

The South African Institution of Chemical Engineers

Code of conduct of the Western Cape branch.

1.0 Name of the Branch

The Branch will be known as "The South African Institution of Chemical Engineers, Western Cape Branch".

2.0 Requirements of Membership

All Honorary Fellows, Fellows, Members, Affiliates, Graduate Members, Post Graduate and Student Members of the Institution, whose addresses appear within the Province of Western Cape of South Africa according to the register of the Institution, shall be considered members of the Branch. Any member of the Branch may, if elected, be transferred to another Branch by making a written request to the Branch Secretary.

3.0 Privileges of Membership

All the members of the Institution will be entitled to all the privileges of membership of the Branch, except for voting rights at Branch meetings which will be limited to the members of the Branch.

4.0 Membership Fees

No membership fees, in addition to those due to the Institution under the Bylaws, shall be collected from any member of the Branch.

5.0 Annual General Meeting (AGM)

The Annual Meeting of the Branch shall be held each year during the month preceding the the Council AGM, or during the month following the Council AGM.

6.0 Control of the affairs of the Branch by the Branch Committee

The affairs of the Branch will be governed by the Branch Committee, which will be elected annually in accordance with paragraph 9.0 The Branch Committee will consist of nine (9) elected members. At least one member of the Branch Committee will be a Student Member.

The Office Bearers of the Branch shall be:

- the Chair,
- the Vice-Chair,
- the Honorary Secretary, and
- the Honorary Treasurer.

The offices of Honorary Secretary and Honorary Treasurer may be merged but not those of the Chair and Vice Chair.

The Office Bearers of the Branch Committee shall be elected by the Branch Committee from among its own ranks within one month of the Committee being elected. The Chair of the Branch will not be a Student Member.

For the purposes of any particular project that may arise from time to time, members of the Institution may be co-opted by a majority vote of the Branch Committee for the duration of the project.

7.0 Representation of the Branch on the Council of the Institution

The Chair of the Branch will be a member of the Council in terms of Article 3.2.3 of the Constitution. In the absence of the Chair, the Vice-Chair of the Branch or a member of the Branch Committee nominated by the Branch Chair will represent the Branch at Council meetings.

8.0 Resignation from the Committee

The Student Member(s) will retire annually. All the other members will serve for two (2) years and half of these members will retire annually. Retiring members of the Committee may be re-elected.

The Chair will not remain in office for more than four (4) consecutive years.

If any member of the Branch Committee is regularly absent from Committee meetings without reason, they may, at the discretion of the Branch Committee, be requested to resign from the Branch Committee.

9.0 Election of Branch Committee

Members of the Branch Committee may be nominated by any Branch member. Nomination forms will be sent to Branch members at least forty two (42) days before the AGM of the Branch at which the new Committee will be announced.

Nominations duly signed by a proposer, a seconder, and the nominee shall be submitted to the Honorary Secretary not later than fourteen (14) days before the date of the AGM.

If the number of nominations exceeds the number of vacancies, a ballot paper showing the full names of the candidates, their business addresses and occupations will be emailed to each voting member at least ten (10) days before the date of the AGM. The ballots shall be duly completed and returned to the Honorary Secretary, not later than noon two (2) days prior to the AGM.

If the number of nominations to be elected to the Committee is less than the number required to fill the vacancies on the Committee, the outgoing Committee may nominate qualified members to complete the list. The nominated members will be declared elected at the AGM.

If a ballot is needed, the outgoing Committee will appoint three (3) poll recorders or request assistance from The Council Hon Secretary and the SAICHe office, whose task it will be to open and examine the ballots and to report the result of their investigation, which will be final, to the Chair at the AGM. Candidates nominated in the relevant Committee election will not be eligible for service as poll takers.

If an equal number of votes in favour of two or more candidates is cast in the ballot process, the members present at the AGM will vote for a candidate. The vote will be conducted by the poll recorders who managed the ballot using a show of hands.

