

CONSTITUTION

of the

South African Hydrological Society



1. NAME AND LEGAL STATUS

- 1.1. The name of the society shall be South African Hydrological Society, hereinafter simply referred as SOCIETY.
- 1.2. The legal status of the society is that of a Non-Profit Organisation (NPO).
- 1.3. The SOCIETY is an association with its own legal identity, separate and distinct from its constituents.

2. OBJECTIVES

2.1 **Main Objective:** The SOCIETY is constituted to promote and advance the science and practice of hydrology in South Africa.

2.2 **Ancillary Objectives:** The SOCIETY will aim to achieve the main objective by

- 2.1.1. Building a network of hydrologists
- 2.1.2. Strengthening the hydrology community of practice
- 2.1.3. Hosting a biennial symposium
- 2.1.4. Hosting regional events (e.g. seminars or short-training courses)
- 2.1.5. Facilitating the translation of hydrological science into policy and practice
- 2.1.6. Communicating opportunities, bursaries, jobs, talks etc. related to hydrology, and promoting hydrological education
- 2.1.7. Connecting members with allied professional bodies and societies, as well as international societies (e.g. International Association of Hydrological Sciences -IAHS) and their benefits
- 2.1.8. Assisting with and promoting professional registration with the South African Council for Natural Scientific Professions (SACNASP)

3. MEMBERSHIP

3.1 **Members:** Persons sharing and upholding the objectives of the SOCIETY are eligible for membership.

3.2 **Classes of membership:** Classes of membership shall be: Ordinary, Student, HydroFundi and Honorary.

3.2.1 **Ordinary members:** Any person who is active or has an interest in the field of hydrology and/or water science. Ordinary members will be required to pay membership fees.

3.2.2 **Student:** Any person who is a full-time student or postdoctoral researcher at a recognised educational and research institution. Membership will be eligible for reduced fees upon annual submission of proof of registration before April of each financial year.

3.2.3 **HydroFundi Member:** Members, or new applicants for membership, who are 65 years of age or older may elect to become a HydroFundi Member at a reduced rate.

3.2.4 **Honorary Member:** An Honorary Member shall be a person whom the SOCIETY wishes to honour by reason of meritorious services rendered for the realization of the objects of the SOCIETY or by reason of their eminence in science as nominated by a member, and approved by the council. Honorary Membership is conferred for life. There will be a biennial call for nominations by members, which will be linked to the symposium. Honorary Membership shall not carry any fees.

3.3 Process for application for membership:

3.3.1 Interested individuals shall apply through the society webpage.

3.3.2 Student and postdoc membership applications should be accompanied by proof of registration and are to be updated annually.

3.3.3 On acceptance of application, each new member will be notified of their admittance to the society. All Members shall be considered bound by the provisions of the CONSTITUTION and any amendments thereto.

3.4 Membership Rights

3.4.1 All members in good standing shall have full rights to nominate candidates for council offices, elect them and hold such offices if duly elected.

3.4.2 All members in good standing shall be entitled to attend and participate under applicable rules in meetings, programmes and other activities of the national organisation; receive communications of the SOCIETY; and be listed in the SOCIETY database.

3.5 Resignation and Termination of Membership

3.5.1 Any member may resign from the SOCIETY by allowing their membership to lapse without payment. They will subsequently no longer have access to member privileges. They will still be kept on the mailing list, unless they choose to unsubscribe.

3.5.2 The Council (referred to in section 4.1) may terminate the membership of any member whose continued membership would, in its opinion, be contrary to the interests of the SOCIETY. The member in question has the right to appeal against this decision as described in section 11.3 below.

- 3.5.3 If fees are not received by the due date of each year, membership shall be terminated. Any of these members wishing to reinstate their status will need to re-register and pay for their annual membership.
- 3.5.4 Cessation of membership with the SOCIETY for any reason shall entail forfeiture of all rights to all privileges of membership of the SOCIETY.

