



THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS  
DIE SUID-AFRIKAANSE INSTITUUT VAN ARGITEKSTEGNOLOË

## **REGULATION 04**

# **THE MANAGEMENT AND STRUCTURE OF COMMITTEES AND MEETINGS**

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## 1. PURPOSE

The purpose of this regulation is to:

- 1.1 Define the rules, procedures and general requirements to be adhered to with respect to Committees and Meetings.

## 2. DEFINITIONS

For the purposes of this Regulation the definitions contained in the Constitution shall apply. Where singular or male terms are used these shall simultaneously imply plural or female respectively, unless such interpretation is inconsistent with the context.

## 3. MANAGEMENT AND STRUCTURE

### 3.1 NATIONAL COMMITTEE

#### 3.1.1 NATIONAL COMMITTEE

##### 3.1.1.1 Management Committee

- 3.1.1.1.1 The Management Committee shall be as per the Constitution.
- 3.1.1.1.2 Members of the Management Committee (Office Bearers) have to serve at least one full term on the National Committee before they can be elected to the Management Committee.
- 3.1.1.1.3 For continuity the Registrar and Administration and Finance Officer should indicate to the National Committee prior to the last meeting of the National Committee before the Annual General Meeting if they wish to continue with office. If so, the National Committee must advise the members in the notice of the Annual General Meeting accordingly and these Office Bearers will then be automatically voted into office for the next term unless there is, to the opinion of the National Committee, strong enough objection from the members.

##### 3.1.1.2 National Committee

- 3.1.1.2.1 The National Committee shall be as per the Constitution.
- 3.1.1.2.2 Only active Regions with active chapters can have a representative elected to the National Committee. Regions with no Regional Chairman may have, after consideration by the National Committee, an observer at National Committee Meetings until such time the region has establish enough chapters to elect a Regional Chairman.

### 3.2 REGIONAL COMMITTEES

- 3.2.1 Regional Committees shall consist of the duly elected chairpersons of the Chapters that fall within the Regions. These regions are:

- Gauteng
- Kwazulu-Natal
- Western Cape
- Eastern Cape
- Northern Cape
- Free State
- Mpumalanga
- Limpopo
- North West

- 3.2.2 Each Regional Committee shall elect not later than thirty (30) days prior to an Annual General Meeting its Chairman as Chairman elect. This chairman has to have served as least one term as Chapter Chairman. The Chairman shall then be inducted at the Annual General Meeting.
- 3.2.3 The Regional Chairman shall serve a term as per the Constitution on the National Committee and shall be responsible for reporting to the National Committee on all matters related to his entire region.
- 3.2.4 Each Regional Committee can appoint individuals out of the committee to chair sub-committees and as members of such sub-committee.
- 3.2.5 Members of the Regional Committees must be paid-up full members of the institution as per the Constitution.

### **3.3 CHAPTERS**

- 3.3.1 Chapters can be formed by members of the institution in a specific area.
- 3.3.2 At the first meeting of a chapter, members of the institution have to elect a Chairman for the Chapter.
- 3.3.3 The Chapter Chairman shall serve a term of two years and shall be responsible to report on all matters related to the Chapter to the Regional Chairman.
- 3.3.4 Each Chapter can elect a Chapter Committee from full members in the Chapter with the exception of one committee member who may be an Associate Member.
- 3.3.5 Full and Associate Members can vote at chapter level.

## **4. MEETINGS**

### **4.1 NATIONAL COMMITTEE MEETINGS**

#### **4.1.1 GENERAL REQUIREMENT**

The first meeting of a newly elected National Committee shall be held within sixty (60) days of the Annual General Meeting at which the officers were elected.

Thereafter, National Committee Meetings shall be convened at least once a quarter to ensure for the effective management and administration of the institute.

#### **4.1.2 NOTICE**

- 4.1.2.1 A notice of each National Committee Meeting shall be e-mailed to each officer at least fourteen (14) days prior to the meeting and each officer shall inform the Head Office of the Institute of his availability for the meeting not later than seven (7) days prior to the date of the meeting.
- 4.1.2.2 The notice shall state the time, venue and agenda.
- 4.1.2.3 Non-receipt of a notice, or any accompanying document, by an Officer shall not invalidate the proceedings of a meeting.

#### 4.1.3 VENUE

3.1.3.1 The venue of a National Committee Meeting shall be the board room at the National Office or any other suitable venue.

