



# South African Institute of Agricultural Engineers Constitution

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SAIAE, PO Box 912 719, SILVERTON, 0127

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## **1 THE INSTITUTE**

### **1.1 The Name**

The South African Institute for Agricultural Engineers trading as THE SOUTH AFRICAN INSTITUTE OF AGRICULTURAL ENGINEERS (SAIAE).

### **1.2 The aims of the institute**

- 1.2.1 The promotion and development of the science and technology of agricultural engineering;
- 1.2.2 The promotion of the agricultural engineering profession;
- 1.2.3 The promotion and encouragement of research and training in agricultural engineering;
- 1.2.4 The dissemination of knowledge, information and ideas in the field of agricultural engineering through meetings and publications;
- 1.2.5 The creation of a mutual meeting opportunity for agricultural engineers and related technologists and technicians in South Africa;
- 1.2.6 The establishment of a body that can speak with authority on agricultural engineering issues in South Africa and that may also stipulate standards, norms and codes or make recommendations in this regard;
- 1.2.7 The protection and promotion of the interests of members of the profession and mutual support to each other on technical and other related areas.

### **1.3 Administrative office**

The administrative office of the Institute is in Pretoria, Republic of South Africa, or in such a place which the Institute may determine from time to time.

### **1.4 Business language**

The business language of the Institute is English.

### **1.5 Binding dignity to agricultural engineering profession**

It is binding on all members of the Institute to maintain the dignity of the agricultural engineering profession; to act in a strictly confidential and highly reliable manner towards their employers and clients in whichever capacity they may be working, and to behave towards others with whom they are work related and their colleagues in such a way that the highest moral ethical and professional standards are maintained.

## **2 MEMBERSHIP\*<sup>1</sup>**

### **2.1 The membership of the Institute consists of Corporate and Non-corporate Members, as detailed in Clauses 2.1.1 and 2.1.2:**

#### 2.1.1 Corporate Members:

- Certain Honorary Fellows (see Clause 2.2.1),
- Fellows (see Clause 2.3)
- \*Members (see Clause 2.4)
- Graduates (see Clause 2.5)

#### 2.1.2 Non-corporate Members:

- Honorary Fellows (see Clause 2.2)
- Companions (see Clause 2.6)
- Associates (see Clause 2.7)
- Student (see Clause 2.8)
- Company Members (see Clause 2.9)
- Retired Fellows / Members (see Clause 2.10)

### **2.2 Honorary Fellows**

Honorary fellows shall be persons to whom the Institute delights to do honour by virtue of their special services to, and promotion of the Institute and the agricultural engineering profession or because of their outstanding achievements in related engineering, or scientific fields.

2.2.1 If such Honorary Fellows meet the requirements for election as Fellows, then these Honorary Fellows will also be Corporate Members.

### **2.3 Fellows**

2.3.1 Candidates for election as Fellows must be at least 30 years old and they shall: -

- hold a degree in Agricultural Engineering or a relevant engineering filiation of a South African university or
- a university recognised by SAQA / ECSA; or be registered with the South African Engineering Council (ECSA) as a Professional Engineer; and

2.3.2 at the time of application satisfy the SAIAE Council that they have been working actively for a period of at least five (5) years as Agricultural Engineers or engineers in closely related engineering disciplines in positions which, according to the Council, will justify their election;

or

2.3.3 Candidates for election as Fellows must be at least 30 years old and they shall: -

- hold a BTech degree in Agricultural Engineering or
- a closely related engineering discipline of a South African University of Technology or a technical institution recognised by SAQA / ECSA;
- or be registered with the Engineering Council of SA (ECSA) as engineering technologist; and

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<sup>1</sup> \*Member/Members (with a capital letter) refer to a specific membership category of the Institute, unlike member/members (with a lowercase) which refers to the general membership of the Institute.

