



## CONSTITUTION

### 1. TITLE

- 1.1. The title of the Association shall be "The South African Institute of Physics" or the translated equivalent in any of the official languages of South Africa. The letterhead of the Institute shall carry the English version only.
- 1.2. The activities of the Institute may be conducted in any of the official languages of South Africa.

### 2. HEADQUARTERS

The headquarters of the Institute shall be in the Republic of South Africa.

### 3. OBJECTIVES

The objectives of the Institute shall be:-

- (a) to promote study and research in physics and related subjects and to encourage the applications thereof;
- (b) to further the exchange of knowledge among physicists by means of conferences and publications;
- (c) to uphold the status of and ensure a high standard of professional conduct among physicists; and
- (d) to do all such other lawful things as may be necessary to attain the above objects including the cooperation with other institutes or societies, to the benefit of both.

### 4. MEMBERSHIP

#### 4.1 Grades of membership

The Institute shall consist of Honorary members, Emeritus members, Retired members, Members, Associate members, Student members, Subscribers and Institutional members. Honorary members, Emeritus members, Retired members, Members and Associate members shall be referred to as voting members.

##### 4.1.1 Honorary members

Members or other persons whom the Institute has decided to honour in consideration of services rendered by them to the Institute, to Science or to Industry, may be elected as Honorary members in the manner provided in the by-laws.

##### 4.1.2 Emeritus members

Members of the Institute who, on retirement from an active scientific career are either Foundation members or have been members of the Institute for a minimum period of fifteen (15) years, may be elected as Emeritus members in the manner provided by the by-laws on condition that they still wish to enjoy the privileges of the Institute.

##### 4.1.3 Members

A candidate for membership shall satisfy Council that he/she has:

- (a) successfully completed a Master's degree in experimental or theoretical physics or equivalent university course and has thereafter for at least two years been engaged in activities in which physics plays a large role; or
- (b) successfully completed an Honours degree in experimental or theoretical physics or equivalent course and has thereafter for at least four years been engaged in such scientific activities as in the opinion of the Council make it desirable that he/she should be a member of the Institute; or
- (c) has had training or experience which in the opinion of the Council is equivalent to (a) or (b)

#### **4.1.4 Associate members**

A candidate for Associate membership shall:

- (a) have successfully completed the equivalent of three full years of study in the natural sciences or technology at a tertiary institution; or
- (b) in the opinion of Council possess equivalent qualifications.

#### **4.1.5 Student members**

A candidate for Student membership shall be a full-time student pursuing a course of study leading to an academic qualification acceptable for Associate membership or who has obtained such qualification and is pursuing appropriate full-time post-graduate study, provided that the candidate has not already been awarded another category of membership.

#### **4.1.6 Subscribers**

A Subscriber to the Institute shall be such a person as can satisfy the Council that he has sufficient scientific or technical knowledge to be able to profit from participation in the activities of the Institute.

#### **4.1.7 Foundation members**

Members whose applications for membership were received and approved by the Action Committee before the election to office of the first Council, shall in addition be described as Foundation members.

#### **4.1.8 Institutional members**

An Institutional member shall be an organisation which is interested in promoting the advancement of physics and/or the applications of physics.

#### **4.1.9 Retired members**

A candidate for Retired membership is any paid-up member who does not qualify for Emeritus- or Honorary membership, who has retired from an active career in Physics, but who wishes to retain links with the SAIP.

### **4.2 Election**

Election to all these grades of membership shall be as prescribed in the by-laws.

### **4.3 Privileges**

**4.3.1** Voting power in any affair of the Institute is confined to Associate members, Members, Emeritus members, Honorary members, and Retired members

**4.3.2** All grades of members shall receive notices of meetings and such other publications of the Institute as the Council may decide.

**4.3.3** Membership privileges shall be limited to paid-up members only.

**4.3.4** Ordinary members, Emeritus members, Retired members and Honorary members may use the letters MSAIP after their name.

#### **4.4 Fees**

The fees levied by the Institute shall be determined as specified in the by-laws.

### **5. THE COUNCIL**

**5.1** The affairs of the Institute shall be administered by a Council and an Executive.

**5.2** Only voting members in good standing shall be eligible for service on the Council.

**5.3** Council shall consist of ten members, as follows: President, President-Elect, Secretary, Treasurer, four Members, one Specialist Group Liaison, one Student Member.