#### 4.1.4 ATTENDANCE

4.1.4.1 All members elected to the National Committee shall attend the first National Committee Meeting after the Annual General Meeting at which elected.

4.1.4.2 Outgoing Office Bearers of the National Committee shall attend the first National Committee Meeting, after the Annual General Meeting at which members of the National Committee were elected, to facilitate the handing over of office to the members elected as Office Bearers at such meeting.

4.1.4.3 All members of the National Committee are required to attend a minimum of 75 percent (%) of General Meetings convened per year.

#### 4.1.5 QUORUM

4.1.5.1 A minimum of 50 percent (%) of the elected Officers, two (2) of which must be Office Bearers, present at the time set for the meeting shall constitute a quorum.

4.1.5.2 Where a quorum is not present, the National Committee Meeting shall stand adjourned for fifteen minutes and the Officers, one (1) of which must be an Office Bearer, then present shall constitute a quorum.

#### 4.1.6 CHAIRMAN

4.1.6.1 The current President or, in his absence the current Vice President, or in their absence a nominated Office Bearer of the Management Committee present shall be the Chairman of the National Committee Meeting.

#### 4.1.7 RULES OF PROCEDURE

4.1.7.1 National Committee Meetings shall be directed and controlled by the Chairman on an informal basis, subject to the agenda and minutes of the previous meeting being considered.

4.1.7.2 Decisions shall be arrived at by general consensus of the Officers present, unless a vote is requested by an Officer attending the meeting or is required by the Constitution or Regulations attached thereto.

4.1.7.3 The Administration and Finance Officer shall advise the Chairman if certain procedures are to be followed in terms of the Constitution.

#### 4.1.8 VOTING AND PROXIES

4.1.8.1 Each Officer, except Co-opted Advisors, attending a National Committee Meeting shall be entitled to one vote plus one vote on behalf of one absent Officer by proxy.

4.1.8.2 The Chairman of a National Committee Meeting, in addition to his vote and one proxy vote shall be entitled to a casting vote in the event of a tied vote.

4.1.8.3 A proxy shall be in writing, signed by the absentee, stating that the Officer present may vote on behalf of the absentee on the matter/s stipulated in the proxy.

- 4.1.8.4 Proxies shall be declared by the proxy holder to the Chairman prior to any vote being called for on a matter.
- 4.1.8.5 No directive need be stated as to how the designated Officer shall vote, but should a written directive be given then this shall only be valid in relation to an unamended matter.
- 4.1.8.6 Voting shall be by show of hands unless an Officer attending requests a written ballot on a specific matter.
- 4.1.8.7 All matters shall be decided by a simple majority of votes; the number of votes for, against or abstaining being recorded in the minutes.

#### 4.1.9 MINUTES

- 4.1.9.1 The Minutes of a National Committee Meeting shall record, amongst other things, those Officers and others present, a resume of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.
- 4.1.9.2 At the request of any Officer present, subject to agreement by the Chairman, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.
- 4.1.9.3 A copy of the Minutes of each National Committee Meeting shall be despatched to each Officer within twenty-one (21) days after the meeting.
- 4.1.9.4 Minutes of the previous meeting shall be taken as read, at the subsequent meeting and shall then be confirmed with any correction of fact agreed to by the meeting.

## 4.2 ANNUAL GENERAL MEETINGS

### 4.2.1 ANNUAL GENERAL MEETINGS

- 4.2.1.1 Annual General Meetings shall be convened prior to the last day of March each year as per the Constitution.

### 4.2.2 NOTICE AND VENUE

- 4.2.2.1 The National Committee shall give notice of each Annual General Meeting to every member via electronic means and/or post.
- 4.2.2.2 The notice shall include:
  - the agenda
  - date and venue of the Annual General Meeting
  - minutes of the previous Annual General Meeting
  - minutes of a Special General Meeting (if applicable)
  - forms for any voting and/or motions.

### 4.2.3 CHAIRMAN

- 4.2.3.1 The current President or, in his absence the current Vice President, or in their absence a nominated office bearer of the Management Committee present shall be the Chairman of the Annual General Meeting.

### 4.2.4 QUORUM

- 4.2.4.1 The members present shall constitute a quorum.

#### 4.2.5 RULES OF PROCEDURE

- 4.2.5.1 Annual General Meetings shall be directed and controlled by the Chairman on a formal basis, subject to the agenda and minutes of the previous meeting being considered.
- 4.2.5.2 Decisions shall be arrived at by general consensus of the members present, unless a vote is requested by a member attending the meeting or is required by the Constitution or Regulations attached thereto.
- 4.2.5.3 The Administration and Finance Officer shall advise the Chairman if certain procedures are to be followed in terms of the Constitution.