2.3.4 at the time of application satisfy the SAIAE Council that they have been working actively for a period of at least six (6) years as technologists in Agricultural Engineering or closely related engineering disciplines in positions which, according to the Council, will justify their election;

or

2.3.5 Candidates for election as Fellows must be at least 30 years old and they shall:

- hold a National Diploma in Agricultural Engineering or any closely related engineering discipline of a South African University of Technology or
- a technical institution recognised by SAQA / ECSA; or be registered with the Engineering Council of SA (ECSA) as Engineering Technician; and

2.3.6 at the time of application satisfy the SAIAE Council that they have been working actively for a period of at least seven (7) years as engineering technicians in agricultural engineering or closely related engineering disciplines in positions which, according to the Council, will justify their election.

## 2.4 Members

2.4.1 Candidates for election as \*Members<sup>2</sup> should: -

- hold a degree in Agricultural Engineering or a closely related engineering discipline of a South African university or a university recognised by SAQA/ECSA; or
- be registered with the Engineering Council of SA (ECSA) as a Candidate Engineer or Professional Engineer; and

2.4.2 at the time of application satisfy the SAIAE Council that they have been working actively for a period of at least three (3) years as agricultural engineers or engineers in closely related engineering disciplines in positions which, according to the Council, will justify their election;

or

2.4.3 Candidates for election as \*Members should:

- hold a BTech degree in Agricultural Engineering or a closely related engineering discipline of a South African University of Technology or a technical institution recognised by SAQA/ECSA or
- be registered with the Engineering Council of SA (ECSA) as an engineering technologist; and

2.4.4 at the time of application satisfy the SAIAE Council that they have been working actively for a period of at least four (4) years as technologists in agricultural engineering or closely related engineering disciplines in positions which, according to the Council, will justify their election;

or

2.4.5 Candidates for election as \*Members should:

- hold a diploma in Agricultural Engineering or a closely related engineering discipline of a South African University of Technology or a technical institution recognised by SAQA/ECSA or
- be registered with the Engineering Council of SA (ECSA) as an Engineering Technician; and

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<sup>2</sup> \*Member/Members (with a capital letter) refer to a specific membership category of the Institute, unlike member/members (with a lowercase) which refers to the general membership of the Institute.

2.4.6 at the time of application satisfy the SAIAE Council that they have been working actively for a period of at least five (5) years as engineering technicians in agricultural engineering or closely related engineering disciplines in positions which, according to the Council, will justify their election.

## **2.5 Graduates**

2.5.1 Candidates for election as Graduates/ must: -

- hold a degree in Agricultural Engineering or a closely related engineering discipline of a South African university or from a university recognised by SAQA/ECSA and paragraph 2.5.3

or

2.5.2 Candidates for election as Graduates/ must: -

- and hold a National Diploma or BTech degree in Agricultural Engineering or a closely related engineering discipline of a South African University of Technology or a technical institution recognised by ECSA and

2.5.3 at the time of application satisfy the SAIAE Council that they have undergone appropriate practical training and gained adequate experience in Agricultural Engineering or a closely related engineering discipline.

## **2.6 Companions**

2.6.1 Candidates for election as Companions must: -

- hold a National Diploma or BTech qualification in Agricultural Engineering or a closely related engineering discipline of a South African University of Technology or technical institute recognised by SAQA/ECSA or be registered by the Engineering Council of SA (ECSA) as Candidate Engineering Technologist or Candidate Engineering Technician; and

2.6.2 at the time of application satisfy the SAIAE Council that they have undergone appropriate practical training and gained adequate experience in Agricultural Engineering or a closely related engineering discipline.

## **2.7 Associates**

Candidates for election as Associates must at the time of application be at least 25 years of age but may not qualify for election as Corporate Member and must be working in close association with persons in the Agricultural Engineering or related disciplines of engineering for the promotion and application of Agricultural Engineering.

## **2.8 Students**

Candidates for election as Students must be in possession of a matriculation or equivalent qualification and must be receiving training in Agricultural Engineering or in a closely related engineering branch of a South African University, University of Technology or similar institution recognised by SAQA/ECSA.

## **2.9 Company**

The affiliation with the Institute consists of Company Affiliation.

2.9.1 Affiliation shall be open to any organisation which is active in the Agricultural Engineering Industry or a related field.

