenched and over the age of fifty five (55), may, at the discretion of the Council, be appointed a Retired Member.

### 10.6.2 Student:

A Student shall, at the time of acceptance, be engaged in pursuing a course acceptable as a requirement for registration as a Candidate Technologist by the SRA.

The membership fees of students shall be adjusted to the equivalent of a graduate after three (3) years have elapsed subsequent obtaining the minimum qualification for the category of Student and they shall be advised accordingly. This will be done automatically unless a student has formally applied to be upgraded to the category of graduate, or has been granted an extension of time in which to remain in the student category by Council.

### 10.1.3 Graduate:

A graduate is a person who has obtained a qualification acceptable for registration as a Candidate Technologist by the SRA.

The fees of a graduate shall automatically be adjusted to the equivalent of that of a Member after six (6) years and they shall be advised accordingly.

### 10.1.4 Associate:

An associate is a person who may be registerable by the SRA as a Professional Engineering Technologist via the Mature Candidate Route, but who may lack experience for registration at a professional level.

### 10.1.5 Member:

A Member is a person who:

- a) is registered as a Professional Engineering Technologist by the SRA, or
- c) was a Member before the first day of August 1989.

### 10.1.6 Fellow:

Registration in this category is reserved for Members who have distinguished themselves in the

Profession. Only members of at least five (5) years standing may apply or be appointed to this category. For appointment to the category of fellow, the candidate must show proof of at least five (5) years of superior responsibility and leadership in the Profession and having made an important contribution to the Profession.

#### 10.1.7 Honorary Fellow:

The election to the category of Honorary Fellow shall only be by invitation of Council. The candidate shall be a person whom the Institute specifically wishes to honour at the time of the election to honorary fellow.

The appointment of honorary fellows shall be in accordance with the provisions of the relevant Bye-Laws.

10.7 A member may resign from the Institute by submitting a written resignation, together with their Membership Certificate, to the Institute, but shall remain liable for any outstanding fees due to the Institute.

10.8 The name of a member who has resigned from membership of the Institute shall be removed from the register of the Institute.

10.9 Any member who has resigned their membership of the Institute may apply for re-admission, but shall be liable for the payment of any outstanding fees. A Fellow, formerly eligible for membership under clause 10.1.6, who has resigned will have to comply with clause 10.1.6 before re-admission to that grade of membership will be allowed.

10.10 Membership of the Institute shall not confer upon any member any right to a share of or participation in any assets belonging to the Institute.

10.11 Any member may have their membership cancelled or suspended, in accordance with the provisions of the By-laws dealing with non-payment of subscriptions or disciplinary matters, and punishments that may be imposed. A member whose membership has been cancelled or suspended shall have the right to appeal to Council. The decision of Council shall be final.

10.7 Every member of the Institute shall conduct themselves in a manner which upholds the dignity, standing, reputation and integrity of the Institute and shall subscribe to the code of professional conduct as laid down by the SRA and the code of ethical conduct laid down by the Institute.

## 11. BRANCHES AND SECTIONS

11.1 The Institute may, at its discretion, after receipt of a written request signed by at least ten (10) Members resident in a specific area, form a branch of the Institute in such an area. The affairs of branches shall be conducted as laid down in the Bye-laws promulgated in terms of this constitution.

11.2 The Institute may form sections within the Institute, to encourage the presentation of papers and discussions on technical or other subjects of specific interest to Members. The affairs of such sections shall be conducted as laid down in the Bye-laws promulgated in terms of this constitution.

## 12. LIQUIDATION OR AMALGAMATION

12.1 The Institute may be wound up and liquidated, or amalgamated, with any body having the same or similar objectives as the Institute, by resolution of Corporate Members at a Special General Meeting called for that purpose. Notwithstanding voting by a show of hands or ballot referred to elsewhere in this constitution postal votes shall be counted at such meeting. Adoption of the

resolution shall require not less than two-thirds of total votes cast by Corporate Members by a show of hands or ballot including postal votes.

- 12.2 If, upon the winding up or the dissolution of the Institute there remains, after the settlement of all debts and liabilities, any assets, such assets shall not be paid to or distributed amongst the Members of the Institute. The assets shall be transferred to some other body having the same or similar objectives as the Institute and which is exempt from liability for tax as is the Institute. In the absence of any body, referred to herein to which assets can be transferred, assets shall be transferred to an engineering bursary fund or tertiary engineering education institution as determined on the basis set out in Clause 12.1

### **13. AMENDMENTS TO THE CONSTITUTION**

- 13.1 This Constitution can only be amended by resolution of Corporate Members at an Annual or Special General Meeting called for that purpose. Notwithstanding votes by a show of hands referred to elsewhere in this constitution postal votes shall be counted at such meeting. Adoption of the resolution shall require not less than two-thirds of votes cast by corporate members by a show of hands or ballot including postal votes of Corporate Members.

- 13.2 Any amendment to the Constitution shall be submitted to the Commissioner of Inland Revenue Services as defined in Section 9.

