

# BYE-LAWS TO THE CONSTITUTION OF THE CORROSION INSTITUTE OF SOUTHERN AFRICA

## A MEMBERSHIP

### 1. ELIGIBILITY

- 1.1. Membership of the Corrosion Institute shall be open to any person, including a legal person, who subscribes to the objectives and fundamental principles of the Institute as set out in Section 3 of the Constitution and who has paid the annual subscription fee as determined by Council. (Annexure A (1))

### 2. MEMBERSHIP CLASS AND GRADES

- 2.1. Members of the Institute are all in a single class, each of whom has an equal vote in any matter to be decided by the members of the Institute.
- 2.2. The membership shall consist of Corporate/Company and Individual Members.
- 2.3. The Institute has different grades of individual membership as determined by Council from time to time namely:
- Member
  - Fellow
  - Honorary-Life Member
  - Retired Member

### 3. INDIVIDUAL MEMBERSHIP

#### 3.1. Member

Subject to the provisions of section 5.1.1.b of the Constitution, individual membership is open to any person with an interest in corrosion science and technology, including *bona fide* students at a technical educational establishment who subscribes to the objectives and fundamental principles of the Institute as set out in Section 3 of the Constitution and who has paid the annual subscription fee as determined by Council.

#### 3.2. Fellow

- 3.2.1. Candidates for Fellow shall satisfy the Council that they:
- i. possess the qualifications and experience to qualify as Members and have been Members for at least 4 years;
  - ii. are at least 35 years of age;
  - iii. have an established and mature reputation as a corrosion practitioner;
  - iv. have made a notable contribution to corrosion science and technology.
- 3.2.2. In addition to the information required on the application form, candidates must supply the following in support of 3.2.1 iii and iv:
- (a) A *curriculum vitae* listing all appointments, with detail of the type of work performed. Experience in corrosion science and technology must be described.
  - (b) A report (500-1000 words long) on experience and training in corrosion science and technology. This report will be used to assess the candidate's background, and must include information on courses completed and work experience. The accuracy of the report must be attested by a person who is familiar with the candidate's background. This person must provide written confirmation that the report was read and that it is an accurate reflection of the candidate's background and abilities.
- 3.2.3. All applications for Fellowship shall be proposed and seconded by three members all of whom shall be Fellows of the Institute who shall have known the applicant for at least two years or who can vouch for the accuracy of the information supplied and for the suitability of the applicant.

### **3.3. Honorary Life Member**

- 3.3.1. Honorary Life Membership may be conferred on a person who has rendered outstanding service to the Institute or has made a significant contribution in the field of corrosion science and technology by unanimous vote of Council.
- 3.3.2. Nominations shall be accompanied by a biographical record of the candidate giving an account of the services rendered to the Institute or corrosion science and technology field.
- 3.3.3. An Honorary Life Member shall not be required to pay any membership subscription.

### **3.4. Retired Member**

Members of at least 10 years in good standing, after retiring from active participation as corrosion science and technology practitioners, may apply to the Council for retention of all rights and privileges of their grade of membership without payment of the requisite dues. The granting of this privilege is at the discretion of the Council.

## **4. CORPORATE MEMBERSHIP**

- 4.1. A Corporate Member is a member being a legal person, whether incorporated in terms of an act or not, who subscribes to the objectives and fundamental principles of the Institute as set out in Section 3 of the Constitution and who has paid the annual subscription fee as determined by Council.
- 4.2. The Corporate Member shall be represented by an authorised representative duly appointed in writing and such member shall be vested with the rights and privileges of membership as set out in clause 8 of this annexure.
- 4.3. Apart from the appointed representative a Corporate Member may have up to seven (7) individuals enjoy the following benefits ascribed to Corporate Members from time to time by the Council, namely:
  - (a). To receive a copy of the newsletter and CorriSA circulars;
  - (b). To receive a reduction in fees for attendance of CorriSA events.