#### 4.2.6 VOTING

- 4.2.6.1 Full members attending an Annual General Meeting shall be entitled to one vote.
- 4.2.6.2 The Chairman of an Annual General Meeting, in addition to his vote, shall be entitled to a casting vote in the event of a tied vote.
- 4.2.6.3 Voting shall be by show of hands unless a member attending requests a written ballot on a specific matter or if a written ballot is required by the Constitution.
- 4.2.6.4 All matters shall be decided by a simple majority of votes; the number of votes for, against or abstaining being recorded in the minutes.

#### 4.2.7 MINUTES

- 4.2.7.1 The Minutes of an Annual General Meeting shall record, amongst other things, those members and others present, a resume of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.
- 4.2.7.2 At the request of any member present, subject to agreement by the Chairman, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.
- 4.2.7.3 A copy of the Minutes of each Annual General Meeting shall be despatched to each member with the notice of the next Annual General Meeting.
- 4.2.7.4 Minutes of the previous meeting shall be taken as read, at the subsequent meeting and shall then be confirmed with any correction of fact agreed to by the meeting.

### 4.3 SPECIAL GENERAL MEETINGS

#### 4.3.1 SPECIAL GENERAL MEETINGS

- 4.3.1.1 Special General Meetings shall be convened as per the Constitution.

#### 4.3.2 NOTICE AND VENUE

- 4.3.2.1 The National Committee shall give notice of each Special General Meeting to every member via electronic means and/or post.
- 4.3.2.2 The notice shall include :
  - the agenda
  - date and venue of the Special General Meeting
  - forms for any voting and/or motions.

#### 4.3.3 CHAIRMAN

4.3.3.1 The current President or, in his absence the current Vice President, or in their absence a nominated office bearer of the Management Committee present shall be the Chairman of a Special General Meeting.

#### 4.3.4 QUORUM

4.3.4.1 The members present shall constitute a quorum.

#### 4.3.5 RULES OF PROCEDURE

4.3.5.1 Special General Meetings shall be directed and controlled by the Chairman on a formal basis, subject to the agenda,

4.3.5.2 Decisions shall be arrived at by general consensus of the members present, unless a vote is requested by a member attending the meeting or is required by the Constitution or Regulations attached thereto.

4.3.5.3 The Administration and Finance Officer shall advise the Chairman if certain procedures are to be followed in terms of the Constitution.

#### 4.3.6 VOTING

4.3.6.1 Full members attending a Special General Meeting shall be entitled to one vote.

4.3.6.2 The Chairman of a Special General Meeting, in addition to his vote, shall be entitled to a casting vote in the event of a tie.

4.3.6.3 Voting shall be by show of hands unless a member attending requests a written ballot on a specific matter or if a written ballot is required by the Constitution.

4.3.6.4 All matters shall be decided by a simple majority of votes; the number of votes for, against or abstaining being recorded in the minutes.

#### 4.3.7 MINUTES

4.3.7.1 The Minutes of a Special General Meeting shall record, amongst other things, those members and others present, a resume of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.

4.3.7.2 At the request of any member present, subject to agreement by the Chairman, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.

4.3.7.3 A copy of the Minutes of each Special General Meeting shall be despatched to each member with the notice of the next Annual General Meeting.

4.3.7.4 Minutes of the previous meeting shall be taken as read, at the subsequent meeting and shall then be confirmed with any correction of fact agreed to by the meeting.

### 4.4 REGIONAL GENERAL MEETINGS

#### 4.4.1 REGIONAL GENERAL MEETINGS

4.4.1.1 Regional General Meetings shall be held in each active region at least once a year and not later than 30 days prior to an Annual General Meeting. Only the duly elected chairmen of the Chapters in the area as well as members of the National Committee can attend Regional General Meetings.

#### 4.4.2 NOTICE AND VENUE

4.4.2.1 The Regional Chairman shall give notice of each Regional General Meeting to every member in his region via electronic means and/or post.

4.4.2.2 The notice shall include:

- the agenda
- date and venue of the Regional General Meeting
- minutes of the previous Regional General Meeting
- forms for any voting and/or motions.