## **FOR REFERENCE THE CURRENT BY LAWS ARE SHOWN BELOW.**

### INSTITUTE OF PROFESSIONAL ENGINEERING TECHNOLOGISTS **(IPET)**

#### **BYE-LAWS**

*Adopted by the IPET Council meeting of 14 July 2003*

#### **1. ADMISSION TO MEMBERSHIP:**

- 1.1 Applications for election to membership or for transfer to a higher grade shall be submitted on the prescribed form, duly completed and accompanied by the relevant supporting documentation, to the Executive Officer.
- 1.2 The Executive Officer shall consider the application and grade the applicant in accordance with the Constitution.
- 1.3 The Council may, at its discretion, refuse to admit any person to membership and need not provide the reasons for so doing.
- 1.4 Applications for election to the grade of Student and Graduate need only be supported by one (1) person, preferably a senior member of staff of the academic institution at which the applicant is or was a student.
- 1.5 The application of a candidate for election to the grade of Associate Member shall be proposed by two

- (2) persons who are graded Member or higher, or two (2) persons with equivalent qualifications and experience.
- 1.6 Additional members need not propose applications by Registered Technologists for election as Member, or by Registered Candidate Technologists for upgrading from Graduate to Member, since qualified persons have previously refereed their registration application forms.
- 1.7 Applications for election or transfer to Fellow shall be proposed by two (2) members who shall themselves be Fellows, or two (2) persons with equivalent qualifications and experience.
- 1.8 The Council shall elect an Honorary Fellow as follows:
- 1.8.1 A Council member, who wishes to propose a person for recognition as worthy of the grade of Honorary Fellowship, shall firstly approach the President about it privately.
- 1.8.2 The President will then discuss the suitability of the proposed person with the Executive. If the person is on the Executive, they shall be excluded from the discussions.
- 1.8.3 If the proposal is approved, a formal written motion and citation shall be prepared and a seconder sought. These documents shall then be posted to all Council Members, excluding the person if a Council Member. The documents, which shall also include a ballot paper, must be returned to the Executive Officer within a specified time.
- 1.8.4 A Council Member returning an adverse vote must give the reason for his decision.
- 1.8.5 A person shall not be elected if more than two (2) adverse votes are recorded.
- 1.8.6 Not more than two Honorary Fellows should be elected in any one calendar year.
- 1.9 The names of the members elected or those transferred to a higher grade will appear in the newsletters.
- 1.10 A member of the Institute is entitled to use the following acronyms designating his grade of membership:

Honorary Fellow-	Hon FIPET
Fellow-	FIPET
Member-	MIPET
Associate Member-	AIPET
Graduate-	GIPET
Student-	SIPET

- 1.11 The previous grade of life membership has been discontinued. Members currently registered in that category retain their status.

## **2. REGISTER**

- 2.1 A register of the names and addresses of all members shall be maintained and this information may be made available to the members at the discretion of the Council.
- 2.2 It shall be incumbent upon the members to notify the Executive Officer in writing of any changes of address. Failure to do so shall imply that such members have waived the right to receive notices or copies of any publications, etc., and the onus shall be on the members to advise the Executive Officer of such non-service. A notice despatched by hand, fax, e-mail or through the post to the last registered address of any member shall be deemed to have been served on that member. The non-receipt of any such notice shall not exempt the member from his liability for any payments due

## **3. SCRUTINY AND ANNUAL FEES**

- 3.1 Members shall pay scrutiny and annual fees as laid down by Council from time to time. Members shall be notified of any changes in the amounts payable within three (3) months before the date on which these changes will become effective.
- 3.2 The annual fees shall become due in advance on the first day of April in each year. It shall include all per capita levies to other bodies as approved by the Council from time to time.

- 3.3 The first annual fee shall become payable upon receipt by the applicant of the notification of admission as a member. Should payment of the annual fee not be made within three (3) months, the application shall be deemed to have lapsed. The applicant must then re-apply for membership.
- 3.4 A member whose annual fees are unpaid by 31 September of the financial year commencing 1 April and who has failed to respond to written advice that annual fees are due may, by resolution of the Council, be considered to have resigned his membership and shall forthwith be excluded from the rights and privileges of membership of the Institute. Such exclusion shall not, however, relieve the member from his liability for the payment of any outstanding fees due to the Institute. Such exclusion shall not prevent the person from re-applying for membership.
- 3.5 Honorary fellows shall be exempt from the payment of fees.
- 3.6 Retired members shall pay fees as determined by Council.