2.9.2 The benefits to which Affiliates are entitled to are defined in the Bylaws.

2.9.3 The admission of Affiliates shall be determined by the Council.

## **2.10 Retired Fellow /Member**

Fellows and Members can apply to the SAIAE Council for this category of membership.

2.10.1 All communication will be sent to these members, and they can attend meetings.

2.10.2 Membership fees arrears at the discretion of the Council as detailed in Clause 2.18.

## **2.11 Entrance and annual fees**

Notwithstanding the provisions of Clauses 2.11.1 and 2.11.2 all members of the Institute are responsible for entry and annual fees:

2.11.1 Honorary Fellows pay no entrance and annual fees;

2.11.2 Undergraduate Student members pay no entrance fees and no annual fees;

2.11.3 Entrance fees and annual fees are defined in the Bylaws.

## **2.12 Transfer fees**

When members are elected to a higher membership level, they pay no additional entrance and increased annual fees for the year in which they are elected.

## **2.13 Election of members**

The election procedure of members is defined in the Bylaws.

## **2.14 Confirmation**

All candidates must be properly informed by the Secretary of their election as members of the Institute, but their election as members is not validated before all fees are paid to the Institute.

2.14.1 If such payments are not made within two months from the date the notice was mailed, the Council can nullify the election.

## **2.15 Financial year end and annual fees**

The duration of the administrative year of the Institute is from 1 March to the last day of February of the following year, and all annual fees are due and payable on 31 March.

2.15.1 When members are elected during the year, they pay pro-rata annual fees only for the remainder of the financial year with the proviso that if they are elected during the last two months of the financial year, they only pay the full annual fee for the next year.

## **2.16 Members Register**

The names of all members duly elected and who have paid all amounts due are entered in the “Register of Members” under membership grades as set out in Clause 2.1.

## **2.17 Failure to pay annual fees**

Any member whose annual fee is not paid within six months from the date it is due, is no longer entitled to any of the privileges of membership after the expiry of this period.

2.17.1 The name of any member whose annual fee is not paid within twelve months from the date it is due to be paid can, on the decision of the Council, be removed from the Register of Members, but the member remains liable for the unpaid amount to the Institute, provided that such person, whose name is so removed, and after the payment of outstanding fees, may then be reinstated by the Council at its discretion.

- 2.17.2 If a member gets a discounted fee from ECSA due to membership of a Voluntary Association (SAIAE) and does not pay their SAIAE membership fees for one year, then their SAIAE membership will be revoked and ECSA will be informed.

## **2.18 Retired members and reducing of annual fees**

Any member who has ceased practicing their career and who has been a member of the Institute for a period of at least twenty-five years may, at the discretion of the SAIAE Council, retain such membership with payment of a reduced annual fee as set out in the Bylaws.

- 2.18.1 The Council can offer the privilege of continued membership, upon retirement, as stipulated in Clause 2.18 to Members with no annual fees.
- 2.18.2 A Founder member is a person who became a member of the Institute within twelve months after the establishment of the Institute in February 1964.

## **2.19 Annual Membership Certificate**

A certificate which indicates the full names, appropriate membership grade, date of entry and validity period, which is signed by the President and Secretary, will be issued annually to each fully paid-up member.

- 2.19.1 Such certificate shall remain the property of the Institute and, if the holder ceases to be a member, at the request of the Council the certificate must be returned.

## **2.20 Resignation**

Any member can resign from membership of the Institute by giving written notice to the Secretary with full payment of outstanding fees. Entrance fees and annual fees are not refundable on resignation.

- 2.20.1 Any person so resigned, can again be admitted to membership at the discretion of the Council and on payment of such fees as the Council may determine.

## **2.21 Disciplinary action and expulsion**

The Council has the authority to take disciplinary action against any member.