4 COUNCIL

- 4.1 The Officers of the Council shall consist of:
 - 4.1.1 President
 - 4.1.2 Vice-president (President Elect)
 - 4.1.3 Secretary
 - 4.1.4 Treasurer
- 4.2 The Councillors (including the Officers of the Society, general council members, and co-opted members) shall ideally not exceed fourteen people.
- 4.3 The President-Elect will automatically assume the Office of President at the conclusion of the President's two-year term of office.
- 4.4 With the exception of the President, the Officers of the Council and five general council members (eight members in total) shall be elected biennially at and by the General Meeting of the Society. A call for nominations for office will be advertised 2 months before the General Meeting and nominations shall be submitted and received 21 days before the General Meeting, accompanied by a written statement by the nominee that they are prepared to accept office. The Council shall review all applications to ensure they are Members in good standing.
- 4.5 The Members of the Council shall continue in office until the closure of the General Meeting and Symposium at which their Successors are elected. Council Members may also be dismissed for misconduct according to Clause 11, or may resign before the General Meeting and Symposium by submitting an official resignation in writing to the President of the SOCIETY.
- 4.6 The newly elected Council Members shall take office immediately after the General Meeting and/or Symposium at which they are elected, and a handover will take place at a subsequent Council Meeting.
- 4.7 Council has the power to co-opt one or more Members for specific purposes.
- 4.8 The purpose and duties of the additional Council Members will be stipulated by the Council.
- 4.9 The elected Council Members must be duly-paid up members of the SOCIETY to be eligible.
- 4.10 The term of office for each elected Council Member shall be for a period of two years, after which they will be eligible for re-election for further terms of two years each.
- 4.11 The principle of rotation of council members is supported by the SOCIETY.
- 4.12 Vacancies arising within the council shall be filled by calling a Special General Meeting, or at the following General Meeting.

5 ROLES OF THE COUNCIL OFFICERS

5.1 President

- 5.1.1 The duties of the President shall be to preside at meetings of the SOCIETY and of the Council and to regulate the discussion and proceedings thereat, and to execute or see to the execution of the Constitution and orders of the SOCIETY; some or all of these duties may be delegated to the Vice-President.
- 5.1.2 The President shall present a Report on the general concerns of the SOCIETY at the General Meeting of the SOCIETY.
- 5.1.3 In the case of an equality of votes, the President shall have a casting vote in addition to their deliberative vote.
- 5.1.4 The President shall endeavour to ensure a smooth handover to the Vice-President.

5.2 Vice-President

- 5.2.1 The Vice-President shall act on behalf of the President, and have all the authority, power and privilege of the President, when such powers are delegated to them by the President, or in the absence of the President.
- 5.2.2 In the absence of both the President and the Vice-President, another member of Council shall preside.
- 5.2.3 The Vice-President shall prepare a vision and strategy for their upcoming term as President of the SOCIETY and shall ensure a smooth handover from the President.

5.3 Treasurer

- 5.3.1 The Treasurer shall be responsible for demanding and receiving, for the use of the SOCIETY, all monies due or payable to the SOCIETY and for directing the disbursement of all monies payable by the SOCIETY out of funds under their control.
- 5.3.2 All monies received on behalf of the SOCIETY shall be paid into a bank account.
- 5.3.3 The Treasurer shall be called upon to present a financial statement, according to generally accepted accounting policies as prescribed by the South African Institute of Chartered Accountants, and a budget for the coming year at each General Meeting.
- 5.3.4 The Treasurer shall keep adequate proof and documentation of all income and expenses and balance the accounting records regularly.
- 5.3.5 A Secretariat or Accountant that has the relevant qualifications may be hired to fulfil these roles.
- 5.3.6 Where a Secretariat or Accountant is hired, the Treasurer will oversee their function and ensure that the required financial report is brought to each Council and General Meeting.