#### **4. MEETINGS**

- 4.1 The Council of the Institute shall normally meet six times a year. These meetings shall routinely be held in the Gauteng area, but may take place at such other regions in South Africa as the Council may decide.
- 4.2 A Council member may be requested by the Council to vacate his office if he has been absent from three (3) consecutive meetings without having tendered an acceptable reason.
- 4.3 The Annual General Meeting of the Institute shall be held as soon as possible after the end of the financial year.
- 4.4 Council may convene a Special General Meeting at any time that it may deem necessary.
- 4.5 Council shall arrange a Special General Meeting within thirty (30) days after receipt of a written request supported by at least twenty (20) Members.
- 4.6 Only such business as has been specified in the notices convening Special General Meetings shall be transacted.
- 4.7 Notices convening Annual General Meetings and Special General Meetings shall be despatched to members not less than fourteen (14) days prior to the dates decided for such meetings and shall include the agendas and other material for the meetings.
- 4.8 The quorum at Annual General Meetings and Special General Meetings shall not be less than ten (10) members. In the event of a quorum not being present at the advertised time of the meeting, the Chairperson shall adjourn the meeting to such other time as they may decide, when those members present shall constitute a quorum.
- 4.9 A member who is unable to be present at an Annual General Meeting or a Special General Meeting may vote by proxy. The person appointed as proxy shall be a corporate member of the Institute and shall be appointed in writing.
- 4.10 Any motion tabled at any General Meeting of the Institute, except where otherwise provided for, shall in the first instance be decided by a show of hands of those present and entitled to vote, but a ballot may be demanded by the majority of members present. Such a ballot shall be taken forthwith and shall be supervised by two (2) scrutineers appointed by the meeting.
- 4.11 The President, or in his absence, the Vice-President, or in the absence of both of them, a member elected by the meeting, shall take the Chair at meetings of the Institute.
- 4.12 The Chairperson of a general meeting shall have both a deliberative and a casting vote.

#### **5. ELECTION OF MEMBERS TO COUNCIL:**

- 5.1 The Council of the Institute shall comprise of a minimum of ten (10) members, including the Executive defined in the IPET Constitution. Only Corporate Members qualify for nomination to Council.
- 5.2 Candidates for election to Council shall only be nominated by the corporate members, each of whom



shall only be entitled to nominate as many candidates as there are vacancies occurring on the Council. All such nominations, duly signed by the proposer and seconder, shall be lodged with the Secretary not less than ten (10) days prior to the date of the Annual General Meeting.

- 5.3 Should the nominations received contain an insufficient number of candidates to fill the vacancies that will be occurring on the Council, the outgoing Council shall nominate additional members to complete the list. These nominated members shall then be declared elected at the Annual General Meeting.

## **6. CERTIFICATES OF MEMBERSHIP**

- 6.1 On acceptance of membership, the Council will issue certificates of membership of the Institute.  
6.2 The President and the Executive Officer shall normally sign membership certificates, but other members may sign as the Council may decide.  
6.3 Valid membership certificates shall remain the property of the Institute and shall be returned to the Executive Officer upon cessation of membership.

## **7. BRANCHES AND SECTIONS**

- 7.1 Any Branch or Section established by the Institute shall be constituted and their affairs conducted in accordance with the Constitution and Bye-Laws.  
7.2 A Committee elected from among its corporate members shall, subject to control by the Council, manage the affairs of a Branch or Section.  
7.3 A Committee shall consist of the following Officers:  
The Chairperson,  
The Vice-Chairperson,  
The Honorary Secretary  
The Honorary Treasurer,  
plus four (4) other members.  
7.4 The Committee shall have the power of co-option of not more than two (2) members.  
7.5 The Chairperson and Vice-Chairperson shall have served on the Committee for not less than one (1) year prior to their election. All Officers shall hold office for a period approved by the Council.  
7.6 Two (2) members of the Committee shall retire annually in rotation but shall be eligible for re-election.  
7.7 At Committee meetings, five (5) members shall form a quorum and all matters shall be decided by a majority vote. The Chairperson shall have a casting vote in the event of a tie.

7.8 At each Committee meeting, the Chair shall be taken by the Chairperson or, in his absence, the Vice-Chairperson or, in the absence of both of them, a member of the Committee elected by those members present.

- 7.9 The duties of the Committee shall be:

7.9.1. To organise meetings for the presentation and discussion of papers.

7.9.2 To consider any matters that may, from time to time, be referred to it by the Council, and to deal with any other matters within the scope of the Branch or Section.

- 7.10 The Branches and Sections shall not undertake any activities involving the expenditure of the Institute's funds without prior approval from the Council, and no debts shall be incurred in the name of the Institute.

- 7.11 Funds allocated for the activities of a Branch shall be deposited in a registered bank or other financial institution in the name of and for the use of the Branch. The Chairperson or Vice-Chairperson and the Honorary Treasurer shall sign all cheques drawn. An audited copy of the annual accounts of the Branch shall be submitted to the Council.

The financial year of a Branch shall be from 1 April of each year to 31 March of the following year.

- 7.12 Proper minutes of meetings of Branches and Sections shall be kept. Copies of all minutes shall be sent to the Executive Officer for submission to the Council.

- 7.13 The Annual General Meeting of a Branch or Section shall be held as soon as possible after the end of the financial year. At least three (3) further meetings shall be held during the term of office of the

Committee.

7.14 The process of election of the members of the Committees shall be the same as for the members of Council.