

**SOUTH AFRICAN STATISTICAL ASSOCIATION**  
**2010 CONSTITUTION**

**General interpretation**

Throughout the SASA Constitution "in writing" includes electronic submission.

**1. NAME**

The name of the Association shall be the SOUTH AFRICAN STATISTICAL ASSOCIATION (hereafter referred to as SASA or "the Association").

**2. NATURE**

The Association is a non-profit organisation and a body corporate with continuous succession. It is competent to act in its own name (as body corporate) as plaintiff and defendant in court.

**3. MISSION AND GOALS**

The mission of the Association shall be to foster the study and knowledge of statistical theory and its application towards improving the quality of life of all South Africans.

The Association shall strive to accomplish this mission:

- by creating a forum for attracting and nurturing statisticians in South Africa, and advancing their interests;
- by actively participating in appropriate processes and structures which impact on South African society;
- by promoting public understanding of those statistical concepts which enhance critical faculties and effective citizenship, and fostering public appreciation of sound statistical practice;

- by being accessible to, and supportive of, the users of statistics in the broader community;
- by actively cooperating with organizations and societies associated with disciplines that are broadly related to statistics; and
- by serving the public interest by means of registering Certificated and Chartered Statisticians in disciplines relating to the application of the science of statistics in accordance to the bye-laws of the Institute of Certificated and Chartered Statisticians of South Africa (ICSSA).

The Association will arrange an annual conference and will communicate with members by means of the *SASA Newsletter*, the official *Newsletter*, and by making available to members the *South African Statistical Journal (SA Statist J)*, the official journal, and/or any other publication; and will in general carry out in a judicious and organised manner any function or act in pursuance of and promoting the above goals.

#### **4. MEMBERSHIP**

4.1 Membership is open to all individuals and bodies having an interest in the goals of the Association. All applications for membership must be submitted on the prescribed form as drawn up and amended from time to time by the Executive Committee (henceforth abbreviated to EC). Notwithstanding any other provision contained in this constitution, the EC of the Association is empowered to accept or refuse applications for membership at its own discretion.

4.2 The Association has six membership categories:

##### 4.2.1 Ordinary Member

Any individual who has an interest in the mission and goals of the Association is eligible for membership of the Association.

##### 4.2.2 Student Member

Any registered student at any South African tertiary institution is eligible for student membership of SASA. Student members receive

the *Newsletter* but not the *South African Statistical Journal*, and do not have voting rights. A nominal student membership fee will be determined by the EC each year.

#### 4.2.3 Affiliated Member

Affiliated membership can be obtained by companies, societies and similar organisations. Each Affiliated member can nominate a representative to attend the Annual General Meeting hereafter referred to as the AGM. An Affiliated member has 1 vote at the AGM, receives 1 copy of the *Newsletter* and *SA Statist J*, and may send 2 delegates to the conference at full member rates.

#### 4.2.4 Honorary Member

Any individual appointed as a life-long Honorary Member according to Clause 5.2.

#### 4.2.5 Senior Member

Senior membership will be given automatically to an individual who has reached the age of 65 and who has been a member of the Association for at least ten preceding years. Senior members will enjoy the same privileges as members, but at a reduced fee as determined by the EC and ratified by the members at the AGM.

#### 4.2.6 Associated Society Member

Associated Society of SASA (hereafter referred to as AS) membership can be obtained by an individual who complies with one of membership categories 4.2.1 to 4.2.5 and who also complies with the membership bye-laws of the specific AS (Addendum B).

4.3 Membership (other than Honorary Membership) lasts for a period of one year, from the 1<sup>st</sup> of January up to and including the 31<sup>st</sup> of December of the year.

4.4 Membership is renewable annually before the 30<sup>th</sup> of June by payment of membership fees (see Clause 4.8.1). Membership will lapse automatically if membership fees are more than two years in arrears. If a person re-applies for membership after membership has lapsed because of non-payment of membership fees, arrears must be paid before the person is re-instated as member (except at the discretion of the EC).