#### 4.4.3 CHAIRMAN

4.4.3.1 The current Regional Chairman shall be the Chairman of the Regional General Meeting.

#### 4.4.4 QUORUM

4.4.4.1 75 percent (%) of the Chapter Chairmen in the region shall constitute a quorum.

#### 4.4.5 RULES OF PROCEDURE

4.4.5.1 Regional General Meetings shall be directed and controlled by the Chairman on a formal basis, subject to the agenda and minutes of the previous meeting being considered.

4.4.5.2 Decisions shall be arrived at by general consensus of the members present.

#### 4.4.6 VOTING

4.4.6.1 Each Chapter Chairman in the Region shall be entitled to one vote.

4.4.6.2 The Chairman of a Regional General Meeting, in addition to his vote, shall be entitled to a casting vote in the event of a tie.

4.4.6.3 Voting shall be by show of hands.

4.4.6.4 All matters shall be decided by a simple majority of votes; the number of votes for, against or abstaining being recorded in the minutes.

#### 4.4.7 MINUTES

4.4.7.1 The Minutes of a Regional General Meeting shall record, amongst other things, those members and others present, a resume of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.

4.4.7.2 At the request of any member present, subject to agreement by the Chairman, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.

4.4.7.3 A copy of the Minutes of the previous Regional General Meeting shall be despatched to each member with the notice of the next Regional General Meeting.

4.4.7.4 Minutes of the previous meeting shall be taken as read, at the subsequent meeting and shall then be confirmed with any correction of fact agreed to by the meeting.

4.4.7.5 A copy of the Minutes of each Regional General Meeting as well as a copy of the Attendance Register in PDF format must be forwarded to the National Head Office for archiving within thirty (30) days after the meeting by the Regional Chairman.

## 4.5 CHAPTER MEETINGS

### 4.5.1 CHAPTER MEETINGS

4.5.5.1 Chapter Meetings shall be convened in each active chapter at least once a year and not later than fourteen (14) days prior to a Regional General Meeting.

### 4.5.2 NOTICE AND VENUE

4.5.2.1 The Chapter Chairman shall give notice of each Chapter Meeting to every member in his region via electronic means and/or post.

4.5.2.2 The notice shall include:

- the agenda
- date and venue of the Chapter Meeting

### 4.5.3 CHAIRMAN

4.5.3.1 The current Chapter Chairman shall be the Chairman of the Chapter Meeting or any other member as decided by the meeting.

### 4.5.4 QUORUM

4.4.4.1 The members present shall constitute a quorum.

### 4.5.5 RULES OF PROCEDURE

4.5.5.1 Chapter Meetings shall be directed and controlled by the Chairman on an informal basis, subject to the agenda and minutes of the previous meeting being considered.

4.4.5.2 Decisions shall be arrived at by general consensus of the members present.

### 4.5.6 VOTING

4.5.6.1 Full members and associate members shall be entitled to one vote.

4.5.6.2 The Chairman of Chapter Meeting, in addition to his vote, shall be entitled to a casting vote in the event of a tie.

4.5.6.3 Voting shall be by show of hands.

4.5.6.4 All matters shall be decided by a simple majority of votes; the number of votes for, against or abstaining being recorded in the minutes.

### 4.5.7 MINUTES

4.5.7.1 The Minutes of a Chapter Meeting shall record, amongst other things, those members and others present, a resume of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.

4.5.7.2 At the request of any member present, subject to agreement by the Chairman, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.

4.5.7.3 A copy of the Minutes of each Chapter Meeting shall be made available on request to a member.

4.5.7.4 Minutes of the previous meeting shall be taken as read, at the subsequent meeting and shall then be confirmed with any correction of fact agreed to by the meeting.

4.5.7.5 A copy of the Minutes of each Chapter Meeting as well as a copy of the Attendance Register in PDF format must be forwarded to the National Head Office for archiving within thirty (30) days after the meeting by the Regional Chairman.

## 5. NOTICES

### 5.1 NOTICES TO MEMBERS AND/OR OTHER INDIVIDUALS

5.1.1 Chairmen of all committees required to notify members and/or other individuals of meetings etc., must forward the notice to the institute's Head Office for distribution via electronic means and/or post.

5.1.2 The notice must reach the Institute's Head Office at least seven (7) days before it is required by this and other regulations to be forwarded to members.

5.1.3 No Chairman and/or any other persons are allowed to send electronic mail or messages via cellular phones to members directly. All such correspondence must be sent and handled via the Head Office to ensure compliance with National Legislation.

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