10.0 Casual Vacancies on the Committee

The Branch Committee may co-opt a member of the Branch to fill a temporary vacancy on the Committee, provided that the structure as defined in paragraph 6.1 shall apply. The co-opted member will serve the remainder of the tenure of the member he replaces.

11.0 Quorum for a Meeting of the Committee

A quorum for any meeting of the Branch Committee shall consist of three members of the Committee, either in person or virtually. At least one of the Office bearers should be present.

12.0 Duties of the Honorary Secretary and the Honorary Treasurer

The Honorary Secretary, or someone appointed by them will handle all the correspondence of the Branch.

They will:

- send notices of the Branch meetings to the members of the Branch.
- prepare agendas for all the Branch and Branch Committee meetings.
- keep and record minutes of all the proceedings thereof, including those present at the meetings.
- keep a list of the Branch meetings to be presented to the Branch Committee.
- keep the Council duly informed of all the activities of the Branch by sending a copy of the minutes of Branch and Branch Committee meetings, as well as a copy of every important document issued by the Branch Committee

The Honorary Treasurer will be responsible for the budget and will maintain a proper set of account books that will be audited annually ahead of the Branch AGM. In addition, the Honorary Treasurer will submit quarterly financial reports and copies of statements from any banks used by the Branch to the Council Treasurer.

The Honorary Treasurer, or in their absence, a committee member acting in their place, shall report on all the income & expenditures at each Branch Committee meeting with a view to their formal ratification by the Committee.

All payments and other transfers of money must be approved by the Honorary Treasurer (or a substitute appointed to observe in their absence) and both the two (2) authorized members of the Branch Committee.

13.0 Finances, Annual Budget and Appropriations of Council

The Branch Committee will submit to Council a budget of its expenditure for the following year, to enable Council to determine the amount it can allocate to the Branch for that year.

If the Branch Committee requires an ancillary grant for special purposes, a request may be submitted to the Executive Committee of the Council at least one (1) month before the ancillary expenditure is due.

14.0 Accounts and the Auditor

The audited accounts of the Branch shall be closed each year during the last month of the session, submitted to the AGM of the Branch, and forwarded to the Honorary Treasurer of the Institution by a date as determined by the Council.

Accounts of the Branch will be audited by an auditor, who is appointed by the Branch members at each AGM for the following year; no member or office bearer of the Institution or the Branch shall be eligible for the office of auditor. If any casual vacancy arises in the office of auditor, it will be filled at the next Branch Committee meeting.

15.0 Meetings

Arrangements for Branch meetings will be made by the Branch Committee.

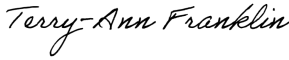



Each Branch Meeting shall, where possible, be chaired by the Branch Chair or, in their absence, another member of the Branch Committee.




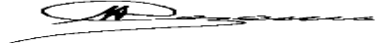


In the event of a tie vote on any particular motion at a Branch meeting or a Branch Committee meeting, the Chair of the meeting may, at their discretion, make a casting vote.

In the event that Branch members have a need to raise specific matters for discussion, an **Extraordinary General Meeting (EGM)** can be convened. If an EGM is requested, the Honorary Secretary will within thirty (30) days of receipt of a request for an EGM organise to hold the meeting. Any request for an EGM should be signed by no less than five (5) members of the Branch.

Revised July 2025

APPROVED BY COMMITTEE MEMBERS

NAME		SIGNATURE	DATE
T-A FRANKLIN	CHAIR		8 October 2025
R POTT	VICE CHAIR		8/10/25
M MANONO	SECRETARY		8 Oct 2025
A MARSHALL	TREASURER		8 Oct 2025

N ISAFIADE	MEMBER		10 Oct 2025
M CHETTY	MEMBER		8 Oct 25
I HAJEE	MEMBER		8 Oct 2025
H MAZEMA	MEMBER		7 Oct.2025
D WRIGHT	MEMBER		1 Oct 2025
J DLAMINI	MEMBER		08 Oct 2025