5.4 Secretary

- 5.4.1 The Secretary shall be responsible for the proper conduct of all correspondence (other than financial) on behalf of the SOCIETY.
- 5.4.2 Within three months, the SOCIETY shall circulate to all members the Minutes of each previous General Meeting for confirmation.
- 5.4.3 In the absence of the Secretary from any meeting of the SOCIETY the President shall appoint a member of the Council to perform the duties of Secretary.

6 FUNCTIONS AND RESPONSIBILITIES OF THE COUNCIL

6.1 The management and administration of the SOCIETY shall rest with and be executed by the Council.

6.2 The Council will be governed by this Constitution and any special directions given at the General meeting.

6.3 Council Meetings

6.3.1 The Council shall meet as often as may be necessary for the management of the SOCIETY, but shall not meet less than twice per year.

6.3.2 Notice 4 weeks prior, agenda 14 days prior, apologies at least 7 days before meeting.

6.3.3 President presides, or Vice-President.

6.3.4 Minutes will be taken.

6.3.5 Urgent meetings called with 7 days' notice.

6.3.6 Decisions by consensus, if consensus cannot be reached each Council member has one vote and the President has a deciding vote should there be a tie.

6.3.7 Council Meetings will be held virtually unless associated with the biennial symposium.

6.4 Administration

6.4.1 The SOCIETY may appoint an Administrator, Accountant or Secretariat who shall be responsible for the day-to-day management of the administration, communications, and operations of the SOCIETY, as well as the coordination and planning of the SOCIETY activities as approved by Council.

6.4.2 A service contract agreement will be negotiated between the Council and the appointed administrator that specifies duties and industry related remuneration, and shall be re-negotiated on a biennial basis.

6.5 Finances

6.5.1 The income and property of the SOCIETY are not distributable to its members or office-bearers, except as reasonable compensation for services rendered.

6.5.2 The assets and liabilities of the SOCIETY will be held separately from those of its members.

6.5.3 All funds, assets and property, fixed or otherwise, of the SOCIETY, and the acquisition, administration or disposal thereof shall be vested in the Council.

6.5.4 All electronic financial transactions of the SOCIETY shall be conducted through a bank account, controlled and administered by the Treasurer and the appointed Administrator under the direction of the Council.

6.5.5 The COUNCIL shall draft a financial policy to protect against fraud and corruption, and the account signatories, treasurer and administrator -if applicable- shall abide by any policies.

6.5.6 True accounts shall be kept of all monies received and expended, and of the assets and liabilities of the SOCIETY. In the interests of transparency, these accounts will be presented at each General Meeting by the Treasurer.

6.5.7 All legal requirements as specified for a Non-Profit Organisation (NPO) and financial norms must be met and documentation submitted as required.

6.5.8 A full financial report shall be presented at the General Meetings.

6.5.9 No Council Member of the SOCIETY may hold a salaried office of the SOCIETY. No remuneration or other benefit shall be paid or given by the SOCIETY to any member of the SOCIETY, unless: (1) otherwise agreed to in advance by a majority of the

Council, and/or (2) limited to out-of-pocket expenses incurred by members while conducting work for the benefit of the SOCIETY and at the request of the Council.

6.5.10 The SOCIETY is allowed to apply for grants to further its objectives, as well as to award bursaries when agreed to by a majority of the Council at a Meeting.

6.5.11 The SOCIETY will not be allowed to borrow money or apply for loans.

6.5.12 The date for the end of the financial year for the SOCIETY will conform to the South African financial year end: the last date of February of each year.

6.6 Portfolios and Activities

6.6.1 The Portfolios and Activities of the SOCIETY will be reported at a Council Meeting annually. The SOCIETY shall have three core activities:

6.6.2 Hosting the biennial hydrology symposium

6.6.3 International representation on key societies (e.g. IAHS: The Council shall appoint a Member to be the South African representative to IAHS, IUGG)

6.6.4 Representation on SACNASP: The Council shall appoint a Member to serve on the SACNASP registration committee for the Water Resources Science field of practice.