4.5 Student members must submit a declaration annually to the effect that they are full-time registered students.

4.6 Only members (excluding student members) whose membership fees have been paid are entitled to vote on matters concerning the Association.

4.7 Membership of the Association does not entitle any individual or affiliated organisation to any claim to the assets of the Association. No member or affiliated organisation shall, as a consequence of membership, incur any liability in respect of any claim or action against the Association.

#### 4.8 Membership Fees

4.8.1 Honorary Members do not pay membership fees. Fees for other classes of membership shall be determined annually by the EC and any changes must be ratified by members at an AGM.

4.8.2 Membership fees must accompany an application for membership.

4.8.3 No membership fees shall be refunded to a member who resigns or who is suspended as a member of the Association. If an application for membership is unsuccessful, membership fees will be returned to the applicant.

#### 4.9 Code of Conduct

Members shall subscribe to a professional Code of Conduct. Guidelines are provided in Addendum A of the Constitution.

#### 4.10 Associated Society of SASA

Any Associated Society forms an integral part of SASA, is governed by SASA's Constitution and operates as an AS with its bye-laws (Addendum B).

## **5. HONORARY APPOINTMENTS**

### **5.1 Honorary President**

A member of the Association who has made exceptional contributions to the advancement of the profession of statisticians in South Africa may be appointed Honorary President by unanimous decision of the EC. The appointment shall be announced at the following AGM.

### **5.2 Honorary Member**

A member of the Association who has made an extraordinary contribution to the knowledge of statistics or to the advancement of the Association as such and who has retired from his/her ordinary position may be nominated and elected as a life-long Honorary Member of the Association according to the procedure prescribed in Clause 9.

### **5.3 Fellow**

An enfranchised member who has made outstanding contributions to the advancement of statistical science may be nominated and elected Fellow of the Association according to the procedure prescribed in Clause 9.

## **6. EXECUTIVE COMMITTEE**

### **6.1 General**

SASA is managed by its Executive Committee (EC) which consists of elected and co-opted members as described in the sub-clauses of this section. Elected members are elected to their respective offices by members of SASA. All

elected members of the EC are members with voting rights on all matters concerning the EC.

#### 6.1.1 Elected Office Bearers

The following offices are filled by elections as described in Clause 6.4. The incumbents are known as the Elected Office Bearers of the EC:

- President
- Vice-president
- Past President
- Secretary
- Treasurer
- Editor, *SASA Newsletter*
- Managing Editor, *South African Statistical Journal*
- An Additional Member responsible for coordinating Sponsorships.

#### 6.1.2 Appointed Office Bearers

The following offices are filled by appointment as described in Clause 8.2. The incumbents are known as the Appointed Office Bearers of the EC:

- Chairperson, SASA Education Committee
- Chairperson, SASA Careers Committee
- Chairperson, SASA Official Statistics Committee
- Chairpersons of current SASA Associated Societies.

#### 6.1.3 Co-opted Members

The EC has the right to co-opt further members for specific tasks. Co-opted members are enfranchised members of the EC for the duration of their tenure, which is one year. They have voting rights on the EC, restricted to the issues for which they have been co-opted.

## 6.2 Powers of the EC

The EC shall control and administer the affairs of the Association to advance its aims and has, without prejudice to its general powers and authority, the following powers:

6.2.1 To open an account in the name of the Association at a recognised financial institution and to authorise signing rights. The treasurer and one specified additional person are to sign all cheques and approve all electronic payments.

6.2.2 To invest the funds of the Association.

6.2.3 To appoint the Editor (or Co-editors) of the *SA Statist J*, and confirm the appointments of associate editors of the *SA Statist J* as recommended by the *SA Statist J* Editor.

