

DMISA CONSTITUTION

1. NAME

1.1. The name of the Institute is “DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA (DMISA)”.

2. OFFICE

2.1. The office of the Institute shall be at such place in Southern Africa as the Board may determine from time to time.

3. OBJECTIVES

The objectives of the Institute are:

3.1. to be recognised as the professional body that will:

3.1.1. exercise and maintain control over the standards within the field of practice of Disaster Management;

3.1.2. promote the image of the profession;

3.1.3. establish and maintain a profession of Disaster Management practitioners and Emergency Call Taking and Dispatch Centre personnel and practitioners from other related fields;

3.2. to serve as a central point for the collecting of information in connection with Disaster Management and at its discretion to distribute the information, after scrutinising, collating or summarising, for the promotion of Disaster Management;

3.3. to collect, collate, co-ordinate and distribute data, ideas, knowledge, methods and techniques by any means suitable for the purpose of improving the efficiency of and promoting uniformity within Disaster Management and to develop and promote matters of mutual interest to members and communities;

- 3.4. to publish and distribute books, pamphlets, periodicals, treatises and articles in support of the activities and objectives of the Institute;
- 3.5. to endeavour to actively promote awareness amongst all communities of vulnerability assessment and to promote community participation in prevention, mitigation, preparedness, response, recovery, rehabilitation, as well as the integration of disaster management into sustainable development;
- 3.6. to capacitate and support members through training and development;
- 3.7. to serve as the officially recognised spokesperson of the organised Disaster Management and Associated professions in Southern Africa and to state its case in negotiations with the authorities and other organisations, where the interest of Disaster Management within the various community structures in which the profession serves, are, or could be affected;
- 3.8. to determine a code of ethics and professional standards of work and conduct for its members, to promote, monitor, stimulate and encourage observance thereof and to create an esprit de corps for members of the Institute;
- 3.9. to conduct research, convene conferences, symposia, seminars and forums; arrange for the presentation of lectures and papers to the members of the Institute or the community and relevant structures in order to stimulate, promote, encourage and facilitate discussion, study and research relating to Disaster Management issues;
- 3.10. to actively participate in the formulation of disaster management legislation and policy and to support, or oppose any other legislation which has a bearing on the Institute, the profession and its members;
- 3.11. to strive for closer co-operation with national and international organisations and institutions involved in, and who have similar objectives to, or could positively contribute to the field of disaster management;

3.12. to actively promote the need for and concept of disaster management being an integral and indispensable part of development and development principles;

3.13. It is hereby declared and recorded that nothing in these objectives or in any function or activity carried out by the Institute, in any respect is, or is intended to contradict or be in conflict with the provisions of any legislation which applies or has reference to Disaster Management, Disaster Risk Management or Civil Defence or Civil Protection and that they do not interfere with or replace any command or control, or other functional power introduced in terms of such legislation.

4. PATRONAGE

4.1. The Board may appoint a suitable person or body, as patron of the Institute, in terms of such criteria and on such conditions as it may decide. The investiture of such patron shall take place at the Annual General Meeting following such an appointment.

5. DEFINITIONS

5.1. For the purposes of this constitution the following words and expressions have the meanings assigned to them and where no definition is provided, the definition in relevant local legislation and / or the Oxford dictionary will constitute the appropriate meaning:

5.1.1. “Institute” is the Disaster Management Institute of Southern Africa, the abbreviation of which is DMISA;

5.1.2. “General Manager” / “Administrator” is the officer of the Institute or any duly authorised person responsible for the general administrative duties of the Institute as directed by the Chairperson of the Executive Committee or another person appointed by the Board to provide administrative direction to the administrative functioning of the Institute;

- 5.1.3. “month” means a calendar month;
- 5.1.4. “Board” is the duly elected Board Members of the Institute;
- 5.1.5. “member” is person admitted to any membership category of the Institute;
- 5.1.6. “Executive Committee” is the Committee elected by the Board, as described in clause 19;
- 5.1.7. “Disaster Management” is the function involved with the co-ordinated utilisation of all available resources to effectively implement Disaster prevention, preparedness, mitigation, response, relief and recovery in the context of development;
- 5.1.8. “registrant” is a person registered with one of the four professional designations:
- 5.1.8.1. PrDM – Disaster Management Professional
 - 5.1.8.2. DMP – Disaster Management Practitioner
 - 5.1.8.3. DMA – Disaster Management Associate
 - 5.1.8.4. DMT – Disaster Management Technician
- 5.1.9. “Act” means any legislation referring to Disaster Management, Civil Defence, Civil Protection or Disaster Risk Management or any legislation that has specifically been compiled for the function;
- 5.1.10. “Geographical areas of Regions”, includes the grouping of areas, which comply with the minimum membership requirements as determined from time to time;
- 5.1.11. “Commendations”, include and have the following meanings:

5.1.11.1. "A bronze commendation", a citation with a bronze edge awarded for extraordinary service in the execution of Disaster Management duties and/or service to the Institute;

5.1.11.2. "A silver commendation", a citation with a silver edge awarded for exceptional service in the execution of Disaster Management duties and/or service to the Institute;

5.1.11.3. "A gold commendation", a citation with a gold edge as well as a gold medal with a green ribbon awarded for outstanding service in the execution of Disaster Management duties and/or service to the Institute;

5.1.12. "Certificates", include and have the following meanings:

5.1.12.1. "A silver certificate", a certificate with a silver edge and crest in acknowledgement of members of the Institute who, for at least 10 years, have been loyal in the profession, or persons who have been loyal members of the Institute as volunteers for at least 10 years, or an undertaking which has for 10 years, been a loyal supporting member of the Institute;

5.1.12.2. "A gold certificate", a certificate with a gold edge and crest in acknowledgement of members of the Institute who, for at least 20 years, have been loyal in the profession, or persons who have been loyal members of the Institute as volunteers for at least 20 years, or any undertaking which has for 20 years been a loyal supporting member of the Institute;

5.1.12.3. "Southern Africa", – refers to countries in the Sub-Saharan region;

5.1.12.4. "CPD" - Continuing Professional Development.

