

GROUNDWATER ASSOCIATION OF KWAZULU-NATAL

CONSTITUTION AND RULES



MISSION STATEMENT

The Groundwater Association of KwaZulu-Natal will be a non-profit organization which will at all times strive to serve the interests all members of the groundwater industry in KwaZulu-Natal and will act as a conduit for transfer and dissemination of scientific and technical data and groundwater information between the industry, the Regulating Authorities, Water Service Authorities, Water Service Suppliers, Consultants and the General Public.

1. THE ASSOCIATION

- 1.1 The name of this Association shall be the **Groundwater Association of KwaZulu-Natal**, hereafter referred to as the "Association".
- 1.2 The administrative office of the Association shall be the office of the Secretary or any such place as the Executive Committee of the Association may decide.
- 1.3 The objective of the Association is the promotion and advancement of the science and technology of groundwater development and management.

2. MEMBERSHIP & DIVISIONS

- 2.1 The Association shall comprise 6 (six) divisions which will include:
 - ◆ Consultants Division
 - ◆ Drillers Division
 - ◆ Pump-testers and Installers Division
 - ◆ Suppliers Division
 - ◆ Environmental Division
 - ◆ Project Managers Division
 - ◆ Institutional Organisations Division
- 2.2 Membership will comprise Honorary, Ordinary, Individual and Student members.
- 2.3 **Honorary Members** shall be individuals whom the Association, through the Executive Committee, desires to honour for outstanding service in the field of ground water.
- 2.4 **Ordinary Members** shall be Corporate Members whose subscriptions to the Association are fully paid.
- 2.5 **Individual Members** shall be individual members associated with the groundwater industry not represented by Corporates in the Ordinary Membership category whose subscriptions to the Association are fully paid.
- 2.6 **Student Members** shall be *bona fide* students who are registered at a recognised institution for higher education and who are under the age of 26 whose subscriptions to the Association are fully paid.
- 2.7 All Honorary, Ordinary, Individual and Student shall collectively form the **Corporate Membership** of the Association and be referred to hereunder as "Members".
- 2.8 Voting rights shall be limited to one representative of each Ordinary Member of the Association.
- 2.9 Membership of at least one of the Divisions is compulsory and the Executive Committee will determine the placement of Members based on the activity of the Member.

- 2.10 Ordinary Members may apply to the Executive Committee for membership to more than one Division and if such membership is granted, the Ordinary Member will be required to pay an additional subscription for each additional Division listing.

3. EXECUTIVE COMMITTEE

- 3.1 The Executive Committee of the Association shall consist of a Chairman, an Honorary Secretary, an Honorary Treasurer and a representative of each of the Divisions of the Association.
- 3.2 The Executive Committee shall be elected from representatives of Ordinary Members of the Association only.
- 3.3 Representatives of all Ordinary Members will be eligible for election provided that such individuals undertake to regularly attend meetings of the Executive Committee.
- 3.4 Representatives of Ordinary Members of the Association shall elect the Executive Committee.
- 3.5 The term of office shall be one (1) years and shall not exceed two (2) consecutive terms of office. Further, it is required that each member of the Executive Committee shall retire at the end of his/her first term of office but shall be eligible for a second consecutive term.
- 3.6 A notice calling for nominations for the Executive Committee shall be sent to the Members of the Association not later than 1 February annually.
- 3.77 All nominations duly signed by a Proposer a Seconder, both of whom must be representatives of Ordinary Members, shall be lodged not later than 1 March of the same year with the Honorary Secretary of the Association.
- 3.8 Provided that the number of nominations exceeds three (3), the Executive Committee shall forward a ballot list of valid nominations to all Members at least 10 days prior to the Annual General Meeting of the Association.
- 3.9 Duly completed ballot lists shall be returned to the Honorary Secretary of the Association to reach him/her not later than ten (10) days before the Annual General Meeting of the Association.
- 3.10 Votes shall be cast for not more than three of the nominees.
- 3.11 The Executive Committee shall appoint office bearers from amongst its duly elected members.
- 3.12 Office bearers and members of the Executive Committee shall hold office until the names of their successors have been announced at the Annual General Meeting.
- 3.13 The duties of the Executive Committee shall be to manage the affairs of the Association in the interest of the Members of the Association and in accordance with its own Constitution.
- 3.14 A quorum of the Executive Committee shall comprise four (4) members.
- 3.15 In the event of a vacancy occurring on the Executive Committee, the Executive Committee may, at its discretion, either continue with a reduced membership (provided that the quorum requirement is satisfied) or alternatively co-opt a representative of the appropriate Ordinary Member to serve on the Committee.
- 3.16 The Executive Committee shall have the right to co-opt Members to assist with the running of the affairs of the Association. Such co-opted Members will, however, have no voting power on the Executive Committee.
- 3.17 The Chairman of the Executive Committee or an alternate member of the Committee shall represent the Association at the Groundwater Division of the Geological Society of South Africa.

4. ANNUAL GENERAL MEETING

- 4.1 The Annual General Meeting of the Association shall take place within the first quarter of each year to consider the Chairman's Report, the Financial Statement, to announce the names of the newly elected members of the Executive Committee and to conduct any other business allowed by the Chairman.
- 4.2 A quorum shall be ten (10) Members.
- 4.3 Members shall be notified of the meeting at least 21 days in advance thereof by the Honorary Secretary.

5. EXTRAORDINARY GENERAL MEETINGS

- 5.1 Extraordinary General Meetings may be called at any time by the by the Executive Committee of the Association or by a petition signed by not less than ten (10) Members provided that 21 days notice is given by the Honorary Secretary to the Members.
- 5.2 The nature of the business and resolutions to be considered shall be sent to Members with the notice of the Extraordinary General Meeting.