6.7 Other Activities

6.7.1 Based on the objectives of the SOCIETY, the Council may set additional activities and portfolios at an annual or biennial frequency. This list gives an idea of the types of portfolios, but is not an exhaustive list and may change over time. These portfolios may include, *inter alia*:

6.7.1.1 Promoting the science and practice of hydrology through:

6.7.1.1.1 Organising events, talks and courses,

6.7.1.1.2 Capacity building,

6.7.1.1.3 Contributing to the development of a hydrology research strategy for South Africa

6.7.1.2 Facilitating the translation of science into policy and practice to the benefit of the South African population.

6.7.1.3 Building a network of hydrologists by:

6.7.1.3.1 Creating and maintaining a searchable web database

6.7.1.3.2 Maintaining a database of educational institutions that offer academic training in hydrology

6.7.1.4 Communication: communicating opportunities with the community of practice using a mailing list set up for this purpose.

7 POWERS OF THE COUNCIL

7.1 Acquire, encumber, administer and dispose of assets, property and funds of the SOCIETY in pursuit of the objectives of the SOCIETY.

7.2 Sign contracts or other documents on behalf of the SOCIETY.

7.3 Open, close and operate bank accounts in the name of the SOCIETY as may be necessary for the proper conduct of its financial affairs.

7.4 Appoint, hire and dismiss employees, agents, advisers, experts or contractors and determine their conditions of service and remuneration.

7.5 Fix and pay allowances, any costs and charges to any person or body in pursuit of the objectives of the SOCIETY.

7.6 Form standing or ad-hoc committees as may be in the interests of the SOCIETY and determine membership pre-requisites, duties, rights and obligations of such committees as it sees fit, and dissolve such committees at its discretion.

- 7.7 Delegate such powers to the said committees as it sees fit.
- 7.8 Raise funds and collect membership fees, interest and other income accruing to the SOCIETY.
- 7.9 To award prizes to members of the SOCIETY for meritorious achievement at the Biennial Symposium. Adjudication will be by a panel selected by the Council.
- 7.10 In case of any doubt as to the meaning or import of any portion of the Constitution, the interpretation of the Council shall be final and binding.

8 MEETINGS OF THE SOCIETY

8.1 Biennial Symposium and General Meetings

- 8.1.1 Will be held biennially at a location decided by the previous General Meeting and ratified by the Council. The local organising and scientific committee will be selected at the same time.
- 8.1.2 The General meeting will serve to elect the members of the Council with the exception of the President and to attend to any business which needs to be undertaken at the General meeting in terms of the constitution.
- 8.1.3 The notice convening a General Meeting, together with the agenda, shall be dispatched to all members at least 14 days before the date of the meeting. The notice of meeting shall include:
 - 8.1.3.1 Location, date and time of meeting
 - 8.1.3.2 Details of the nominees for Council
 - 8.1.3.3 Proposals concerning the business of the General meeting
- 8.1.4 At the General Meeting, 10% (ten percent) of the total number of members in good standing of the SOCIETY shall form a quorum.
- 8.1.5 Every Member who is in good standing and present or has appointed a signed proxy in writing has the right to vote. Should the votes be equal the President has the deciding vote.
- 8.1.6 The President of the SOCIETY, or if absent the Vice-President, shall preside over the General meeting. During the General meeting, the Council shall present its report on the state affairs including the financial report.
- 8.1.7 The Secretary shall take minutes of the General meeting. These shall be reviewed and adopted at the next General meeting and shall be approved by the President and Secretary at that meeting.