6. BODY CORPORATE

6.1. The Institute is a body corporate and may summons and be summonsed in its name.

6.2. The Institute is not established for motives of profit and therefore:

6.2.1. the Institute's income and assets, however obtained, will be used only for the purpose of administering the affairs of the Institute and to promote the Institute's objectives and no part thereof will be paid over or transferred to any of its members under any circumstances;

6.2.2. the Institute will not compensate or in any way whatsoever benefit any member for any services rendered to the Institute, on condition that nothing herein contained shall prevent payment in good faith of compensation to any officer or employee of the Institute or to any member thereof in recognition of services actually rendered to the Institute, and/or for out-of-pocket expenses incurred on behalf of the Institute and which has been duly authorised and approved.

7. POWERS OF THE INSTITUTE

Subject to the provisions of clause 6, and in order to enable the Institute to achieve its objectives, the Institute shall have all the powers required for that purpose, and in particular, but without detracting from the generality thereof, the power:

7.1. to invest with recognised financial institutions and deal with any of its funds on such terms and conditions as the Board may approve;

7.2. to borrow funds, subject to such terms and conditions as the Board may approve;

7.3. to open and operate a banking account and for this purpose to cash, draft, issue and endorse any negotiable document;

7.4. to appoint employees at such salaries and on such terms and conditions as the Board may approve;

- 7.5. to sell, exchange, let or mortgage any of its assets in such a way and under such conditions as the Board may approve and to purchase goods, equipment and assets in order to administer the affairs of the Institute;
- 7.6. to take such steps as the Board may from time to time deem necessary to obtain contributions for funding of projects, with the understanding that the area in which such funds are used, will be for the benefit of Southern Africa;
- 7.7. to support or assist any other Institute which, according to the opinion of the Board, is established for a similar purpose;
- 7.8. To maintain professional status for Disaster Management practitioners by:
 - 7.8.1. managing a fair and valid registration process;
 - 7.8.2. adhering to adjusted requirements from SAQA as requested from time to time;
 - 7.8.3. upholding SAQA accreditation and registration by reviewing all related issues, including registrant CPD;
 - 7.8.4. establishing an ethical code of conduct to ensure professionalism and acceptable standards of work by members;
 - 7.8.5. setting up a mechanism to monitor ethical compliance;
- 7.9. setting, promoting and recommending standards for the appointment of disaster management functionaries/officials;
- 7.10. determining, receiving, retaining and using subscription / registration fees, donations, allowances and grants to promote the objectives of the Institute;
- 7.11. implementing a disciplinary code that will deal with misconduct;

- 7.12. to enter into agreements for mutual co-operation and support with other bodies with related interest;
- 7.13. to *make input into, endorse* and compile curricula, train and develop members in the theory and practice of disaster management, that will ensure the professional advancement of members by:
- 7.13.1. formulating and implementing a training policy in accordance with the requirements of the National Qualifications Framework, which will include:
 - 7.13.1.1. the accreditation, registration and endorsement of training courses relative to Disaster Management;
 - 7.13.1.2. the conducting of research in Disaster Management;
 - 7.13.1.3. the setting of minimum standards for training in line with the relevant statutory authority;
 - 7.13.2. establishing a Technical Training Committee to administer the training policy and make recommendations regarding training to the Executive Committee;
 - 7.13.3. appointing a qualifications panel to assess submissions for the accumulation of points under the Credit Accumulation Scheme approved by the Institute and in accordance with relevant Legislation;
 - 7.13.4. establishing and maintaining a Committee of Examiners to conduct assessments / examinations / evaluations and award accreditation of competency to successful practitioners;
 - 7.13.5. entering into partnerships with National and International Educational Institutions;
 - 7.13.6. granting bursaries and/or study loans, in accordance with existing Institute policy and availability of funds;

7.14. suitably recognising outstanding contributions to the attainment of the Institute's or any other country's Disaster Management objectives;

7.15. to grant any category of membership to persons or institutions, inside or outside of the borders of Southern Africa, if this is in the interest of closer liaison and co-operation as well as the enhancement of disaster management and the Institute;

7.16. to undertake any other projects supplementary or pursuant to the attainment of its objectives or any goal listed in this clause.

8. MEMBERSHIP:

9. The Institute shall comprise of the following categories of **general membership** (Clauses 8.1 to 8.7):

9.1. Corporate member

9.1.1. Persons who have been appointed in control of Disaster Management at National, Provincial and Local Government level or those who have been appointed as Heads and Deputy Heads of Disaster Management;

9.1.2. Persons employed in a full-time Disaster Management capacity at National, Provincial and Local Government;

9.1.3. Any application for Corporate membership that does not fall within any of the previous sub-clauses on Corporate membership, shall be evaluated on merit by the Executive Committee. Should the granting of Corporate membership to such applicant, be considered to be in the interest of Disaster Management, and this be approved, then such a decision shall be communicated to the Board at the earliest opportunity;

9.1.4. Corporate members shall have the right to vote and may hold office in the Institute.

9.2. Affiliate member

- 9.2.1. Associate membership may be granted to the following groups who do not qualify for membership in any other category:
- 9.2.2. Persons who are bona fide volunteers under any Disaster Management legislation, or members of a NGO (Non-Government Organisation), CBO (Community Based Organisation) or private sector organisation;
- 9.2.3. Any application for Affiliate membership that does not fall within any of the previous sub-clauses on Associate membership, shall be evaluated on merit by the Executive Committee. Should the granting of Associate membership to such applicant, be considered to be in the interest of Disaster Management, and this be approved, then such a decision shall be communicated to the Board at the earliest opportunity;
- 9.2.4. A private individual who holds a Disaster Management qualification approved by the Executive Committee, but is not employed in a Disaster Management field;
- 9.2.5. Students enrolled for a Disaster Management course at a recognised training institution, may apply for Associate membership;
- 9.2.6. Associate members shall have the right to vote at Regional level but may not hold office in the Institute;
- 9.2.7. Persons employed full-time within emergency call taking and dispatch centre environment in a disaster management job function.

9.3. Supporting member

- 9.3.1. Any organisation which supports the aims and objectives of the Institute, may apply for Supporting membership;

9.3.2. This category of membership shall have one vote executed by a nominated employee of such organisation, as reflected on the application form.