**5.4** The Secretary, Treasurer and President-Elect shall be nominated and elected by the voting members of the Institute as members of Council together with four other members. The President-Elect must have served on the immediate past Council. The Student Member shall be nominated and elected by the Student members of the Institute. The Specialist Group Liaison shall be elected from the chairpersons of the Specialist Groups. A member shall not serve more than three consecutive terms as a non-office-bearing member of Council.

**5.5** The Council shall hold office for not more than two and a half years and not less than one year and shall be elected in a manner prescribed in section 8 of the Constitution and in the by-laws.

**5.6** Any vacancy on Council, caused by the death, retirement or resignation of any of its members, may be filled by an appointee of Council.

**5.7** An Executive Committee consisting of three members of the Council (with alternates) shall be appointed by the Council to deal with urgent matters, incidental to the running of the Institute, which may arise between meetings of Council. The Executive shall report on its actions to the Council.

### **6. POWERS OF THE COUNCIL**

The Council shall have power to:

- (a) administer the affairs of the Institute in accordance with the constitution and for this purpose to frame by-laws under the provisions of section 9;
- (b) consider and approve or reject candidates nominated for membership of the Institute in any of the grades;
- (c) receive and accept the resignations of members and take resolutions concerning the suspension or expulsion of members;
- (d) co-opt up to three voting supernumeraries to assist in the deliberations of the Council;
- (e) appoint sub-committees from members of the Institute to carry out instructions from the Council;
- (f) take legal action in the name of the Institute and incur expenditure on behalf of the Institute, which expenditure may include payment of honoraria to the Treasurer and Secretary and travelling expenses to members of the Council;
- (g) establish local branches or specialist groups when and where such establishment is deemed advisable;
- (h) enter into any affiliation agreement with another institute or society should such a decision be passed at an Annual General Meeting;
- (i) control and administer all funds, property and assets of the Institute. The assets of the Institute shall be used for the promotion of the objects and aims of the Institute in such manner as Council may determine. The Council shall be the legal trustee of the Institute and shall have control over all gifts or bequests made to the Institute.

The Institute shall not:

- carry on any trading or other profit-making activities, or participate in any commercial business carried on by any of its members, or provide or make available to any of its members financial assistance, promises, continuous services or facilities for the purpose of carrying on any commercial business;
- distribute any of its profits or gains to any person and shall not utilise its funds other than for investment or for the furtherance of its objects.

## **7. ELECTION OF COUNCIL**

- 7.1** The first Council shall be elected by ballot at the general meeting of Foundation members at which this constitution is accepted. Nominations shall be given to the Secretary of the Action Committee the day before the meeting.
- 7.2** Election of subsequent Councils shall take place by ballot in the manner laid down in the by-laws and the result shall be declared to all voting members before the General Meeting at which the newly elected Council takes office.

## **8. MEETINGS**

### **8.1 Council Meeting**

- 8.1.1** The Council shall meet at least once every year.
- 8.1.2** Five voting members of Council shall constitute a quorum at any meeting of the Council.

### **8.2 General meetings**

- 8.2.1** A conference at which papers on physics and related subjects shall be read, shall be held as frequently as is considered desirable. One such conference shall coincide with a General Meeting of the Institute at intervals not less than six months and not more than two-and-a-half years for the purpose of adopting the reports and audited financial statement of the outgoing Council and transacting any other business of interest to members.
- 8.2.2** Special General Meetings shall be called by the Council as the result of:
- (a) a decision of the Council; or
  - (b) a written request, signed by at least ten voting members.
- 8.2.3** The Secretary shall inform each member of any general meeting at least twenty-one days before the date of the meeting, in the manner laid down in Section 8 of the By-Laws, except as laid down in section 10. The notice of the meeting shall give the Agenda for the meeting.

## **9. ADDITIONS AND ALTERATIONS TO THE BY-LAWS**

- 9.1** Whenever Council frames additional by-laws or makes alterations to the by-laws such additions or alterations shall be circulated to all voting members, and unless objections are received from more than ten members within thirty days of the date of distribution of the additions or alterations, these additions or alterations shall become operative.
- 9.2** All such additions or alterations to the by-laws shall be submitted to the next General Meeting of the Institute following their becoming operative, for approval or amendment. Voting on such additions or alterations shall be by a show of hands unless a ballot of those present is called for by one or more of those present. In the voting a simple majority shall count.