- 2.21.1 The Council may terminate any member or require his resignation if his further membership, according to the opinion of the Council, is contrary to the interests of the Institute, provided that the issue was presented to a meeting of the Council with due given notice and where at least two-thirds of the members present consented to expulsion or a demand for resignation and further provided that the decision of the Council is submitted to all Council Members to vote for on the expulsion and at least two thirds of the Council Members who vote ratify such decision.
- 2.21.2 A member whose expulsion is being considered shall be informed by the Secretary of the date of the meeting of the Council at which the member's case will be considered. Such notice must be given at least thirty days before the meeting and the member must be informed of the full complaint. If the member so desires, written defence (personally or through a representative) may be submitted to the Council for consideration as part of the expulsion procedure.
- 2.21.3 The name of any person removed or whose resignation was demanded, must be removed from the Register of Members and members of the Institute must be informed in an appropriate manner thereof. The Engineering Council of South-Africa will be informed of the expulsion.

**2.22 Forfeiture of rights**

Cessation of membership of the Institute for any reason, shall lead to forfeiture of all rights, title and interest in the funds, property and assets of the Institute.

**2.23 Letters of Designation: Corporate Members**

Corporate members of the Institute shall be entitled to use the following indicative letters by which the grade of their membership is indicated:

2.23.1 Honorary Fellow: Hon FSAIAE

2.23.2 Fellow: FSAIAE

2.23.3 Member: MSAIAE

2.23.4 Graduate: Graduate SAIAE

2.23.5 Corporate members may not use any other letters or description to show their membership of the Institute.

**2.24 Letters of Designation: Non-corporate Members**

2.24.1 Companion: Companion SAIAE

2.24.2 Student: Student SAIAE

2.24.3 Non-corporate members may not use any other letters or description to show their membership of the Institute.

### **3 THE COUNCIL**

#### **3.1 Management**

Subject to the Constitution and in accordance with the Regulations, the management of the Institute's affairs rest on the Council, whose members will serve until their successors assume office (see Bylaws).

#### **3.2 Composition of the Institute Council**

The Council shall consist of the following:

- 3.2.1 The President who shall be a Corporate Member of the Institute;
- 3.2.2 The Vice-President who shall be a Corporate Member of the Institute;
- 3.2.3 The immediate past President;
- 3.2.4 The Secretary-Treasurer;
- 3.2.5 The Chairperson of each local Branch of the Institute who should be a member of the Institute;
- 3.2.6 Ordinary elected members of the Institute to bring the total number of Council Members to ten (10) with the exception of possible co-opted Council Members according to Clauses 3.3.2 and 3.3.5

#### **3.3 Directives regarding the composition of the Council**

The composition of the Council should further meet the following requirements:

- 3.3.1 At least two-thirds of the Council Members must be Corporate Members;
- 3.3.2 If the directive in Clause 3.3.1 cannot be met, the Council should co-opt additional Corporate Members as Council Members to ensure that the directive is complied with;
- 3.3.3 All Council members must reside within the borders of South Africa.
- 3.3.4 At least one (1) but not more than two (2) Council members should be Members of the Institute.

#### **3.4 Election of Council Members**

The term of Council Members is two years, and the election of Council Members takes place every second year as follows:

- 3.4.1 In August of the second year of the current Council term, the members of each local branch of the Institute elect their Branch Chairperson who also serves as a Council Member of the Institute;
- 3.4.2 The Secretary of each local branch of the Institute should furnish the name and address of the Branch Chairperson elected before the end of August to the Secretary;
- 3.4.3 During the first week of September of the second year of the current Council's term, the Secretary compiles and distributes a notice on which all members of the Institute are requested for nominations for President from the ranks of the serving Council members, as well as nominations for the required number of ordinary Council Members from the ranks the serving Councillors and from the ranks of the broad membership of the Institute;
- 3.4.4 The notice in Clause 3.4.3 referred to must be accompanied by a shortened professional biography of each serving Councillor and a list with the names and membership grades of all elected Branch Chairpersons. Furthermore, all members' attention must be drawn to the provisions contained in Clauses 3.2.5, 3.3.1 and 3.3.4 regarding the composition of the Council.