9.4. Graduate member

9.4.1. Corporate Members of the Institute who have an academic qualification accredited by the Institute, may apply for this category of membership;

9.4.2. Corporate Members who qualify through the Credit Accumulation Scheme approved by the Institute and in accordance with the relevant Legislation, may apply for this category of membership;

9.4.3. Graduate Members shall have the right to vote, may hold office in the Institute and may use the title Grad: D.M.I.(SA).

9.5. Fellow of the Institute

9.5.1. With effect of the establishment of the Institute, Founder members will automatically be awarded membership in the Fellow member category therefore the Founder membership category ceases to exist;

9.5.2. Corporate Members who are deemed to have actively and effectively furthered the objects of the Institute and who have completed at least 10 years' active service in the Disaster Management profession, can submit a career portfolio for appraisal, to be admitted as a Fellow of the Institute;

9.5.3. Graduate Members who are deemed to have actively and effectively furthered the objectives of the Institute and who have completed at least 5 years' active service in the Disaster Management profession, can submit a career portfolio for appraisal for admission as a Fellow of the Institute;

9.5.4. Fellows of the Institute shall have the right to vote, may hold office in the Institute and may use the title, F. D.M.I.(SA).

9.6. Life member

9.6.1. The Board may grant Life membership to any Corporate member of good standing and repute and who has been a member for at least five consecutive years preceding nomination for such membership;

9.6.2. Life members shall not be required to pay subscription fees and shall be entitled to vote, but may not hold office in the Institute. Life members may use the title, Life: D.M.I.(SA).

9.7. Honorary member

9.7.1. The Board may grant Honorary membership to any person who, in its opinion, has made a significant contribution towards the objectives of the Institute;

9.7.2. Honorary membership shall not be awarded to serving members of the Institute;

9.7.3. Honorary members shall not have to pay subscription fees and shall be entitled to vote but may not hold office in the Institute. Honorary members may use the title Hon: D.M.I.(SA).

9.8. Individual members in any of the General Membership categories who have been members for at least five years, and who have retired permanently, shall, upon payment of the prescribed fees, be entitled to retain membership and the rights attached thereto. Such members may not, however hold office beyond the Annual General Meeting following such retirement. This clause does not apply to members as detailed in 8.3.

9.9. Professional Membership

The professional designations will be registered and maintained with the SAQA and criteria for admission to these designations must be developed, maintained and made available to members.

9.9.1. Disaster Management Professional (PrDM)

9.9.1.1. The requirements for normal registration are:

9.9.1.2. NQF level 8 qualification in Disaster Management

9.9.1.3. A minimum of 7 years of experience in senior management, of which at least 3 years must be in a full-time disaster management position at management level.

9.9.1.4. The requirements for an RPL registration are:

9.9.1.4.1. Any NQF 5 and 15-20 years in the field of Disaster Management

9.9.1.4.2. Any NQF 6 and 10-15 years in the field of Disaster Management

9.9.1.4.3. Any NQF 7 and 8-10 years in the field of Disaster Management

9.9.1.4.4. Any NQF 8 and 5-8 years in the field of Disaster Management

9.9.2. Disaster Management Practitioner (DMP)

9.9.2.1. The requirements for standard registration are:

9.9.2.1.1. NQF level 7 qualification in Disaster Management

9.9.2.1.2. A minimum of 3 years in the field of Disaster Management

9.9.2.2. The requirements for an RPL registration are:

9.9.2.2.1. Any NQF 5 plus 10 – 15 years in the field of Disaster Management

9.9.2.2.2. Any NQF 6 plus 8 – 10 years in the field of Disaster Management

9.9.2.2.3. Any NQF 7 plus 5 – 8 years in the field of Disaster Management

9.9.3. Disaster Management Associate (DMA)

9.9.3.1. The requirements for standard registration are:

9.9.3.1.1. NQF level 6 qualification in Disaster Management

9.9.3.1.2. A minimum of 3 years in the field of Disaster Management

9.9.3.2. The requirements for an RPL registration are:

9.9.3.2.1. Any NQF 5 plus 8 – 10 years in the field of Disaster Management

9.9.3.2.2. Any NQF 6 plus 5 – 8 years in the field of Disaster Management

9.9.3.2.3. Any NQF 7 plus 3 – 5 years in the field of Disaster Management

9.9.4. Disaster Management Technician (DMT)

9.9.4.1. The requirements for standard registration are:

9.9.4.1.1. NQF level 5 qualification in Disaster Management

9.9.4.1.2. A minimum of 3 years of experience in the field of Disaster
Management

9.9.4.2. The requirements for an RPL registration are:

9.9.4.2.1. Any NQF 5 plus 5 – 8 years in the field of Disaster Management

9.9.4.2.2. Any NQF 6 plus 3 – 5 years in the field of Disaster Management

9.9.4.2.3. Any NQF 7 plus 1 – 3 years in the field of Disaster Management

10. APPLICATION FOR MEMBERSHIP: MANNER AND PROCEDURE

10.1. Any individual wishing to become a member of the Institute shall only be admitted with the approval of the Executive Committee. Each new member:

10.1.1. shall apply for membership on the prescribed application form, as approved by the Board;

10.1.2. shall be proposed in writing and seconded by Corporate members;

10.1.3. shall agree in writing to be subject to the Institute's constitution;

10.1.4. shall simultaneously with the submission of his application for membership;

10.1.5. pay the registration fee referred to in clause 15, or such other amount as determined from time to time by the Board;

10.1.6. pay the current annual subscription referred to in clause 15.

10.2. Any application for membership shall:

10.2.1. where a region of the Institute has been established, first be submitted for consideration to the committee of the Institute for the region in which the applicant resides and ~~which committee~~:

10.2.1.1. if it is satisfied that the applicant is eligible for membership in the category applied for, shall duly sign the application and shall forward such application to the General Manager / Administrator within 30 (thirty) days after receipt thereof; if not satisfied as to the applicant's eligibility or membership category, shall forward such application to the General Manager

/ Administrator together with a covering letter furnishing the reasons for the refusal to support the application;

10.2.2. where no region of the Institute has been established, the applicant shall forward the application directly to the General Manager / Administrator, who shall act in Accordance with the constitution, satisfy himself as to the applicant's eligibility for admission to a particular membership category and shall thereafter submit such application to the Executive Committee for consideration.