## **10. ALTERATIONS TO AND REVISION OF THE CONSTITUTION**

- 10.1** An alteration to or revision of the constitution may be proposed as a result of:-
- (a) a decision of the Council;
  - (b) a written request signed by not less than ten voting members, and stating the reasons for the proposed change.
- 10.2** In either case the Secretary shall notify all voting members of the proposed changes, in the manner laid down in Section 8 of the By-Laws, giving the reasons for the changes and shall call a general meeting to be held not less than 30 days from the distribution of the notification.
- 10.3** At the meeting any amendments to the proposed changes (but no fundamentally new changes) submitted in writing before the meeting, or verbally at the meeting, shall be discussed, together with the originally proposed alterations and the form in which these are to be put to the vote shall be decided.
- 10.4** Within ten days after the holding of the meeting the Secretary shall send a voting form to every voting member, in the manner laid down in Section 8 of the By-Laws, with the original proposals last and the amendments in the reverse order of their having been discussed at the meeting. Members shall vote on the form, yes or no to each amendment and finally yes or no to the original proposals, sign the forms in the place provided, fold and seal the forms so that the votes are concealed while the name of the voter is shown, and return the forms to the Secretary.
- 10.5** Thirty days after the forms have been sent out, the Secretary and two other scrutineers, appointed by Council, shall open and count the votes, after first removing the signatures from the forms. They shall first count the votes on the last amendment and if that amendment is carried they shall declare that the amendment is to be the manner in which the constitution is altered. If the amendment is lost they shall then count the votes on the next amendment and if that is lost they shall go on until either an amendment or the original proposal is carried. The result of the ballot shall then be communicated to all the members by the Secretary in the manner laid down in Section 8 of the By-Laws.

## **11. DISSOLUTION AND WINDING-UP**

- 11.1** A proposal by Council to dissolve the Institute must be ratified at a Special General Meeting called in accordance with clause 8.2 of this Constitution. A two-thirds majority must vote in favour of dissolution in which case a postal vote must be held in accordance with clauses 10.4 and 10.5 of this Constitution, except that a decision in favour of dissolution shall require a two-thirds majority.
- 11.2** Upon the winding-up, liquidation or dissolution of the Institute, it will be obliged to give or transfer its assets remaining after satisfaction of its liabilities to some company or companies, society or societies or association or associations (which is itself or are themselves exempt from tax) with objects similar to those of the Institute.

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## BY-LAWS

### 1. ELECTION OF MEMBERS

#### 1.1 Honorary members

- 1.1.1 Honorary members shall be persons whom the Institute especially desires to honour in consideration of exceptional services rendered by them. Such persons shall
  - (a) have made an outstanding contribution to the work of the Institute and/or
  - (b) have performed work which has been of special benefit to physics in South Africa.
- 1.1.2 The nomination of a honorary member shall be recommended to an electoral college upon a resolution of the Council, due notice of nomination having been given at a previous Council meeting by a member of Council or a past President.
- 1.1.3 The electoral college shall consist of the members of the Council together with the past Presidents of the previous ten years.
- 1.1.4 Election shall be by secret postal ballot in the manner and by the date prescribed by the Council and for which scrutineers will be appointed by the Council.
- 1.1.5 To secure election more than half of the total number of members of the College must exercise their vote in favour of the nomination. In the event of less than this number of votes being cast in favour, the election shall be null and void.

#### 1.2 Emeritus members

- 1.2.1 Members of the Institute who, on retirement from an active scientific career are either Foundation members or have been Members of the Institute for a minimum period of fifteen years may be elected as Emeritus members in the manner provided for by the by-laws of the Institute.
- 1.2.2 Nomination of an Emeritus member may be made to the Council by any member of the Institute.
- 1.2.3 The electoral college shall consist of the members of the Council.
- 1.2.4 The election shall be by ballot at the Council meeting at which the nomination is received, or at the next Council meeting.
- 1.2.5 To secure election more than half of the Council members must exercise their vote in favour of the nomination.

#### 1.3 Members and Associate members

A candidate shall be proposed and seconded by two physicists, (preferably members of the SAIP) who can verify the information supplied by the candidate. The proposal, together with all necessary information relating to the candidate's qualifications (in terms of section 4 of the Constitution) shall be placed in writing before the Council on the prescribed form which is obtainable from the Secretary.