- 3.4.5 Each nomination for President and for ordinary Council Member must be made in writing, must be properly seconded by a member of the Institute and signed by the candidate to show that the nominee accepts the nomination. All completed nominations must reach the Secretary by the end of the second week of October;
- 3.4.6 Before the end of October, the Secretary must compile a single ballot that offers separate vote opportunity for election of the President as well as the election of the ordinary Council Members. The ballot must be sent to all members of the Institute, and the vote should be secret. The names of all members who are nominated as President should also appear in the list of all members who are nominated as ordinary Council Members. The Secretary must also indicate on the ballot that only one vote may be cast for the President and not more votes for the ordinary Council Members than the number of ordinary Council Members to be elected and the membership category of each candidate.
- 3.4.7 If only one nomination for President is received, the candidate must be declared properly elected and the presidential election is thus finalised;
- 3.4.8 If there are as many nominations received for ordinary Council Members as the number of ordinary Council Members to be elected, then those candidates must be declared duly elected and their election is thus finalised;
- 3.4.9 If fewer nominations are received for ordinary Council Members than the number of ordinary Council Members to be elected, then those candidates are declared duly elected and the Council shall fill the vacancies by co-opting of members of the Institute;
- 3.4.10 Completed ballots must reach the Secretary of the Institute before the end of November. The votes must be counted by the Secretary assisted by two Council Members. The Secretary will notify all members of the Institute by electronic mail or by Newsletter regarding the composition of the new Council that will start meeting on 1 March of the following year;
- 3.4.11 The new Council composed as above at its first Council meeting elects a Vice-President from their ranks regarding the provisions in Clauses 3.2.2, 3.3.3 and 3.4.12;
- 3.4.12 No Councillor may bear office as President or Vice-President for a continuous period of more than two consecutive terms;
- 3.4.13 If a vacancy for a Councillor arises during the tenure of the Council, the Council has the authority to, considering Clauses 3.3.1 and 3.3.4, co-opt a member to fill the vacancy for the remainder of the term.
- 3.4.14 The election process can be done electronically.

### **3.5 Meetings**

#### **3.5.1 Ordinary Council Meetings:**

The Council will hold at least three ordinary Council Meetings annually.

#### **3.5.2 Special Council Meetings**

Special Council Meetings may be convened by the President or at the request of at least three Council Members.

#### **3.5.3 Absence at Council Meetings**

The membership of the Council terminates if any Councillor is absent without apology from two consecutive ordinary Council meetings. The membership of the Council terminates if any Councillor is absent without apology from two consecutive ordinary Council meetings.

### **3.6 Secretarial Officer, Treasurer and other Officials**

The Council has the authority to appoint and remunerate a Business Manager, Administrator, a Treasurer and/or other officials.

- 3.6.1 These officials remain in service as long as it pleases the Council and will do such duties as the Council states in their conditions of service and job descriptions.
- 3.6.2 The Council also has the authority to appoint Honorary Officers.
- 3.6.3 The Executive Committee of the Institute consist of the
  - President
  - Vice-President
  - Past-President
  - Secretary /Treasurer
- 3.6.4 The Executive Committee of the Institute will also be the Directors of the company in terms of the CIPC requirements.
- 3.6.5 The Executive Committee of the Institute will be the designated signatories for banking.

### **3.7 Funds, Assets, Responsibilities, etc.**

All funds, assets, fixed property, movable property and the administration and/or disposal thereof rests with the Council in trust for the Institute.

- 3.7.1 Reliable statements shall be kept of all funds received and spent as well as all assets and liabilities of the Institute;
- 3.7.2 If any legal action on behalf of the Institute is deemed necessary, the Council acts on behalf of the Institute;
- 3.7.3 All withdrawals of funds from current accounts of investments should be signed by the Secretary or Treasurer and counter signed by any of the three members who are authorized to do so.

### **3.8 Minutes**

The Council shall ensure that proper minutes are kept of all meetings of the Institute, the Council and committees.

### **3.9 Publications**

The Council should arrange for the editing and publication of minutes, newsletters, transactions and activities of the Institute and decide on the material to be contained therein.

- 3.9.1 All members of the Institute shall be entitled to receive a copy of such publications provided that their membership fees are fully paid.
- 3.9.2 The Council may from time to time as deemed necessary and in the interests of members, arrange for the issue of any other publication and levy charges for it.