10.3. On acceptance of a member, the General Manager / Administrator:

10.3.1. shall advise the applicant in writing of his admission to the Institute, as well as his membership category. A copy of such advice shall be forwarded to the committee of the Region in which the applicant resides;

10.3.2. shall where possible forward the membership certificate of the successful applicant to the Region of the Institute for presentation to the member. If such presentation is not possible, then the certificate shall be forwarded by the Region to the member.

10.4. If the application is rejected:

10.4.1. the General Manager / Administrator shall direct a letter to the applicant advising that the application was unsuccessful and simultaneously, inform him of his right to make representations to the Board either in writing or verbally, on the understanding and condition that the Board's decision shall be final; and that Board shall not be required to furnish an reasons for such a decision; the General Manager / Administrator shall, in the event of such representations make such preparations as may be necessary for the applicant to make such representations; and for the Board to consider same. Should the Board, after consideration of such representations, decide in favour of admission of the applicant for membership, the provisions of sub-clause 9.3.1 shall apply mutatis mutandis; but if, despite this, the application is again rejected, the General Manager / Administrator shall accordingly direct a letter to the applicant, advising him of such rejection and that

no further representations will be considered. Board shall not be required to furnish reasons for such rejection;

10.4.2. the General Manager / Administrator shall advise the regional committee of the Institute in which the unsuccessful applicant resides, that the application for membership has been rejected and shall simultaneously refund to the applicant the amount, which had been paid in accordance with clause 15.

10.5. The General Manager / Administrator shall keep a register of all applications for membership; such register shall reflect particulars of applications which have been accepted as well as those which have been rejected.

10.6. The Board :

10.6.1. shall give a ruling with regard to all applications for membership referred to the Board; such ruling by the Board shall be final and not subject to any further deliberation;

10.6.2. shall reserve the right to decide on any matters at issue with regard to admission of members to the Institute, and may, where deemed to be in the interests of the Institute, waive the admission requirements as set out in this constitution;

10.6.3. may in respect of persons whom it is satisfied meet the requirements of clause 8.1; 8.4 and 8.5, grant such persons life or honorary membership;

10.6.4. shall prescribe the application form and the rules governing admission to membership of the Institute;

10.6.5. shall determine the format of the membership certificate which members of all categories will be entitled to receive;

10.6.6. in the event of membership being terminated, it is required that certificates issued be returned by the member concerned.

11. PROFESSIONAL REGISTRATION (not general membership)

- 11.1. The Board of the Institute will be the Board referred to by SAQA for the purpose of administration of all professional status matters unless another body, within the structure of the Institute has been appointed, by the members, to perform the functions of that Board.
- 11.2. Any person applying for professional recognition must adhere to prescribed requirements set by the Board.
- 11.3. The Board will be subject to the rules of the SAQA Directorate: Registration and Recognition who approved the recognition of DMISA as a Professional Body for the purposes of the NQF Act, Act 67 of 2008 and also approved the registration of the professional categories or any other statutory body with the same purpose.

12. PROFESSIONAL REGISTRATION PROCESS

- 12.1. The application for professional registration will be administered by DMISA who will present it to an independent assessor for verification.
- 12.2. After acceptance by the assessor, a moderator will quality check the application and call the final approval for registration.
- 12.3. The application will be processed to grant Disaster Management Professional status.
- 12.4. Professional status will only be valid once the code of ethics, which will include a commitment to CPD, has been signed.
- 12.5. Individuals, who meet the designation criteria, must be recorded on the national register.

12.6. DMISA will adhere to both standard and RPL registration requirements.

12.7. The General Manager/ Administrator shall keep a register of all applications for membership; such register shall reflect particulars of applications which have been accepted as well as those which have been rejected.

13. APPEAL PROCESS FOR PROFESSIONAL MEMBERSHIP STATUS

13.1. All applicants can appeal the outcome of a registration application in terms of approved policies.

13.2. The appealing applicant must:

13.2.1. Discuss the issue with the assessor

13.2.2. If there is still disagreement, a written complaint is submitted to the internal moderator within two weeks of the assessment

13.2.3. The internal moderator will conduct an investigation and meet both parties

13.2.4. If the applicant is still unhappy about the outcome he/she should refer the matter to the relevant Education and Training Quality Assurance (ETQA)

14. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

14.1. A professional registrant, on all levels, shall be required to accumulate 20 CPD credits over each 2-year cycle.

14.2. The first cycle starts on the date of registration approval, i.e. each person will have their own cycle.

14.3. No more than 15 credits may be accumulated in any 1-year period within a 2-year cycle, and no less than 5 credits may be accumulated in any 1-year period within a 2-year cycle.

14.4. Should a registered person accumulate more than the required 20 credits in a 2-year cycle, a maximum of 4 credits may be carried over to the next 2-year cycle.

15. REGISTRANTS MISCONDUCT

15.1. The following sanctions may result in cases of professional designation registrant misconduct:

15.1.1. Warning: A warning is issued to the registrant in writing, stipulating the findings of an investigation, and the breach of the code of conduct.

15.2. High Risk Remediation: A warning is issued to the registrant in writing, stipulating the findings of the investigation, the specific breach of the code of conduct and informing them of the High-Risk status.

15.2.1. A registrant who is issued with a high-risk remediation loses their right to vote, at all levels, in matters concerning the Institute for the duration of warning.

15.2.2. Should a registrant maintain a clean record for 12 months from the date of warning, the registrant will regain their full professional status.

15.3. Dismissal: The registrant is notified, in writing, that they are no longer allowed to use the professional status, and may not apply for professional status again.

15.4. The registrant may appeal against the decision.

15.4.1. The appeal steps are:

15.4.1.1. Step one: Appeal in writing.

15.4.1.2. Step two: Board reviews the appeal and inform the registrant of the outcome.

15.4.1.3. Step three: The board may request a hearing, whereby the registrant must appear to defend their appeal.

15.4.1.4. Step four: The board's decision is reviewed and finalised.

16. REGISTRATION FEES, SUBSCRIPTIONS AND CHARGES

16.1. Fees for each category of professional membership shall be determined by the Board from time to time.

16.1.1. Failure to pay the required annual fees by the due date as per clause 15.4 shall result in the member being removed from the official register of professional members and will only be restored once the full fees have been paid.

