

CONSTITUTION AND RULES

1.00 THE DIVISION

1.01 The name of this specialist division of the Geological Society of South Africa shall be the **Ground Water Division**, hereafter referred to as the "Division".

1.02 The administrative office of the Division shall be the office of the Geological Society of South Africa or in such other place as the Executive Committee of the Division may from time to time decide.

1.03 The objective of the Division is the advancement of the science and technology of ground water.

2.00 MEMBERSHIP

2.01 The Division shall consist of Honorary, Ordinary, Affiliate, Professional and Student members. All members to adhere to code of practice

2.02 **Honorary Members** shall be individuals whom the Division, through the Executive Committee, desires to honour for outstanding service in the field of ground water. In addition, the Division may confer Honorary **Life Membership** on members for meritorious and outstanding service and dedication to furthering the science and technology of ground water. Honorary members shall subscribe to the SACNASP and/or ECSA Code of Conduct, GSSA Code of Conduct and the GWD Code of Practice as applicable.

2.03 **Ordinary Members** shall be members of the Division who are not SACNASP registered professionals in the groundwater field, but have an interest, directly or indirectly, in all matters groundwater. This category includes hydrogeologists not registered with SACNASP. Ordinary members subscribe to the GSSA Code of Conduct.

2.04 **Affiliate Members** shall be Corporate Members of any other member society of the Associated Scientific and Technical Societies of South Africa whose subscription to both their society and the Division are fully paid. Affiliate members may, when complying with SACNASP requirements, register as professional natural scientists and apply to be upgraded to professional members. Affiliate members subscribe to the GSSA Code of Conduct.

2.05 **Professional Members** shall be members who specialize and practice in a groundwater scientific field, have a recognized qualification, and are professionally registered by SACNASP. They may be officials of various state departments, academics, consultants or any other individual actively involved in groundwater science and development. Professional members subscribe to both the GSSA and SACNASP Codes of Conduct, and the GWD Code of Practice.

2.06 **Student Members** shall be *bona fide* students who are registered at a recognised institution for higher education and who are under the age of 26 who adhere to the GWD Code of Practice.

2.07 All Honorary, Ordinary, Affiliate and Professional and Student Members shall collectively form the **Corporate Membership** of the Division and be referred to hereunder as "Members".

2.08 Active members is members who has paid their membership fees

2.09 Voting rights shall be limited to active Members of the Division.

2.10 Active Membership will lapse if membership fees are not paid by the 30th April of each year and will reclassified as non-active member;

2.11 Non-active Members will have to apply for reinstatement in case of lapsed membership due to unpaid membership fees, with will entail an additional administrative fee (20% of annual membership fee).

3.00 EXECUTIVE COMMITTEE

3.01 The Executive Committee (EXCO) of the Division shall consist of a National ChairmanChairperson, a Vice ChairmanChairperson, an Honorary-Secretary, an Honorary-Treasurer and the National secretariat support and two (2) additional members.

3.02 The Executive Committee shall be drawn from active Members of the Division only.

3.03 All active Members will be eligible for election provided that such individuals undertake to regularly attend meetings of the Executive Committee.

3.04 The Executive Committee shall be elected by Members of the Division.

3.05 The term of office shall be two (2) years and shall not exceed two (2) consecutive terms of office. Further, it is required that each member of the Executive Committee shall retire at the end of his/her first term of office but shall be eligible for a second consecutive term.

3.06 A notice calling for nominations for the Executive Committee shall be sent to the Members of the Division not later than ~~30 November annually~~ 360 days before the Annual General Meeting.

3.07 All nominations duly signed by a proposer and a seconder, both of whom must be Active Members, shall be lodged not later than ~~31 December of the same year~~ 35 days before the Annual General Meeting with the ~~Honorary~~ Secretary of the Division.

3.08 Provided that the number of nominations exceeds three (3), the Executive Committee shall forward a ballot list or electronic list of valid nominations to all Members at least 30 days prior to the Annual General Meeting of the Division.