### **3.10 Bylaws**

The Council may decide on the formulation of regulations in accordance with the Constitution for the management of the Institute's business and may amend, add or revoke any such Bylaws, provided that proper and timely notice be given of a meeting for all Councillors, at which the amendment, addition or repeal of the Bylaws should be considered and where at least two-thirds of the Council Members approve the changes.

3.10.1 The members of the Institute must be informed properly of such changes of the Bylaws in a manner determined by the Council.

### **3.11 Annual Report and Audited Statements**

The Council must report on the Institute's business and audited statements of accounts of the previous financial year at the General Meeting. The signed audited statement of accounts must be communicated, to the paid-up members, as soon as it is available.

#### **3.11.1 Auditing of Accounts**

At the last Council meeting of the year the Council shall appoint an auditor, who shall be a registered chartered accountant with SAICA, to deliver auditing services for the next financial year.

### **3.12 Execution of deeds**

All deeds, documents and writings that need execution on behalf of the Institute need to be signed by the President and the Secretary, or in the absence of either of the two or both, by a member or members of the Council, whatever the case may be, who are authorised by a decision of the Council to sign on behalf of the Institute.

### **3.13 Indemnity**

Each member of the Council is accountable only to his own actions, and is not responsible for any acts done or authorised to which they have not expressly agreed to, and no member of the Council shall incur any personal responsibility for any loss or damage suffered by any act, matter or thing done by them in good faith authorised or permitted for the benefit of the Institute, even if their legal powers limit were exceeded by it.

## **4 BRANCH, BIENNIAL AND SPECIAL MEETINGS OF THE INSTITUTE**

### **4.1 Branch Meetings**

Branch Meetings of the Institute shall be hosted by the branches from time to time at a location, determined by the Branch. Normally there must be at least two ordinary Branch Meetings by each branch of the Institute every year, but one of these meetings may be replaced by a symposium.

4.1.1 No policy issues are considered at such meetings.

### **4.2 Biennial General Meeting**

The Biennial General Meeting is held no later than the end of November every second year as a Biennial General Meeting

4.2.1 Any matter for inclusion in the agenda must be submitted to the Secretary for consideration by the Council, not later than sixty (60) days before the date of such meeting.

### **4.3 Special General Meeting**

A Special General Meeting may at any time be convened by the Council.

4.3.1 The Council may convene a Special General Meeting within sixty (60) days after receipt of a written request signed by twelve (12) Corporate Members, provided that the matters for which the meeting should be convened, is clearly stated in the application.

4.3.2 Only the matters stated in the notice of such meeting shall be dealt with at the meeting.

### **4.4 Failure to give notice.**

Failure by accidental omission to give notice of any meeting to a Corporate Member does not render any decision taken at such meeting invalid.

### **4.5 Chairman at Biennial General Meetings**

The President presides at all Biennial General Meetings of the Institute.

4.5.1 In the absence of the President, it is the duty of the Vice-President to preside.

4.5.2 In the absence of both the President and Vice -President, the meeting may elect any member of the Council as Chairperson or in the absence of such a Council Member, any Corporate Member present.

### **4.6 Voting**

Only a Corporate Member whose name appears in the register of members and whose membership fees are not more than nine (9) months in arrear, is entitled to vote by ballot, or at any General Meeting or Special Meeting.

4.6.1 Subject to Clause 6.1.1 of the Constitution, a majority of votes decide any matters before a meeting.

4.6.2 The Chairperson of the meeting shall have a deliberate and a casting vote.

### **4.7 Adjournment of a Meeting**

The Chairperson may, with the consent of the majority of the Corporate Members present, adjourn the proceedings from time to time and place to place.

### **4.8 Voting by mail**

Members are entitled to vote by e-mail or other electronic means, as such prescribed in the Constitution or in the Bylaws, or where the Council decided that a postal vote is desirable. The Secretary shall, within thirty (30) days after any General Assembly or Council Meeting which decided on an e-mail ballot, send each voting member an electronic ballot by email or other electronic means, with the Secretary's e-mail address and the word "ballot paper" inscribed.