16.1.2. Registration fees are payable annually by 30 April of each year for the period 1 May of the current year to 30 April in the next year, or pro-rata if applying after 30 April.

16.1.3. Annual registration fees payable upon application for registration as a disaster management professional will exclude annual fees already paid for the current year for other membership categories of DMISA.

16.2. The registration fee and annual subscription for every other membership category of the Institute shall be determined from time to time by the Board;

16.3. Members in all membership categories shall be advised in advance of any change in registration fees or annual subscriptions;

16.4. All registration fees and subscriptions shall be payable upon application.

- 16.5. Annual subscriptions shall be payable on 1 April of each year and accounts in this regard shall be sent out by the General Manager / Administrator at least 30 (thirty) days prior to that date;
- 16.6. Should the annual subscription or any other amount payable, excluding amounts payable in terms of clause 15.1, by any member be owing for a longer period than 30 (thirty) days after the commencement of the financial year, the General Manager / Administrator shall request, in writing, immediate payment of the amount outstanding, at which time such member shall cease to be in good standing and shall forfeit all privileges of membership until such time as payment in full of the outstanding amount has been made. Should such amount still be outstanding after an additional 30 (thirty) day period has lapsed, the membership of the member concerned shall be automatically suspended unless the Board instructs otherwise. In the event of the member concerned paying the outstanding amount in full at any time within a year after the subscription originally became due, his membership shall be automatically reinstated;
- 16.7. Any person who wishes to be reinstated to the General Membership category after the expiry of the one-year period referred to in sub-clause 12.5, shall be subject to the rules and procedures prescribed in respect of an original application as set out in this constitution;
- 16.8. Any member who is not in good standing, shall not be appointed to any committee or be elected to any position, and any such appointments made prior to this, shall lapse immediately the member ceases to be in good standing.

17. REGISTER OF MEMBERS

- 17.1. The name, postal and business address of every member of the Institute shall be entered in the register of members;

17.2. It shall be the duty of every member to advise the General Manager / Administrator of any change of address, and any letter or notice sent by the Institute to any member at the address furnished in the register of members, shall under this constitution be deemed to be a proper notice to such a member;

17.3. The register of members shall be kept at the registered office of the Institute.

18. THE BOARD

18.1. The property, activities and affairs of the Institute shall be managed and controlled by the Board, which shall consist of the following:

18.1.1. Ten (10) members of the Institute (as meant in clauses 8.1, 8.3, 8.4 and 8.5) who are entitled to hold office and who have been elected by ballot in terms of clauses 19.9 to 19.15.

18.1.2. one elected representative from each duly established region of the Institute (as meant in clauses 8.1, 8.3, 8.4 and 8.5);

18.1.3. Ten (10) additional seats for members (as meant in clauses 8.1; 8.3.2; 8.4 and 8.5) allocated proportionally and elected by qualifying regions. The proportional allocation will be determined as follows:

18.1.3.1. The General Manager / Administrator will determine the number of paid-up members entitled to vote, as at 30 April of the election year;

18.1.3.2. A factor to determine how the allocation of the 10 additional seats will be calculated is proposed by the General Manager / Administrator and deliberated upon by the Board;

- 18.1.3.3. The factor so agreed upon shall determine the number of additional seats which each qualifying region will be allocated, for which elections must then be held;
 - 18.1.3.4. Should the President not be re-elected to the Board, in terms of sub-clause 19.1.1; 19.1.2 or 19.1.3, the President shall remain a member of the Board for a further Board term, unless so declined by the President;
 - 18.1.3.5. The Board shall from its own ranks elect a chairperson (who shall be known as the president) and one deputy-chairperson (who shall be known as deputy-president);
- 18.2. The Board shall have the power:
- 18.2.1. to from its own ranks appoint officials of the Institute, and to discharge them;
 - 18.2.2. to elect until the following Annual General Meeting of the Institute, an official to serve in the place of any official who has resigned, died or who is not able or is unwilling to serve, or who has been discharged;
 - 18.2.3. to create and to abolish such posts as the Board deems advisable;
 - 18.2.4. to appoint and discharge officials as the Board deems necessary;
 - 18.2.5. to on the basis of a written motivated recommendation by the Executive Committee, make a commendation to any person as contemplated in clause 5.1.12;
 - 18.2.6. to establish committees of the Board to enable it to perform its functions more efficiently;
 - 18.2.7. to appoint and discharge the General Manager / Administrator, any administrative, supervisory, secretarial or clerical employees who are required to deal with the affairs of the Institute, and to determine the salaries of such persons and to make provision therefore;

- 18.2.8. to exercise all the powers of the Institute (except those that in terms of this constitution must be exercised by the Annual General Meeting) and which the Board deems necessary for the purposes of clause 19.1.
- 18.3. In the event of any elected regional representative, for whatever reason, not being able to complete the term of office, the region concerned may elect a substitute for the remaining Board term;
- 18.4. Each elected member referred to as a Board member, shall remain in office until the expiration of his period of office and until his successor shall have been elected, or until his death, resignation or discharge prior to such date;
- 18.5. The Board shall have the authority to declare the seat of any Board member vacant if he fails to attend three consecutive meetings of the Board without the Board's consent, (as reflected in an agenda item in the official minutes of the meeting of the Board);
- 18.6. Any Board member or official may resign at any time by advising the General Manager / Administrator of the Institute in writing. Such resignation shall be effective as specified in the said notice or, if no date is specified, as on the date on which the notice is received. Except where otherwise specified in the notice, the validity of such resignation shall not be subject to the acceptance thereof;
- 18.7. Any official or employee of the Institute may at any time be discharged from his post by a majority vote of the Board at any duly constituted meeting;
- 18.8. The Board members referred to in 14.1.1 are elected every two years by postal vote by members entitled to vote, in terms of the Constitution;
- 18.9. All nominations for election to the Board, to fill seats referred to in 19.1.1:
- 18.9.1. shall be on the prescribed form, as laid down by the Board;

