



# SOUTHERN AFRICAN INSTITUTE OF TRIBOLOGY

## CONSTITUTION

### **1 NAME**

- 1.1 The Southern African Institute of Tribology (SAIT).

### **2 CONSTITUTION**

- 2.1 The SAIT is an autonomous body which seeks affiliation with relevant local and overseas bodies.
- 2.2.1 Any Member of the SAIT may propose modifications to the Constitution. Proposed changes shall be circulated to all Members for their consideration, prior to being proposed for adoption at the next Annual General Meeting or an Extra-ordinary General Meeting, as required.

### **3 OBJECTIVES**

- 3.1 The Institute has the technical scope which covers all aspects of tribology (defined as the science and technology of rubbing surfaces) and as such covers all the disciplines comprising tribology.
- 3.2 The main objectives of the SAIT are to:
- 3.2.1 promote the transfer of information and technology related to tribology in Southern Africa.
- 3.2.2 promote the development of expertise in Southern Africa with a view to solving tribological problems.
- 3.2.3 maintain membership of the International Tribology Council (ITC), and support liaison with this and other tribology groups and societies
- 3.2.4 stimulate research and development in tribology
- 3.2.5 promote the professional status of tribology

### **4 ACTIVITIES**

- 4.1 All activities of the SAIT shall be directed towards the objectives specified in Section 3 of this Constitution and shall include the activities listed below:
- 4.1.1 Regular meetings shall be held at times and places decided by an Executive Committee, duly appointed according to the provisions of Section 7 of this Constitution, who will also determine the programme for the meetings.

- 4.1.2 The Institute shall provide information to all members by the publication of a 'Directory of Specialised Skills in Tribology'.
- 4.1.3 The Institute shall publicise Institute activities.
- 4.1.4 The Institute shall arrange or recommend conferences and seminars and other educational activities on the subject of tribology.
- 4.1.5 The Institute shall encourage papers and support exhibitions pertinent to tribology.
- 4.1.6 The Institute shall assist with the organising of conferences and seminars with an interest in tribology.
- 4.1.7 An Annual Awards Function shall be organised by the Executive Committee.
- 4.1.8 The following awards shall be presented at the discretion of the Executive Committee:

*SAIT Student Awards*

- one award each for both graduate and undergraduate final year projects submitted to SAIT
- recipient determined by Executive Committee
- adjudicated by calendar year

*Best Technical Presentation*

- selected from technical meeting, seminar and conference presentations
- winner determined by Executive Committee
- adjudicated by calendar year

*Best Technical Achievement*

- submission invited from anyone in any field of tribology
- winner determined by Executive Committee
- adjudicated by calendar year

*Louw Alberts Award*

- presented for an outstanding achievement in the field of tribology
- recipient determined by Executive Committee
- adjudicated by calendar year

The awards shall be presented at the SAIT Annual Awards Function.

Other awards can be presented at the discretion of the Executive Committee.

- 4.1.9 The Institute will allow the formation of regional offices in the main geographical regions of Southern Africa, there being not more than one (1) per region. These offices shall organise technical meetings, whilst reporting to the Executive Committee for all other activities and decisions.

## **5 MEMBERSHIP**

5.1 Five 5 categories of membership are available:

<i>Private Member</i>	any individual with an interest in tribology
<i>Corporate Member A</i>	any company with an interest in tribology
<i>Corporate Member B</i>	any company with an interest in tribology and is a Small Micro Medium Enterprise (SMME)
<i>Student Member</i>	any individual under 25 years of age in full time study at an education establishment recognised by the Institute, and who has an interest in tribology.

5.2 Application for membership must be submitted on the prescribed form. Yearly subscriptions are payable on 1 March of each year by every category of membership. Fees shall be determined on an annual basis by the Executive Committee.

5.3 If a member has not paid their subscription fees within a period of three (3) months after due date, their membership and all rights and privileges will be rescinded.

5.4 Corporate A Members may nominate one (1) representative and nine (9) supplementary members who all enjoy rights and privileges of membership.

Corporate B Members may nominate one (1) representative and three (3) supplementary members who all enjoy rights and privileges of membership.

5.5 Rights and privileges of membership entitle any member to:

- nomination for any office in the Institute
- nominate candidates and vote in the elections
- receive a copy of SAIT circulars, the SAIT newsletter, and the SA Mechanical Engineer journal
- a reduction in fees for SAIT events.
- STLE membership

## **6 GENERAL MEETINGS**

6.1 The Annual General Meeting of the Institute for the presentation of the President's Report, the Financial Statements of the Institute, the election of the Executive Committee and other relevant business, shall be held between 21 March and 21 May each year.

6.2 Notice of the Annual General Meeting shall be sent to each member of the Institute not less than fourteen (14) days before the date of the meeting.

6.3 An Extra-ordinary General Meeting may be called at any time by a written request to the Secretary on behalf of not fewer than twenty (20) members.

6.4 Three (3) weeks notice, in writing, must be given to all members for an Extra-ordinary General Meeting for all purposes.