6.2.4 To ratify the appointment of the Chairpersons of Special Purpose Committees (see Clauses 8.1 and 8.2).

6.2.5 To appoint sub-committees to carry out specific tasks as laid down by the EC. In particular to appoint a Disciplinary Committee as described in Clause 6.7 and an Electoral Committee as described in Clause 6.3.6.

6.2.6 To co-opt members to the EC for specific tasks.

### 6.2.7 Subscription Fees

6.2.7.1 To determine the subscription fee to the *SA Statist J* and to revise such subscription from time to time.

6.2.7.2 To determine the membership subscription fee and to revise such subscription from time to time. The subscription fee must be ratified by members at an AGM.

- 6.2.8 To fill vacancies that may arise in the EC or sub-committees before expiry of the particular period of office, except for the offices of President, Vice-president and Past President.
- 6.2.9 To promulgate regulations for the proper management of the orderly running of the affairs of the Association and control of meetings.
- 6.2.10 To ratify the formation and dissolution of Chapters.
- 6.2.11 The EC is empowered to reprimand or terminate the membership of any member of the Association after receiving from the Disciplinary Committee a conclusion that the member has behaved in a manner that dishonours the Association and a proposed resolution for reprimand or expulsion of the member as described in Clause 6.7. Such a member shall be informed in writing by the President of the termination of his/her membership. Until the EC has acted, the EC may suspend the member from the exercise of his/her rights and privileges, including the function of his/her office if he/she be a member of the EC or of a sub-committee of the EC. An application for reinstatement of membership will not be considered within a period of one year of termination of membership.

### 6.3 Duties of the EC

- 6.3.1 The EC shall pay all expenses and meet all obligations for which the Association is legally liable.
- 6.3.2 The EC shall keep proper minutes of all EC, General and Special meetings.
- 6.3.3 The EC shall keep proper, true and correct books and records of the administration of the Association.
- 6.3.4 The EC shall call for nomination of office bearers of the Association as stipulated in Clause 6.4.4.



- 6.3.5 The EC shall appoint a Disciplinary Committee which shall be responsible for examining either or both of (i) an allegation that a member has behaved in a manner that dishonours the Association, (ii) an allegation concerning the professional performance and/or conduct of a member in respect of the professional Code of Conduct of the Association (see Clause 6.7).
- 6.3.6 The EC shall appoint an Electoral Committee which shall be responsible for evaluating the outcome of any confidential ballot for office bearers of the Association as provided for in the Constitution (described in Addendum D). The Electoral Committee shall comprise two enfranchised members of the Association appointed annually to act as electoral officers. The EC shall appoint the convenor of the Electoral Committee. No member of the Electoral Committee may be a nominee for any vacancy to be filled in an election, nor may he or she have nominated or seconded any candidate for such a vacancy. No single person may serve more than two consecutive years on the Electoral Committee.
- 6.3.7 At the end of each financial year, which runs from the 1<sup>st</sup> of January to 31<sup>st</sup> of December of a year, a balance sheet and profit and loss account of the capital and assets of the Association shall be prepared by the Treasurer and approved by EC. These documents shall be audited and published in a *Newsletter* of the Association in the following year, and the audited documents shall be retained by the Association. Interim (non-audited) statements shall be submitted with an annual report to the AGM.
- 6.3.8 The EC shall take the initiative to safeguard and keep original material that has a bearing on SASA's history and development. This material, together with suitable records of its administration, should be archived annually in the UNISA library.

#### 6.4 Election of the EC

##### 6.4.1 Term of Office

The Vice-president of the EC is annually elected by a confidential ballot preceding an AGM. The terms of office of the President and the Vice-president of SASA run concurrently. At the end of their terms of office the President automatically becomes Past President and the Vice-president automatically becomes President for the next term of office. A term of office begins immediately after an AGM and expires immediately after the next AGM.