- 18.9.2. shall be duly endorsed by a proposer and seconder, both of whom are members with voting powers of the Institute as meant in clauses 8.1 to 8.8 of the Constitution (corporate members; nominated employees of supporting members; graduate members; fellows of the Institute and life and honorary members);
- 18.9.3. the nominee shall state his willingness to serve, and which shall be signed by the nominee;
- 18.9.4. must be accompanied by a curriculum vitae of the candidate, set out in the prescribed manner as determined by the Board.
- 18.10. The voting period for the election of Board shall not be less than 3 weeks and shall close at least 10 days prior to the Annual General Meeting.
- 18.11. The General Manager / Administrator shall immediately prior to the commencement of the voting period send a ballot paper to all voting members of the Institute, containing the following:
- 18.11.1. the names of all nominees, arbitrarily listed, as determined by the Board;
- 18.11.2. separate information on the background and qualifications of each nominee;
- 18.11.3. an envelope marked “Ballot Paper”.
- 18.12. Each member shall be entitled to vote for any number of candidates according to the number of vacancies, by completing the ballot paper and sending the sealed envelope bearing the words “Ballot Paper” directly to the Institute’s auditors.
- 18.13. All such envelopes shall be opened by the General Manager / Administrator at a pre-determined time and date, in the presence of the Institute’s auditors and any candidate who wishes to be present, whereupon the votes shall immediately be counted.

18.14. As soon as the results are announced at the Annual General Meeting and a certificate issued by the Institute's auditors as to the correctness of the result, all ballot papers in respect of such election shall be destroyed.

18.15. It shall be the duty of the General Manager / Administrator to inform the chairperson of the Board of the names of all the persons elected to the Board.

18.16. The new Board shall be inducted at the Annual General Meeting following the election and they assume office at the first Board meeting thereafter.

19. PROCEDURE AND POWERS OF THE BOARD

19.1. The Board shall meet to decide on policy and the programme of activities and shall determine its meetings as it deems fit, on condition that the Board shall at its first meeting after the Annual General Meeting (which may not be held later than 30 (thirty) days after such Annual General Meeting), elect a Chairperson (President) and a Deputy-Chairperson (Deputy-President) to serve for a period of two years. The President and Deputy-President shall be eligible for re-election.

19.2. Meetings of the Board shall be convened by:

19.2.1. the Chairperson of the Board or the General Manager / Administrator of the Institute;

19.2.2. either of the aforementioned officials upon receipt by them of a written request by not less than 5 members of the Board;

19.3. Notice of each meeting of the Board shall:

19.3.1. state the time, venue and in broad outline, the purpose of the meeting;

19.3.2. be given in writing to each Board at least 10 days before the meeting, on condition that failure to give notice of a meeting to any Board shall not invalidate any resolution at such meeting;

19.3.3. be deemed to have been given as described above if all Board are present.

19.4. At all meetings of the Board:

19.4.1. the Chairperson of the Board, or failing him, a member of the Board chosen by the majority of the Board present, shall preside;

19.4.2. the General Manager / Administrator, or failing him, any other person appointed by the Chairperson of the meeting, shall act as secretary for the meeting;

19.4.3. except where otherwise provided in this constitution, one third (or if the number of Board cannot be divided by three, then the number nearest to one third), plus one more Board members, shall form a quorum;

19.4.4. The decision of the majority of the Board present at any meeting who form a quorum, shall be the Board's decision;

19.4.5. if a quorum is not present within 10 minutes after the official commencement of the meeting, the majority of the members present may adjourn the meeting, without further notice to any absent Board member(s), to the same time, day and venue in the ensuing week, on condition that if such a day is a public holiday, the meeting shall be adjourned to the next consecutive day which is not a public holiday, and if a quorum is not present for the adjourned meeting within 10 minutes after the commencement time, the Board members present at the adjourned meeting shall constitute a quorum;

19.4.6. when a vote is taken, either by a show of hands or by ballot papers, each member of the Board present who is entitled to vote, or a proxy instead of such member, shall have only one vote;

- 19.4.7. instruments of proxy with regard to any member of the Board who is entitled to vote at a meeting, shall be submitted to the General Manager / Administrator not less than 72 hours prior to the time appointed for the meeting, and shall be valid for the meeting and any adjournment thereof;
- 19.5. Any vacancy in the Board which occurs for whatsoever reason, may be filled until the next Annual General Meeting by a qualified person elected by the vote of the majority of the Board members, even if this occurs during an adjourned meeting. Any Board member appointed in such a manner, shall hold the office until the date of the next Annual General Meeting, which follows a two-yearly election of Board members.
- 19.6. A written recommendation from the Executive Committee of which all members of the Board received notice and to which at least half of the members plus one, of the Board, reacted in writing and in which a majority of those reacted positively shall, after inclusion in the minute book of the Board meeting, be deemed to be valid and effective as though the decision had been taken at a meeting of the Board.
- 19.7. All bona fide decisions taken by any meeting of the Board or any committee of the Board or by any person acting in his capacity as a Board member, shall be deemed to be valid, notwithstanding it being later discovered that there had been some or other mistake regarding the appointment of any such member or person acting as mentioned, or that they or any of them were unqualified, as though each person had been duly appointed.
- 19.8. The Board shall ensure that suitable (approved) minutes are kept of the proceedings of all meetings of the Institute and the Board and the committees of the Institute. Any minutes of a meeting signed by the Chairperson of such meeting or by the chairperson of the subsequent meeting, shall be sufficient proof of all business transactions concluded at such meeting without further substantiation of the fact referred to therein.
- 19.9. The Board shall have the right to appoint or dissolve any committee it deems fit or finds necessary and shall have the right to make such rules and regulations as may be necessary for the management of such committee's activities.

19.10. The Board shall not be entitled to sell or alienate the Board's assets or a controlling share therein, except:

19.10.1. if the Board is authorised to do so by the Institute at a general meeting;
or

19.10.2. any agreement in effect of clause 18.10 entered into by the Board, which was confirmed by the Institute at a general meeting. A certificate, signed by the Chairperson of the Board or by the auditors of the Institute, which states whether or not any specific contract falls within the provisions of this clause, shall be prima facie proof of the matters referred to therein.

19.11. No resolution passed by the Institute at an Annual General Meeting shall invalidate any prior act of the Board or any of its committees which would have been valid if the resolution had not been passed.