6.5 Any General Meeting of the Institute shall require a quorum of twelve (12) members, and without a quorum, no business can be transacted.

## **7 EXECUTIVE COMMITTEE**

### **7.1 Office Bearers**

- 7.1.1 The affairs of the Institute shall be arranged by its members through an Executive Committee which shall consist of a minimum of seven (7) members.
- 7.1.2 The portfolios of the Executive Committee shall be President, Vice President, Secretary, Treasurer, Membership, Public Relations, Technical Programme and Training. The President and Vice President, elected annually, shall serve for a period not exceeding three (3) consecutive years.
- 7.1.3 All members of the Executive Committee shall have equal voting rights, with the President (or the President of the meeting in accordance with Section 7.3.2) having the deciding vote, in addition to his vote as a member, if the voting is equally divided.

### **7.2 Election of Executive Committee**

- 7.2.1 Prior to the Annual General Meeting, nomination forms shall be issued, to all SAIT members, including Corporate and Supplementary Members. Any member in good standing may nominate one person, who shall also be a member of the SAIT in good standing, for election to the Executive Committee.
- 7.2.2 Where eight (8) or fewer nominations are received, these nominees shall form the Executive Committee for the following year.
- 7.2.3 Where more than eight (8) nominations are received, a ballot shall be held among all SAIT members, including Corporate and Supplementary Members, to elect the eight (8) Executive Committee members.
- 7.2.4 The Executive Committee shall have the power to co-opt additional members between annual elections.
- 7.2.5 The President shall be elected by, and from, the newly elected Executive Committee.

### **7.3 Procedure of the Executive Committee**

- 7.3.1 A minimum quorum of four (4) members is required for all Executive Committee meetings
- 7.3.2 The Executive Committee shall meet at such time and place as the President shall appoint. The Executive Committee may invite other individuals to part, or all of their meetings if deemed to be desirable.
- 7.3.3 The President, or in his absence, the Vice President, shall preside at all Executive Committee meetings. If neither the President or the Vice President is present, those members present shall elect a President for the meeting.
- 7.3.4 The President shall, amongst other things, be responsible for compiling an annual report, which reports on the activities during the year, and makes recommendations for future activities.

- 7.3.5 The Vice President, or nominee, shall, amongst other things, be responsible for liaison with both local and overseas institutes and societies.
- 7.3.6 The Secretary shall, amongst other things, be responsible for:
- preparing and circulating agenda, minutes and other documents of the Executive Committee Meeting
  - initiating and supervising the annual nomination and election of members of the Executive Committee
  - maintaining files for the Institute
- 7.3.7 The Treasurer shall present a statement of accounts as required at Executive Committee Meetings and at the Annual General Meeting. His responsibilities shall include the initiating of subscription demands and reminders and administering of all financial transactions. A bank account will be kept and be supervised by the Treasurer.

Any payments made from the bank account shall be signed by two of three authorising signatories approved by the Treasurer and the Executive Committee. Such authority shall remain in force for the period those authorised members hold office.

## **8 FINANCE**

- 8.1 The endeavour of the Institute shall be to be financially self-supporting.
- 8.2 Disbursements of the profits or gains of the Institute shall be made only for products or services rendered in pursuit of the objectives of the Institute. At his discretion, the Treasurer shall be empowered to demand documentary proof of products received, or services rendered prior to disbursement of funds, and may withhold a disbursement if such proof is not forthcoming or is, for any reason, invalid.
- 8.3 The profits or gains of the Institute may be invested in any recognised institution engaged in lawful activities. Any gains accrued from such investment shall be either invested according to the conditions stated in this clause, or shall be disbursed according to Section 8.2 of this Constitution.
- 8.4 The Executive Committee is empowered to borrow any monies required by the Institute for the carrying out of any of its activities upon such securities as may be determined, and to pledge or mortgage any asset and to make such borrowings without security.

## **9 WINDING UP**

In the event of the Institute becoming financially embarrassed or otherwise unable to continue the pursuit of its objectives, or sustain its activities, the following actions shall be taken in the order prescribed below:

- 9.1 The President shall call an Extra-ordinary General Meeting to formally propose the winding up of the Institute. The meeting shall be held and conform to the conditions applying to such meetings.

- 9.2 The Treasurer shall arrange for all assets, including fixed property belonging to the Institute, to be sold and all monies so accrued to be credited to the Institute bank account.
- 9.3 All monies remaining in the Institute bank account, after the Institute's debts have been paid, shall be distributed to another institution, association, charity or organisation with objectives similar to those of the Institute. That institution, association, charity or organisation shall be nominated and decided by means of a vote at the Extra-ordinary General Meeting. Each nomination must be proposed and seconded by a current member of the Institute, in good standing.
- 9.4 The Treasurer shall officially inform the relevant financial authorities that the affairs of the Institute have been wound up and assets distributed according to the Constitution of the Institute.



**SIGNED** .....

John C Fitton  
**PRESIDENT**

**DATE** 6 May 2011

06/05/2011



**SIGNED** .....

David P Beard  
**PRESIDENT**

**DATE** 14 December 2012

18/12/2012