- 4.8.1 The decision of the meeting as well as the date it was held must be clearly indicated on the e- ballot for electronic voting.
- 4.8.2 The ballot must be completed by the member and sent directly to the Secretary from the member's e-mail address as on the register of the secretariat, and must reach the Secretary not later than fourteen (14) days after the ballot had been sent out.

## **5 LOCAL BRANCHES OF THE INSTITUTE**

### **5.1 Branches**

The Institute will consist of as many branches as the Council thinks fit.

### **5.2 Establishment and Dissolution of Branches**

The Council may, at its discretion, or by request from members of the Institute, establish new Local Branches and may also, after consultation with the Committee of a Branch, authorise the dissolution of a Branch at any time after it was formed, if such a step is deemed in the interest of the Institute.

### **5.3 Officials of Branches**

Each Local Branch annually elects a Branch Committee consisting of at least a Chairperson and a Secretary and manages the Local Branch matters in accordance with the Constitution and Bylaws.

#### **5.3.1 Chairman of the Local Branch**

The Chairperson of the Local Branch should preferably be a Corporate Member of the Institute, but the Council has the authority to give permission that a Non-Corporate Member of the Institute may be Chairperson. The Chairperson is entitled to the privilege set forth in Clause 3.2.4 of the Constitution.

### **5.4 Duties and Responsibilities of Branch Committees**

The Branch Committee is locally responsible for the promotion of the objectives of the Institute, as set out in the Constitution, and must endeavour to do so.

#### **5.4.1 Branch Meetings**

Branch Committees should serve as a link between the Branches and the Head Office of the Institute and are responsible for organizing regular meetings of members of the Institute, where papers are presented and discussions on Agricultural Engineering matters can take place.

#### **5.4.2 Minutes of Branch Meetings**

All proceedings of the Branch and Branch Meetings must be properly recorded, and the Branch Committee is responsible for the regular dispatch of copies of all minutes, news items and papers to the Secretary of the Institute. The Council can then use its discretion to publish chosen items in related publications of the Institute.

#### **5.4.3** The Branch Committee should annually submit a report regarding the activities of the Branch to the Council, for enclosure in the Annual Report of the Institute. The Branch Committee should submit a report regarding the activities of the Branch to the Council for each Council meeting.

### **5.5 Support to Branches by the Council**

In order to assist Branches to promote the objectives of the Institute as stated in the Constitution (Clause 1.2), Council may from time to time and, if necessary, allocate such funds and/or assistance to make provision for the satisfactory functioning of the business of the branches.

## **6 GENERAL**

### **6.1 Amendments and additions to the Constitution**

Proposals to amend, add or revoke the Constitution can be made by the Council or may be submitted in writing by at least twelve (12) Corporate Members and considered at a Special General Meeting convened for the specific purpose in accordance with Clauses 4.4, 4.4.1 and 4.4.2 of the Constitution.

6.1.1 If such proposals, either in original or modified form, are approved by at least two-thirds of the Corporate Members who are present and voting, it should be clearly stated on a ballot specially prepared for this purpose and mailed within thirty (30) days of such Special Meeting to all Corporate Members. This ballot must be returned to the Secretary within thirty (30) days from the prescribed date on the ballot.

6.1.2 If at least two-thirds of the votes received by mail approved the proposal, the amendment will be announced at the next General Meeting and will be valid from the date of the meeting.

### **6.2 Interpretation of the Constitution and Bylaws**

In case of any doubt regarding the meaning or scope of any part of the Constitution and Bylaws, the interpretation given by the Council will be final and binding.

### **6.3 Publicity**

The Council is authorized to utilize, on a regular basis or from time to time, any publication such as proceedings, transactions, newsletters, articles, press releases, standards and/or norms and other media coverage such as radio, television, social media and internet (computer networks) to promote the goals of the Institute, as stated in the Constitution (Clause 1.2).

### **6.4 Emergency Powers of the Council**

If any emergency arises that affects the interests of the Institute and which compels the Council to take action that is not covered by the Constitution and Bylaws, the Council has the authority to take such action as may be deemed necessary and report as soon as possible on the nature of such actions to the members.