19.12. The Chairperson of the Board shall, after approval by the Board, from the ranks of the salaried personnel of the Institute, appoint a person with the title of General Manager / Administrator or such other title as the Board may deem fit, who:

19.12.1. shall be in charge of the administration of the Institute;

19.12.2. shall report to the Chairperson of the Executive Committee on all matters relating to the Institute;

19.12.3. shall carry out such duties and exercise such powers as may be entrusted to and conferred on the incumbent by the Board. The incumbent shall ensure that the President is fully informed on all matters.

20. MANAGEMENT OF THE INSTITUTE: THE EXECUTIVE COMMITTEE

- 20.1. The Executive Committee shall be “The Management Committee” for all professionalisation matters.
- 20.2. The Board shall at its first meeting after the Annual General Meeting appoint an Executive Committee to implement the Board’s policy decisions and to manage the daily activities of the Institute.
- 20.3. The Chairperson and three members of the Executive Committee shall be elected by the Board from the ranks of its members.
- 20.4. In addition to the elected members referred to in clause 19.2; the President, Deputy-President and immediate past President, shall be full members of the Executive Committee.
- 20.5. The Executive Committee shall be responsible for the consideration of all applications for membership and:
- 20.5.1. the general management of the Institute;
 - 20.5.2. the control of the Institute’s funds;
 - 20.5.3. from time to time determine policy guidelines:
 - 20.5.3.1. within which Regional rules must be compiled;
 - 20.5.3.2. which shall be applied during the consideration and evaluation of service certificates;
 - 20.5.4. the implementation, execution or application of any authority and power or task, delegated by the Board to the Committee; to consider, evaluate and approve applications for membership subject to policy guidelines set by Board from time

to time, and recommend to the Board commendations, as determined in sub-clause 5.1.12.

- 20.6. The Executive Committee shall give advice and assistance to the individual officials of the Institute in all matters relating to the Institute's interests.
- 20.7. Members of the Executive Committee shall remain members for a period of two years, except where otherwise provided for in this constitution.
- 20.8. A retiring member of the Executive Committee shall be eligible for re-election.
- 20.9. Casual vacancies amongst the members of the Executive Committee may be filled at any time by the Board, but any person so appointed shall hold office only until the two-year period of the Executive Committee, has lapsed.
- 20.10. The Executive Committee may co-opt individuals to the Committee for one or more meetings of the Committee. Such co-opted members to the Executive Committee shall not be entitled to cast a vote at the meetings.
- 20.11. Members of the Executive Committee may, if so determined by the Board, receive remuneration for any expenses incurred by them in connection with the work of the Institute.
- 20.12. A member of the Executive Committee shall ipso facto vacate office if he is absent from two consecutive meetings of the Executive Committee without leave of absence.
- 20.13. Leave of absence may be granted by the Executive Committee to any of its members for a period not exceeding 6 months in any one calendar year.
- 20.14. No decision taken by the Institute at a general meeting shall invalidate any preceding action by the Executive Committee or its committees or sub-committees which would have been valid had its decision not been taken.

- 20.15. At all meetings of the Executive Committee four (4) voting members shall form a quorum.
- 20.16. Matters at issue at any meeting of the Executive Committee shall be decided by a majority of votes. In the case of an equality of votes, the chairperson of the meeting shall cast a second deciding vote.
- 20.17. At the request of the Chairperson or at least 4 members of the Executive Committee, the General Manager / Administrator shall convene a meeting of the Committee.

21. GENERAL MEETING

- 21.1. An Annual General Meeting of the Institute shall be held once in each calendar year at such time and venue as the Board may decide, provided that such Annual General Meeting shall be held not later than 6 months after the end of each financial year of the Institute and that not more than 15 months shall lapse between the date of one Annual General Meeting of the Institute and that of the next meeting.
- 21.2. An extra-ordinary general meeting of the Institute:
- 21.2.1. may be convened by the Board at any time;
 - 21.2.2. shall be convened by the Board within 40 days after receipt of a written request thereto signed by not less than 25 members of the Institute having the vote, and which shall state the specific purpose of the meeting;
 - 21.2.3. The provisions of sub-clauses 20.3 to 20.7 and 20.9, will apply mutatis mutandis to extra-ordinary general meetings.
- 21.3. Notice with regard to a general meeting shall:
- 21.3.1. be given to all members at least 21 days before the date of such meeting;

- 21.3.2. shall specify the time, date and venue of the meeting and, in the case of special matters, the general nature of such matters, and shall be given to all persons who, in terms of the rules of the Institute, are entitled to receive such notice from the Institute;
- 21.3.3. fairly prominently contain a statement that a member is entitled to attend the meeting and to vote and is entitled to appoint a proxy to attend the meeting, address the meeting and vote on his behalf, and that such proxy should be a member who is entitled to vote.
- 21.4. Notwithstanding the fact that the notice given to members may be shorter than the period laid down in clause 20.3.1, it shall be accepted that a meeting of the Institute had been properly convened if so decided by a two-thirds majority of the number of members entitled to attend and vote at such meeting.
- 21.5. The accidental failure to give notice of any meeting to any member (members), shall not invalidate any decision taken at such meeting.
- 21.6. At all general meetings of the Institute, when a vote is taken, whether by a show of hands or sealed ballot, every member present who is entitled to vote, or a proxy instead of such member, shall have only one vote.
- 21.7. Instruments of proxy with regard to any member entitled to vote at a general meeting, shall be submitted to the General Manager / Administrator not less than 72 hours prior to the time appointed for the meeting.
- 21.8. The agenda of the Annual General Meeting shall consist of:
- 21.8.1. the receipt and consideration of the annual financial statements, the report of the chairperson of the Board and the report of the auditors;
- 21.8.2. the election of Board members and other officials of the Institute;
- 21.8.3. the appointment of auditors;

21.8.4. the handling of any other activities which under this constitution should be dealt with at an annual meeting or any general meeting, or any other matter submitted through the Chairperson's report to such meeting for consideration. All other matters dealt with at the Annual General Meeting and all matters dealt with at any other general meeting, shall be regarded as additions.

21.9. No matters shall be dealt with at any general meeting unless a quorum is present when the meeting commences. Except if stated otherwise, a quorum shall consist of 25 members, having the vote, as described in sub-clauses 8.1 to 8.8 and who are present in person.