Associate members shall transfer to full Membership as soon as they qualify to do so.

#### 1.4 Student members and Subscribers

A candidate for Student membership or for election as a Subscriber shall be proposed by a physicist who shall give the Council a statement of the candidate's suitability based on personal knowledge.

Student members shall transfer to full Membership as soon as they qualify to do so.

#### 1.5 Retired members

A candidate for Retired membership shall apply in writing, with adequate motivation, to have his/her grade of membership changed from Member to Retired member. The fee for such membership shall be the same as for Student membership.

### 2. EXPULSION AND REINSTATEMENT OF MEMBERS

2.1 Annual fees are payable in advance upon receipt of an account for each financial year.

2.2 A member whose fees for a particular financial year have not been received by the expiry of that financial year (31 March) shall cease to be a paid-up member.

2.3 If a member's fees have still not been received after an additional year, Council may terminate that person's membership.

2.4 A person whose membership privileges have lapsed in terms of paragraph 2.2 or been terminated in terms of paragraph 2.3 may apply for reinstatement, and the Council, after review of his/her professional record, may reinstate him/her after payment of the outstanding fees, or on such conditions as Council may decide.

### 3. ELECTION OF COUNCIL

3.1. The notice announcing the General Meeting at which a newly elected Council is to take office, in accordance with clause 8.2.1 of the Constitution, shall call for nominations to Council.

3.2. The notice of paragraph 3.1 shall be sent to all voting members at least eighty days before the date of the meeting.

3.3. Nominations will be requested from voting members for:

- (a) a Secretary
- (b) a Treasurer
- (c) a President Elect
- (d) four other members of Council.

The same person may be nominated under any of the categories.

Nominations will be requested from Student Members for:

- (e) a Student Member on Council

3.4. Nominations of candidates for Council shall reach the Secretary at least thirty days before the date of the meeting. Such nominations shall bear the signatures of proposer and seconder and shall be accompanied by a signed acceptance of the nomination by the nominee.

The Secretary shall prepare ballot papers for voting members in which:

- (a) the names of the candidates for Secretary;
- (b) the names of the candidates for Treasurer;
- (c) the names of the candidates for President-Elect;
- (d) the names of the candidates for Members of Council

shall respectively appear in alphabetical order.

The Secretary shall prepare ballot papers for Student members in which:

- (e) the names of candidates for the Student Member

shall appear in alphabetical order.

- 3.5. The Secretary shall send out the ballot papers, in the manner laid down in Section 8 of the by-laws not less than twenty-five days before the meeting mentioned in paragraph 3.1.
- 3.6. Properly marked ballot papers shall reach the Secretary not less than five days before the meeting.
- 3.7. The ballot papers shall be opened by the Secretary and two scrutineers, appointed by Council. The signature portions of the ballot papers shall be removed, and the votes shall then be counted by the Secretary and the two scrutineers appointed by Council.
- 3.8. In the transition from the old structure of Council to the new structure of council, the President will be chosen as previously, by members of Council, from members of Council, excluding the President-Elect.

#### **4. FINANCIAL YEAR AND MEMBERSHIP FEES**

- 4.1 The financial year shall be 12 calendar months from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 4.2 Fees for membership categories defined in clauses 4.1.1 to 4.1.9 of the Constitution shall be determined by majority decision at an Annual General meeting.
- 4.3 Council shall have the power to reduce or waive membership fees for individual cases.

#### **5. SPECIALIST GROUPS**

- 5.1 Council may at its discretion or upon petition by at least 10 members of the Institute create a Specialist group within the Institute charged with the advancement and diffusion of the knowledge of a specific subject or subjects in pure or applied physics by the holding of meetings or otherwise.
- 5.2 Membership of a Group shall be open to all members of the Institute. Outside interested persons may be admitted as non-voting members on payment of such further fees as the Council shall determine.
- 5.3 Each Group shall elect a committee. Officers of the committee shall be elected from members of the Institute unless Council otherwise so determines. Ordinary members of the committee may include non-voting outside persons.
- 5.4 The onus is on the Group to state clearly that they do not represent the Institute in any discussion with any outside body on any matter whatsoever beyond those concerning the arrangements for meetings or the supply of technical information for the benefit of the member of the Group unless they have obtained prior authority from Council.
- 5.5 A Group shall not commit Council in any way, financially or otherwise, without prior authority from Council.
- 5.6 Any Group may be dissolved at the discretion of Council.