## **5. APPLICATION PROCESS**

- 5.1. No person, regardless of qualifications, shall be admitted to membership of the Institute in any grade unless the Council is satisfied that he or she is a person whose admission would be in the interest of the Institute.
- 5.2. The Council may at its discretion prescribe additional requirements for any grade of membership to those set forth in this Annexure.
- 5.3. A person may at any time apply to the Council to be elected or transferred to any grade, excepting that of Honorary Life Member, but the Council may at its discretion accept, refuse or defer such election or transfer in which case the member shall be notified accordingly. The decision of Council shall be final and there will be no further debate concerning Council's decision.
- 5.4. All information submitted by an applicant shall be regarded as confidential.
- 5.5. Upon acceptance of membership, the applicant shall be advised by the Institute Secretariat of his or her admission as a member of the Institute.
- 5.6. Membership shall be personal and cannot be transferred, and likewise grades are not transferable.
- 5.7. The Council shall issue to every member a certificate showing the grade to which he or she has been admitted. Such certificate shall remain the property of, and shall on request be returned to, the Institute.
- 5.8. A member of the Institute shall be entitled to use the following authorised letters designating his grade of membership of the Institute:

Honorary Life Member	HLM CorriSA
Fellow	F CorriSA
Member	M CorriSA

## **6. SUBSCRIPTIONS AND FEES**

The current scale of subscriptions and fees is laid down in the Annexure A attached.

## **7. CODE OF CONDUCT**

Applicants will be required to signify the acceptance of the objectives of the Institute and fundamental principles regarding the standard of ethics required from its members as defined in clause 3 of the Constitution.

## **8. RIGHTS AND PRIVILEGES OF MEMBERSHIP**

Membership entitles any member:

- To be nominated for any office in the Institute;
- To nominate candidates for council;
- To vote at a General Meeting of the Institute;
- To receive a copy of the newsletter and CorriSA circulars;
- To receive a reduction in fees charged for CorriSA events.

## **B PRINCIPLES GOVERNING REMUNERATION OF MEMBERS OF COUNCIL OF THE CORROSION INSTITUTE OF SOUTHERN AFRICA FOR SERVICES RENDERED TO THE INSTITUTE**

1. In accordance with section 12.5 of the Constitution, Council members are allowed to enter into contracts with the Institute for the development of courses and learning material on corrosion management, science and technology; course administration; and presentation of such courses, provided that a fair and transparent selection process is followed and that the remuneration payable to such council member will be in accordance with the remuneration guidelines set by Council from time to time (see Annexure B).
2. When adjudicating tenders for any contract Council shall strictly adhere to the Code of Conduct for Council as determined in Section 11 of the Constitution.
3. Council members shall not appoint any fellow council member to deliver required services to the exclusion of non-council members. It shall be a tender requirement that an equal opportunity shall be given to any appropriately qualified tenderer to tender for any required services. Therefore, a tender notification setting out the need for such required services shall be communicated to all appropriate members and any other possible appropriate service providers via email, setting a reasonable time before the submission or application deadline.
4. In the instance of a council member tendering to deliver the required services, he shall recuse himself from the decision making process at the council meeting where the award of the contract is adjudicated.
5. All council members shall annually provide a complete written declaration of their interests in contracts with the Institute to ensure that members with a direct or indirect material interest disclose full particulars of such interest in the contracts. This declaration of interests document must:
  - 5.1. declare in writing the nature and extent of the interest of the said council member in such contracts and,
  - 5.2. be recorded in the minutes of the meeting of the council at which the declaration is made and;
  - 5.3. be recorded in a register of interests of council members, which register shall be kept at the office of the Institute and;
  - 5.4. be checked by the auditor of the Institute who shall satisfy himself that the register of interest has been kept and that every declaration of interest recorded therein has been minuted.
6. Full disclosure shall be made in the annual financial statements of the total remuneration received by a particular council member for any services delivered by such council member to the Institute, which transactions shall be specifically confirmed by the annual general meeting.