The Secretary, the Treasurer, the Managing Editor of the *SA Statist J* and the Editor of the *SASA Newsletter*, and Additional Member responsible for coordinating Sponsorships, are elected every three years. The terms of these office bearers begin after the AGM of 2012 (Editor of *SASA Newsletter*), 2010 (Secretary), 2011 (Treasurer, Managing Editor of *SA Statist J*, Additional Member responsible for coordinating Sponsorships) and every third year thereafter.

#### 6.4.2 Nomination of Elected Members

Any enfranchised member of the Association may stand for election to the EC after nomination in writing. The office for which a member is nominated shall be specifically stated. For the positions of Office Bearers with 3-year terms nominees are restricted to one position. The nomination shall be signed by at least two enfranchised members of the Association and accompanied by an undertaking by the nominee to accept the office if he or she is elected. Vice-presidential nominees shall indicate whether they are willing to stand for election as Additional Member, if not elected to the office of Vice-president.

#### 6.4.3 Two-phase Election Procedure

The confidential ballot is separated into two phases, held concurrently. The Vice-president is elected in phase one and Office Bearers with 3-year terms in phase two. Voters will be given the opportunity to indicate their preference for (a) the post of Vice-president and (b) the posts of Office Bearers with 3-year terms. Nominees under (b) will include Vice-presidential nominees who have indicated their

availability for the post of an Office Bearer. The outcome of phase one is evaluated first and the name of the elected Vice-president is removed from all ballots for the evaluation of the voting in phase two if applicable.

#### 6.4.4 Deadlines

The Secretary shall call for nominations for both Vice-president and Office Bearers with 3-year terms at least twelve weeks before the AGM and nominations must reach the Secretary at least eight weeks before the AGM. For the positions of Office Bearers with 3-year terms nominees are restricted to one position. The deadline is 12h00 on the day following the closing date.

#### 6.4.5 Election of Office Bearers

If the nominations for any particular position on the EC should exceed the required number, election for that position shall take place according to the principle of an ordinary majority of votes. If the number of such nominations is equal to the number required, the nominated member or members shall be taken to be elected unopposed.

If the nominations lodged for each post are not sufficient to fill the vacancies for that post, those nominated shall be deemed elected. The Chairperson at the AGM shall ask for oral nominations for the unfilled positions, after which enfranchised members present will proceed to fill those posts according to the principle of an ordinary majority of votes.

#### 6.4.6 Vacant Presidency

If the post of President falls vacant more than three months prior to the expiry of the term of office, the post shall be filled by the Past President in office or if he or she is not available, by his/her immediate predecessor. If the post of President falls vacant within three months of the expiry of the term of office, the Vice-president shall act as

President for the unexpired time and thereafter shall serve his/her normal term as President. In this case, the Past President in office shall serve a further term in that capacity.

#### 6.4.7 Vacant Vice-presidency

If the post of Vice-president falls vacant more than three months prior to the expiry of the term of office, it shall be filled by election. This procedure is also followed if the Vice-president informs the Secretary in writing (or if it is otherwise confirmed) more than three months prior to expiry of the term of office, that he or she is unable to accept the Presidency. In such an eventuality the Secretary shall call for nominations as prescribed in Clause 6.4.4. Such nominations must reach the Secretary within four weeks of a request for nominations. If no nomination for the post is received the vacancy shall be filled by the EC. If only one nomination is received, the nominee shall be deemed elected. If more than one nomination is received, ballots shall be sent to all enfranchised members and completed ballots must be returned to the Secretary within two weeks. The result of the election shall be made known through the next *SASA Newsletter*.

If the post of Vice-president falls vacant less than three months before expiry of the term of office, or if the Vice-president informs the Secretary in writing, less than three months prior to expiry of the term of office that he or she is unable to accept the Presidency, then the succeeding President shall be elected at the following AGM according to the customary procedure by the Chairperson asking for oral nominations.