3.09 ~~Duly Voting must be~~ completed ~~ballot lists shall be returned to the Honorary Secretary of the Division to reach him/her not later than ten (10) days before the Annual General Meeting of the Division. Or via electronic system voting prior or at biennial conference before the Annual General Meeting of the Division.~~

3.10 Votes shall be cast for not more than three of the nominees.

3.11 The Executive Committee shall appoint office bearers from amongst its duly elected members.

3.12 Office bearers and members of the Executive Committee shall hold office until the names of their successors have been announced ~~at the Annual General Meeting~~ by the Executive Committee.

3.13 The duties of the Executive Committee shall be to manage the day-to-day affairs of the Division in the interest of the Members of the Division and in accordance with its own Constitution and Rules, the Code of Practice and the Constitution and Bylaws of the Geological Society of South Africa.

3.14 A quorum of the Executive Committee shall comprise three (3) members.

3.15 In the event of a vacancy occurring on the Executive Committee, the nominee who received the next highest number of votes after the elected members in the previous election shall be invited to serve on the Committee and, if declined, this invitation shall be extended to the next nominee qualifying on this basis.

3.16 Should no nominee of the previous election be available, the Executive Committee may, at its discretion, either continue with a reduced membership (provided that the quorum requirement is satisfied) or alternatively call for an election to fill the vacancy.

3.17 The Executive Committee shall have the right to co-opt Members to assist with the running of the affairs of the Division. Such co-opted Members will, however, have no voting power on the Executive Committee.

3.18 The Chairman of the Executive Committee or an alternate member of the Committee shall represent the Division on the Council of the Geological Society of South Africa.

4.00 MANAGEMENT COMMITTEE

4.01 The Management Committee (MANCO) shall consist of the EXCO, Portfolio representatives, Branch Representatives, immediate past Chair, Representatives of affiliated groundwater organisations (example IAH-SA, BWA, GAKZN) and Co-Opted members.

4.02 The duties of the Management Committee shall be to manage the affairs of the Division in the interest of the Members of the Division and in accordance with its own Constitution and Rules, the Code of Practice and the Constitution and Bylaws of the Geological Society of South Africa in issues where more representation and input from the regions are needed.

5.00 ANNUAL GENERAL MEETING

5.01 The General Meeting of the Division shall take place within the fourth quarter of ~~the relevant~~ each year ~~to coincide~~ with the biennial conference and exhibition or on a virtual platform, as well as to consider the Chairman's Report, the Financial Statement, to announce the names of the newly elected members of the Executive and Management Committee and to conduct any other business allowed by the Chairman.

5.02 A quorum shall be ten (10) Members.

5.03 Members shall be notified of the meeting at least 21 days in advance thereof by the ~~Honorary~~ Secretary.

6.00 EXTRAORDINARY GENERAL MEETINGS

6.01 Extraordinary General Meetings may be called at any time by the Council of the Geological Society, by the Executive Committee of the Division or by a petition signed by not less than ten (10)

Members provided that 21 ~~days-noticedays'~~ notice is given by the ~~Honorary~~ Secretary to the Members.

6.02 The nature of the business and resolutions to be considered shall be sent to Members with the notice of the Extraordinary General Meeting.

7.00 FINANCE

7.01 Membership dues shall be set by the Executive Committee.

7.02 Annual membership fee will be updated and implemented on the 1st of March each year.

7.03 All funds raised by the Division shall be used in the interest of the Division.

7.04 The financial year shall run from 1st March to 28/29th February.

7.05 The funds of the Division shall be deposited in a bank or institution or invested in a manner approved by the Executive Committee. All cheques must be signed by two (2) appointed members of the Executive Committee.

8.00 BRANCHES

8.01 The Division, through the Executive Committee, may establish Branches of the Division on the request of Members in regions where this is considered feasible/desirable/appropriate.

8.02 A Branch shall be represented by a Member based in the region.

8.03 The Branch representative shall be elected by active Members of the Division.

8.04 The term of office shall be two (2) years and shall not exceed two (2) consecutive terms of office. Further, it is required that a Branch representative shall retire at the end of his/her first term of office but shall be eligible for a second consecutive term.