6. FINANCE

- 6.1 Membership dues shall be set by the Executive Committee.
- 6.2 All funds raised by the Association shall be used in the interest and promotion of the Association.
- 6.3 The financial year shall run from 1st March to 28/29th February.
- 6.4 The funds of the Association shall be deposited in a bank or institution or invested in a manner approved by the Executive Committee. All cheques must be signed by two (2) appointed members of the Executive Committee.

7.00 BRANCHES

- 7.1 The Association, through the Executive Committee, may establish Branches of the Association on the request of Members in regions where this is considered feasible/desirable/appropriate.
- 7.2 A Branch shall be represented by a Member based in the region.
- 7.3 The Branch representative shall be elected by Members of the Association.
- 7.4 The term of office shall be two (2) years and shall not exceed two (2) consecutive terms of office. Further, it is required that a Branch representative shall retire at the end of his/her first term of office but shall be eligible for a second consecutive term.
- 7.5 A notice calling for nominations for a Branch representative shall be sent to Members not later than 15 February annually.
- 7.6 All nominations for a Branch representative, duly signed by a Proposer and a Secunder (both of whom must be Members), shall be lodged not later than 1 March of the same year with the Honorary Secretary of the Division.
- 7.7 Provided that the number of nominations exceeds one (1), the Executive Committee shall forward a ballot list of valid nominations to Members at least 15 days prior to an Annual General Meeting of the Association.

- 7.8 Duly completed ballot lists shall be returned to the Honorary Secretary of the Association to reach him/her not later than ten (10) days before an Annual General Meeting of the Association.
- 7.9 Votes shall be cast for not more than one (1) of the nominees.
- 7.10 A Branch representative shall hold office as an *ex officio* member of the Executive Committee until the name of his/her successor has been announced at an Annual General Meeting.
- 7.11 The Branch representative shall keep an updated register of all Branch members.
- 7.12 The Branch representative shall keep a financial record of income and expenditure related to all activities of the Branch. This shall form the basis of a Financial Statement to be provided the Honorary Secretary of the Association together with a Branch Representative's Report for tabling at an Annual General Meeting.

8. GENERAL

- 8.1 Alterations or additions to the Constitution of the Division shall be made only if seventy five percent (75%) or more of the votes cast by Members voting by post, are in favour of the amendments.
- 8.2 On dissolution of the Association, any assets left after settlement of debts shall be transferred to the successor organization.
- 8.3 The Executive Committee may prepare Rules for the conduct of the business of the Association.
- 8.4 The Honorary Secretary of the Association shall keep an updated list of Members.
- 8.5 The Executive Committee may from time to time award a Certificate of Merit or any other award to any individual or organization that, in the opinion of the Executive Committee, has made a significant contribution to the advancement of the science and technology of groundwater development or management. These shall be presented at a suitable occasion to be decided by the Executive Committee.

9. RULES

- 9.1 Membership of the Association is conditional on Members agreeing to uphold the Code of Conduct and accepting decisions and rulings of the Executive Committee unconditionally.
- 9.2 An application for admission as Member shall be made on the prescribed form, proposed and seconded by two (2) Members, and forwarded to the Honorary Secretary.
- 9.3 Every membership applicant shall be duly notified by the Honorary Secretary when accepted but shall only be confirmed as Member on payment of the duly applicable subscription fee to the Association.
- 9.4 Any member of the Executive Committee who does not demonstrate reasonable and regular attendance of Executive Committee meetings shall be expected to resign from office.
- 9.5 Members of the Association shall notify the Honorary Secretary and/or the Honorary Treasurer in writing of any change of address.
- 9.6 Annual subscription fees shall become due in advance on 1st March of each year and payable within 30 days.

10. CODE OF CONDUCT

In order to support the Association's commitment to promote and advance the science and technology of groundwater development and management, all Members must accept responsibility for the actions of their staff or representatives and ensure compliance with the spirit of the Code of Conduct outlined below:

Each Member will:

- 10.1 Conduct their business with reasonable care and skill.
- 10.2 Act ethically at all times, taking the reasonable interests of all stakeholders into account.
- 10.3 Ensure that individuals, contractors, vendors working for the Member will be accountable for their conduct.
- 10.4 Conduct their business in a manner that is fair and in particular does not mislead anyone or misrepresent the products or services offered.
- 10.5 Not knowingly supply a defective or dangerous product or service.
- 10.6 Take reasonable account of the interests of the community in which it operates.
- 10.7 Respect Client confidentiality.

11. BREACH OF CONDUCT

- 11.1 Any Member reported to be in breach of the Code of Ethics of the Association will be notified of the alleged breach by the Chairman and given 14 days notice to submit his/her comment on the alleged breach or misconduct in writing to the Chairman.
- 11.2 The Chairman will notify the Executive Committee of the issue and call a meeting of the Committee and the Member in question.
- 11.3 At this meeting the Member in breach will be given opportunity to make representation to the Committee to refute the claim of breach and allow members of the Executive Committee to pose questions relevant to the issue.
- 11.4 The Executive Committee will thereafter have opportunity to deliberate on the issue and will by majority vote decided on whether or not to terminate the membership of the Member in question.
- 11.5 The Chairman will thereafter communicate this decision to the Member within 7 days of the meeting and if the Member was found to be in breach of the Code of Conduct his/her membership will be terminated with immediate effect.
- 11.6 Notice of termination of membership will be circulated to all Members and posted on the Association web-site.

Signed at **4a Old Main Road, Kloof** on **22 March 2017**



Charles Goodspeed
Chairman



Yveline De Bruyn
Secretary



Callie Pickering
Treasurer