8.2 Special Meetings

- 8.2.1 A special meeting shall be convened by the Secretary as directed by the Council or on written request of at least 51 % of the Members.
- 8.2.2 At least 30 days written notice of a Special Meeting shall be given to Members. The purpose of the Special meeting shall be described in the written notice.
- 8.2.3 A Special general meeting requested by the members shall be convened by issue of a written notice to Members within 30 days of the receipt of the written request by the Council.
- 8.2.4 The President of the SOCIETY, or if absent the Vice-President, shall preside over the General meeting.
- 8.2.5 Only business for which the special meeting has been called shall be dealt with during the meeting.
- 8.2.6 At a Special Meeting, 51 % of the total number of members in good standing of the Society shall form a quorum.

- 8.2.7 Every Member who is in good standing and present or has appointed a signed proxy in writing has the right to vote. Should the votes be equal the President has the deciding vote.
- 8.2.8 The Secretary shall take minutes of the Special meeting. These shall be reviewed and adopted at the next General meeting and shall be signed by the President and Secretary at that meeting.

9 MEMBERSHIP FEES

- 9.1 All Ordinary, Student and HydroFundi Members of the SOCIETY shall be required to pay membership fees. Fees will be waived in the first year of the inception of the SOCIETY (i.e. 2022).
- 9.2 Annual membership fees become due and payable to the Society on 1 October of the previous year and must be paid on or before 31 January of the current year. As per Section 3.3, membership will be terminated after this date, and any members wishing to reinstate their membership will need to re-register and pay the annual membership fees.
- 9.2 When a Member joins at any stage of the calendar year they shall be liable for the full membership fee of that year, except when they join during the last three months of the financial year, in which case they shall be required to pay the full membership fee for the succeeding year only.
- 9.3 The annual subscriptions for membership shall be determined by the Council. Notice of change in subscription rate(s) shall be given at least three months prior to the financial year in which such change will become effective.
- 9.4 The annual subscription is payable in advance. If any Member is six months or more in arrears, such membership shall automatically cease. Membership may, however, be reinstated on receipt of all outstanding amounts due to the SOCIETY, with no loss of privileges.
- 9.5 For the duration of their term, the Council are exempt from paying membership fees for their services to the SOCIETY.

10 AMENDMENTS TO THE CONSTITUTION

- 10.1 This Constitution may be amended or amplified at a General Meeting, whether Biennial or Special, called for that purpose provided that no amendment or amplification shall be made unless due notice of the amendment has been given to the members 14 days before the Meeting and the votes of two thirds of the Members in Good Standing who are present or have appointed a signed proxy in writing and are entitled to vote at such meetings are recorded in favour of such amendment or amplification.

11 CODE OF ETHICS

- 11.2 The society has a **Code of Ethics**, which all society and council members agree to abide by. A breach of this Code of Ethics may result in dismissal of a member or council member.
- 11.3 Dismissal shall be decided by vote within the Council.
- 11.4 The Member has the right to appeal against the decision of expulsion at a subsequent Council Meeting. The Member shall present their letter of appeal at least 7 working days before the respective meeting, and shall have a chance to present their defence briefly to the Council. The Council's final decision shall be binding.


12 DISSOLUTION

- 12.1 The SOCIETY will continue to exist despite changes in membership, until such a time as it has been dissolved in accordance with this constitution.
- 12.2 In the event of dissolution, all the remaining assets of the SOCIETY shall be distributed to a similar society or institution which is exempt from tax. The onus of determining to which institutions such a distribution shall be made, will be with the Council in office at the time of dissolution and that Council shall inform the Receiver of Revenue of its action.

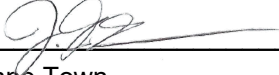
13 SIGNATURES

This Constitution was adopted at the first General Meeting of the South African Hydrological Society (SAHS) in Gauteng on 10 October 2022. Signed by:


President

Name: Dr Tendai Sawunyama Signature: 
Date: 10 October 2022 Location: Mbombela

Secretary

Name: Dr Julia Glenday Signature: 
Date: 1 November 2022 Location: Cape Town

Treasurer

Name: Ms Tinisha Chetty Signature: 
Date: 1 November 2022 Location: Pietermaritzburg