8.05 A notice calling for nominations for a Branch representative shall be sent to Members not later than 30 ~~November annually~~ days before the Annual General Meeting.

8.06 All nominations for a Branch representative, duly signed by a proposer and a seconder (both of whom must be Members), shall be lodged not later than 360 days before the Annual General Meeting 31 December of the same year with the ~~Honorary~~ Secretary of the Division.

8.07 Provided that the number of nominations exceeds one (1), the Executive Committee shall forward a ballot list or electronic list of valid nominations to Members at least 30 days prior to an Annual General Meeting of the Division.

8.08 Voting must be Duly completed ballot lists shall be returned to the Honorary Secretary of the Division to reach him/her not later than ten (10) days before an Annual General Meeting of the Division via electronic system voting prior or at biennial conference before the Annual General Meeting of the Division.

8.09 Votes shall be cast for not more than one (1) of the nominees.

8.10 A Branch representative shall hold office as an *ex officio* member of the Executive Committee until the name of his/her successor has been announced at an Annual General Meeting.

8.11 The Branch representative shall keep an updated register of all Branch members.

8.12 The Branch representative shall keep a financial record of income and expenditure related to all activities of the Branch. This shall form the basis of a Financial Statement to be provided the ~~Honorary~~ Secretary of the Division together with a Branch Representative's Report for tabling at an Annual General Meeting.

9.00 GENERAL

9.01 Alterations or additions to the Constitution of the Division shall be made only if seventy five percent (75%) or more of the votes cast by active Members voting electronically or by post, are in favour of the amendments.

9.02 On dissolution of the Division, any assets left after settlement of debts shall be transferred to the successor organization.

9.03 The Executive Committee may prepare Rules for the conduct of the business of the Division.

9.04 The Honorary Secretary of the Division shall keep an updated list of Members.

9.05 The Executive Committee may from time to time award a medal (the Ground Water Medal), a Certificate of Merit or any other award to any individual or organization who, in the opinion of the Executive Committee, has made a significant contribution to the advancement of the science and technology of ground water. These shall be presented at a suitable occasion to be decided by the Executive Committee.

RULES

1. An application for admission as Member shall be made on the prescribed form, proposed and seconded by two (2) Members, and forwarded to the ~~Honorary~~ Secretary.

2. Every membership applicant shall be duly notified by the ~~Honorary~~ Secretary when accepted but shall only be confirmed as Member on payment of the duly applicable subscription fee to the Division.
3. Any member of the Executive Committee who does not demonstrate reasonable and regular attendance of Executive Committee meetings shall be expected to resign from office.
4. Members of the Division shall notify the ~~Honorary~~ Secretary and/or the ~~Honorary~~ Treasurer in writing of any change of address.
5. Annual subscription fees shall become due in advance on 1st March of each year and payable within 30 days.

PORTFOLIOS

1 PROFESSIONAL PORTFOLIO

1.1 The Professional Portfolio (PP) of the Ground Water Division is responsible to manage the academic profession and to facilitate these matters between the various groundwater bodies and the membership, in conjunction with the Executive Committee.

1.2 This includes facilitating processes regarding professional registration, validation of CPD events, and facilitating professional relationships between different societies and sectors.

1.3 The PP facilitates the long-term professional objectives of the GWD and the groundwater profession, necessitating continuous interaction between the membership and the broader legislative, academic and industrial relations.

1.4 The PP will be supported by the Executive Committee in the case of disciplinary hearings, and other issues related to the Code of Practice.

2 EARLY CAREER MEMBERS

6.01 Early career members shall be **Young Professionals**, who have completed their studies, are registered as Candidate or Professional Natural Scientists with SACNASP and have less than 7 years professional experience. They will subscribe to the GSSA and SACNASP Codes of Conduct, as well as the GWD Code of Practice.

**GWD CONSTITUTION with suggested amendments by
Fanus Fourie (Chair) & Nicolette Vermaak (vice-chair); 23 September 2021**