#### **6. GOLD MEDAL AWARD**

- 6.1 The award is in the form of a gold medal with the design as determined by Council in consultation with the sponsor.
- 6.2 The award will be made for outstanding achievement in any of the following facets of any branch of physics: research, education, technology and industrial development. As the highest standards will be applied, the award is intended to be the greatest distinction that can be conferred in South Africa for achievement in physics.

- 6.3 Following every election of Council, it will appoint a selection committee consisting of four members of the SAIP who are active in different branches of physics to serve for two years. This committee may, with the approval of the President or Vice-President, consult outsiders on the merits of nominees for the award.
- 6.4 The conferring of the award (and in exceptional cases, two awards) will be considered every second year by the selection committee. The award cannot be divided and only one award will be made to any one person.
- 6.5 All members will be invited to nominate physicists for the award. The submission must consist of a full Curriculum Vitae of the nominee, accompanied by a full motivation that must clearly describe the fields of activity in physics in which the nominee has excelled, what her/his actual contributions were and the standards by which these contributions have been measured. Nominees must have been normally resident in South Africa up to the closing date set by Council for the receipt of nominations. Only work done by a SA citizen or someone with a permanent residence permit will be considered for this purpose. The work must have been done in South Africa or during a temporary visit abroad.
- 6.6 If satisfied with the standard of achievement of nominees, the selection committee will propose a single candidate for the award (or in exceptional cases, two candidates for two awards). A list of all nominees and the motivations for each nominee must be submitted to Council even if no award is recommended by the committee.
- 6.7 At a Council meeting, Council members will support or oppose, by means of a secret ballot, the award being made to the candidate (or separately to each of the two candidates). An award will not be made to a candidate when this is opposed by more than two council member, in which case Council may refer the unsuccessful nominations back to the selection committee for reconsideration.
- 6.8 The announcement of the award winner, reading of the citation, and presentation of the award, will take place at the dinner held in conjunction with the annual conference in the year in which the medal is awarded.

## 7. SILVER JUBILEE MEDAL AWARD

- 7.1 The award in the form of a silver medal, with a design as determined by Council, commemorates the silver jubilee year of the SAIP.
- 7.2 The award will be made for the outstanding achievement by a young physicist in any of the following facets of any branch of physics: research, education, technology and industrial development. Awards will be made to persons who are 35 years of age or younger on the closing date for the receipt of nominations. Allowance for career interruptions may be made for a maximum of eight additional years.
- 7.3 Following every election of Council, it will appoint a selection committee consisting of four members of the SAIP who are active in different branches of physics to serve for two years. This committee may, with the approval of the president or Vice-President, consult outsiders on the merits of nominees for the award.
- 7.4 The conferring of the award (and in exceptional cases, two awards) will be considered every second year by the selection committee. The award cannot be divided and only one award will be made to any one person.
- 7.5 All members will be invited to nominate physicists for the award. The submission must consist of a full Curriculum Vitae of the nominee, accompanied by a full motivation that must clearly describe the fields of activity in physics in which the nominee has excelled, what her/his actual contributions were and the standards by which these contributions have been measured. Nominees must have been normally resident in South Africa up to the closing date set by Council for the receipt of nominations. Only work done by a SA citizen or someone with a permanent residence permit will be considered for this purpose. The work must have been done in South Africa or during a temporary visit abroad.

- 7.6 If satisfied with the standard of achievement of nominees, the selection committee will propose a single candidate for the award (or in exceptional cases, two candidates for two awards). A list of all nominees and the motivations for each nominee must be submitted to Council even if no award is recommended by the committee.
- 7.7 At a Council meeting, Council members will support or oppose, by means of a secret ballot, the award being made to the candidate (or separately to each of the two candidates). An award will not be made to a candidate when this is opposed by more than two Council members, in which case Council may refer the unsuccessful nominations back to the selection committee for reconsideration.
- 7.8 The announcement of the award winner, reading of the citation and presentation of the award, will take place at the dinner held in conjunction with the annual conference in the year in which the medal is awarded.

**8. COMMUNICATION WITH MEMBERS**

Communication between the institute and its members shall be in the manner selected by individual members.

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