



BY-LAWS OF THE MPUMALANGA REGIONAL BODY OF THE GEO-INFORMATION SOCIETY OF SOUTH AFRICA (GISSA)



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Definitions

1. "GISSA-MP" means the Geo-Information Society of South Africa
2. "Region" means the province of Mpumalanga.
3. "Council" or "Regional Council" means the elected members in terms of Article II of these by laws.
4. "GI" refers to Geo-Information

BYLAWS OF THE GISSA REGIONAL BODY OF MPUMALANGA

Article I Regional Council Structure

The Council shall consist of 8 elected members fulfilling the portfolios of:

- Chairperson
- Secretary
- Treasurer
- Conference & Meetings
- Marketing & Publications
- Standards and Standards Governing Body (SGB)
- Education
- Data Catalogue

The council shall further consist of:

- One representative from every registered Special Interest Group (SIG)
- Members of a sub-committee

Article II Election of Council

Section 1 — At a regular meeting one month prior to the Annual General Meeting (AGM), the Secretary of the committee shall ask for nominations by members of the region for chairperson, secretary, treasurer, and Five (5) members of the council who will be elected to serve as leaders for the various portfolios of the regional Council as outlined in Article I. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates receiving a majority of the votes for each portfolio shall be declared elected as committee members. In the event of a tie a re-vote shall occur.

Section 2 — A vacancy on the Council shall be filled by the action of co-opting a replacement by the remaining members of the Council.

Section 3 – A co-opted member shall have voting rights

Section 4 – No person may serve on the Council for more than four (4) consecutive years without at least a one (1) year break.

Article III Term of Office

Section 1 - The above mentioned elected members will serve for two years. Prior to the AGM each year, at least 4, but not more than 5, of the members will stand down, but may offer themselves for re-election at the AGM.

Section 2 – The remaining members of the council will be elected in the subsequent year to ensure staggering.

Section 3 - Council members who are unable to fulfil their obligations shall either resign or be removed from the council as deemed necessary by the Council.

Section 4 – A minimum of 60% of the elected members of the council must be residents of the province and all shall have direct interest in the province.

Article IV Duties of Council Members

Section 1 — **Chairperson.** It shall be the duty of the chairperson to preside at meetings of the council and society and to perform such other duties as ordinarily pertains to the office of chairperson.

Section 2 — Secretary. It shall be the duty of the secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the region, Council and sub-committees/special interest groups, and record the minutes of such meetings.

Section 3 — Treasurer. It shall be the duty of the treasurer to have custody of all funds, financial accounting to the region annually and at any other time upon demand by the Council, and to perform such other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the chairperson all funds, and books of accounts. This position shall also keep the records of regional membership and launch specific programmes to ensure growth in the membership numbers.

Section 4 – Conference and Meetings. It shall be the duty of the position organising the meetings and conferences to ensure that at least the number of General meetings as stated under Article V be held per annum. It will be the responsibility of this position to organise all matters relevant to these meetings like sponsorship, catering, presenters, venues etc.

Section 5 – Marketing and Communications. It shall be the duty of the Marketing and publications position to produce the marketing material and coordinate all marketing activities of the region within Mpumalanga and nationally. To coordinate the production of the region's newsletter that shall be sent preceding the member's meeting and other media briefings/articles that the region may deem fit.

Section 6 – Standards and SGB. To coordinate the regional activities regarding generation of data and metadata standards as well as coordinate the activities within the region in line with the national Standards Generation Body related to the Geo-spatial qualifications.

Section 7 – Education. It shall be the duty of the Education position to promote the National societies goals regarding education in the province and coordinate the activities of the region with regards to promotion of GIS and geo-spatial awareness in schools, educational institutions and their stakeholders and the public.

Section 8 – Data Catalogue. To coordinate the activities of the data cataloguing programme of the region and coordinate the regular updating and publishing of the provincial data catalogue.

Article V Meetings

Section 1 — Annual General Meeting: An annual meeting of the regional body shall be held each year, at which time the election of the council to serve for the ensuing term shall take place.

Section 2 — 10 % of the membership of the regional body shall constitute a quorum at the AGM and any other meetings.

Section 3 — Regular meetings of the Council shall be held on an agreed date at least on a quarterly basis.

Section 4 — Two-thirds of the regional Council members shall constitute a quorum.

Article VI Fees and Dues

The annual fee applicable shall be determined as stated in the GISSA Constitution (Article 4, Section 4.1).

Article VII Method of Voting

With the exception of election of the council, voting on all other business of the regional body shall normally be transacted by a show of hands unless the majority of the members attending the meeting request a ballot.

Article VIII Sub-Committees

The Regional Council will decide which tasks it will delegate to sub-committees; and if no standing sub-committee (e.g. the sub-committee to arrange functions) is pertinent to that task, the regional council may set-up a new sub-committee to handle this task.

Article IX Duties of Sub-Committees

These shall be defined in accordance with what sub-committees are in existence for the regional body.

Article X Membership types

Membership of the Regional GISSA body shall be open to any person interested in geo-information or its related activities and will be based on the following membership types:

- **Individual membership** – valid for 12 months for period 1 January to 31 December
- **Student membership** – valid for 12 months for period 1 January to 31 December. Applicant **MUST** submit proof of registration at an authorised Educational Institute within 30 days after registration and thereafter again at the beginning of each academic year
- **Honorary memberships** – Any member of this Region may motivate another person, not necessarily a member, to become an Honorary Member. Such motivation and voting there-upon shall take place at any duly notified member meeting. Should the vote carry, the recommendation shall be put to the GISSA National Committee for final approval. Such membership will be granted for exceptional services rendered to the GI community, and have their annual membership fees waived for life.

Article XI Termination of Membership

Section 1 – Resignation. Any member will be entitled to resign as a member of the organization.

Section 2 – Suspension. The Council has the right to suspend any member in the event of:

- 1) Membership fees being outstanding after 1st March of the year.
- 2) Breach the GISSA Code of Ethics or Constitution, but only after an investigation and after the member has been given the opportunity to state his/her case.

Section 3 – Fee Refunds. Membership fees are not refundable on termination of membership.

Article XII Finances

Section 1 — The treasurer shall deposit all funds of the club in some registered bank to be named by the Regional Council.

Section 2 — All accounts and claims shall be paid electronically by the Treasurer. Payments within a limit as set by regional council may be authorised for payment by the Treasurer upon receipt of a completed claim form and supporting documentation. Claim amounts beyond the set limit will be authorised by the full Council.

Article XIII Resolutions

No resolution or motion to commit the regional body on any matter shall be considered by the region until it has been considered by the Council.

Article XIV Amendments

These by-laws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the GISSA Constitution.