21.10. If a quorum is not present within 10 minutes from the time set for the holding of the general meeting, the meeting, if convened at the request of members, shall be dissolved. In all other instances the meeting shall be adjourned to the same day in the following week, at the same time and venue, or to such other venue as the chairperson of the general meeting may decide; on condition that should that day be a public holiday, it shall be adjourned to the next consecutive day which is not a public holiday, and if at that adjourned meeting there is no quorum present within 10 minutes from the time set for such adjourned meeting, those members present or represented shall constitute a quorum.

21.11. The Chairperson of the general meeting may with the consent of a quorum of members present, or if so directed by a quorum of members, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished, by the adjourned meeting. Notice of an adjournment shall be given to all members of the Institute;

21.12. The Chairperson of the Board shall chair every general meeting, but should he at any stage not be present within 10 minutes after the time appointed for the meeting, the Deputy-Chairperson shall take the chair, or if he is absent or not prepared to do so, those members present having the vote, shall elect a member of the Board to take the chair, and if this is not possible, shall from their own ranks elect a Chairperson;

- 21.13. Every point at issue which arises at a general meeting shall be resolved by a show of hands, unless the Chairperson or any 5 voting members who are present in person, calls for a vote, in which case a vote shall take place immediately in a manner determined by the Chairperson of the general meeting;
- 21.14. Unless a vote as provided for in sub-clause 20.13 is called for, a statement by the chairperson of the meeting that a decision had been taken or rejected by a specific majority, or had not been accepted by a specific majority, shall be decisive, and an entry made accordingly in the minute book of the Institute shall be deemed to be sufficient, without further proof of the number of the votes recorded in favour of or against each decision;
- 21.15. The Chairperson of the general meeting shall have a decisive vote in the case of an equality of votes;
- 21.16. The call for a vote shall not prevent a meeting from proceeding with the handling of any other matter except the point at issue in respect of which a vote was requested.

22. REGIONS

- 22.1. If so approved by the Board, Regions of the Institute may be established for defined geographic areas of Southern Africa.
- 22.2. Fifteen members who have voting powers as specified in sub-clauses 8.1 to 8.8 may apply in writing to the Board to establish a Region. Such applications shall be accompanied by a set of draft Regional rules, drafted within the framework of the Institute's constitution, and the Policy Guidelines laid down from time to time by the Executive Committee in terms of sub-clause 19.4.3 for approval by the Board. The Board shall have the right at the time of the establishing of the Region or at any time thereafter, to request that amendments be made to the Regional rules as deemed appropriate.

22.3. If the Board has satisfied itself as to the need for a Region of the Institute in the area concerned and has approved the Regional rules, the Board shall advise the applicants in writing of its decision.

22.4. Notwithstanding the afore-going, the Region's rules shall make provision for the management of the affairs of a Region by a committee comprising of at least four members who have the vote, as implied in sub-clauses 8.1 to 8.5 of whom one shall be the Chairperson, elected at a general meeting of the Region and who will hold the post for two years, but who will be eligible for re-election.

22.5. Should a Region consist of more than forty members who have the vote, the Board may, in its discretion and on receipt of an application approve the establishment of another regional committee with its own geographic area; with the proviso that sub-clauses 21.2 and 21.4 be adhered to.

22.6. Any region of the Institute may be dissolved at any time by two thirds of the voting members of the Region. In the case of such dissolution the assets of the Region shall become the property of the Institute.

22.7. The Board shall have the power in its discretion to dissolve any Region of the Institute.

23. FINANCIAL YEAR

24. The financial year of the Institute shall be from 1 April of each year until 31 March of the following year.

25. AMENDMENTS TO THE CONSTITUTION

25.1. No amendment or addition to this constitution shall be made except by the vote in favour of such amendment or addition of at least two thirds of the members present

in person or their proxies referred to in sub-clause 17.3.3, and who are entitled to vote at an extra-ordinary general meeting convened for this purpose.

25.2. All requirements regarding general meetings as described in sub-sections 20.2 to 20.7 and 20.9 to 20.16 will apply mutatis mutandis to extra- ordinary General meetings.

26. REPRIMAND, SUSPENSION AND EXPULSION OF GENERAL MEMBERS

26.1. Any consideration for reprimand or suspension must be lodged with the Executive Committee, with sufficient written supporting documentation. Should the reprimand or suspension involve a Board member, the full Board must be consulted either in writing, or at a Board meeting.

26.2. The following shall be reasons for consideration of a request to reprimand or suspend a member or expulsion of a member:

26.2.1. failure to comply with any of the membership requirements as contained in this constitution;

26.2.2. any conviction in respect of an offence which has resulted in a prison sentence of 6 months or longer;

26.2.3. contravention of any disciplinary code, code of conduct, code of ethics, or any policy issued by the Board;

26.2.4. any conduct or action which in the Board's view is improper or prejudicial to the interests and responsibilities of the Disaster Management profession.

27. DISSOLUTION

27.1. Should it be found that the Institute does not fulfil the purpose for which it has been established, or that it should be dissolved for any reason which makes dissolution essential, the Institute may be dissolved by a decision of a two-thirds majority of members present at an extra-ordinary general meeting specifically convened for that purpose.

27.2. Should such a decision be taken, the Board shall act as liquidators of the Institute, and after all expenses relating to the dissolution shall have been paid, the Board shall divide the balance of any monies or assets remaining in a manner decided upon at the general meeting where it was decided to dissolve; on condition that such monies or assets shall not be divided amongst or paid to the members of the Institute, but shall be given or transferred to another institution or institutions with objectives similar to those of the Institute and as far as South Africa is concerned, has been authorised to collect contributions in terms of the Fundraising Act, 1978, to be appointed by the Board before or at the time of dissolution. In default of such a resolution the Director of Fundraising shall decide on the matter.

28. The liability of members shall for the purpose of this clause be limited to the entrance fees payable by them to the Institute at the date of dissolution.

29. INTERPRETATION AND DISTRIBUTION OF THE CONSTITUTION

29.1. This Constitution shall be made available to members in English.

29.2. All questions regarding the interpretation or drafting of this Constitution shall be resolved by the Board, whose decision shall be final.

29.3. The broadest possible interpretation shall be given to the expressions, powers and authority referred to in this Constitution.

29.4. The singular includes the plural and vice versa.

29.5. The masculine gender includes the feminine gender and vice versa.