#### 6.4.8 Dissolution of the EC

If the number of vacancies on the EC is such that the remaining members do not constitute a quorum (see Clause 6.5.4), the term of office of all members of the EC terminates immediately. The Fellowship Committee (see Clause 9) shall then assume all functions of the EC and arrange for the election of a new EC in accordance with the procedures in Clause 6.4.7 with the provision that if less than three

months remain to the AGM; all annually elected members may be nominated and elected at the AGM.

#### 6.4.9 Vacant Past Presidency

If the office of Past President falls vacant it will not be filled, but remains vacant for the rest of the term of office of the EC. The Chairperson of the Fellowship Committee will revert to his/her immediate predecessor.

### 6.5 Meetings of the EC

#### 6.5.1 Frequency

Meetings of the EC, convened by the President, shall take place at least three times per year.

#### 6.5.2 Meeting on Request

The President shall be obliged to convene a meeting of the EC on receipt of a motivated written request from at least five members of the EC.

#### 6.5.3 Notice

The Secretary will notify Members of the EC of meeting dates at least two weeks in advance of meetings. This will be done in writing and will be accompanied by the minutes of the previous meeting as well as an agenda containing the matters to be dealt with at that meeting. No additional matters will be dealt with at such a meeting unless a majority of members present at such a meeting agree to it.

#### 6.5.4 Quorum

At least fifty percent of the EC members shall constitute a quorum at a meeting of the EC.

#### 6.5.5 Voting at meetings

6.5.5.1 All matters at meetings of the EC shall be decided by an ordinary majority of votes.

6.5.5.2 The Chairperson of a meeting of the EC shall have a deliberative vote and, in the case of a tie, a casting vote.

### 6.6 Management Committee

#### 6.6.1 Composition

The Management Committee shall comprise the President, the Vice-president, the Past President, the Secretary, and the Treasurer.

#### 6.6.2 Powers

The Management Committee shall have the power and competence to deal with urgent matters within the provisions of the Constitution and to represent the Association as plaintiff or defendant in a court action.

#### 6.6.3 Decisions

Decisions of the Management Committee are taken by an ordinary majority of votes. Decisions of the Management Committee are submitted to the following meeting of the EC for ratification. Decisions pertaining to Associated Societies of SASA must be made in consultation with the Chairpersons of the Associated Societies.

#### 6.6.4 Quorum

Three members of the Management Committee shall constitute a quorum.

### 6.7 Disciplinary Committee

6.7.1 Composition

The Disciplinary Committee shall be appointed by the EC and shall comprise the President as Chair, together with four other members of the Association, of whom none shall be drawn from the current EC and of whom no more than two shall be former members of the EC. The Disciplinary Committee should include members of the Association (academic and practising) who are qualified in the area relating to the allegation. No single person may serve more than two consecutive years on the Disciplinary Committee.

6.7.2 Duties

The Disciplinary Committee will be available to examine either or both of

6.7.2.1 an allegation that a member of the Association has behaved in a manner that dishonours the Association,

6.7.2.2 an allegation concerning the professional performance and/or conduct of a member of the Association in respect of the Code of Conduct of the Association,

according to the Regulations as set out in Clause (6.7.3).

6.7.3 Regulations

Any allegation shall be submitted to the Association in writing together with any associated evidence. The President shall call a meeting of the Disciplinary Committee to meet no later than six weeks after the receipt of the allegation. This meeting shall consider whether the allegation constitutes a prima facie case in respect of either or both of Clause 6.7.2.1 and Clause 6.7.2.2.

A member of the Association who is the subject of the allegation shall be given the opportunity (with reasonable notice) of appearing and of

being heard at a meeting of the Disciplinary Committee before the Committee reaches a conclusion in relation to the allegation. The member may be accompanied in each case by one or two persons, who are also entitled to be heard, of whom no more than one may be a person who is not a member of the Association.

The Disciplinary Committee shall dismiss an allegation if it considers that the case is not well founded, and shall report this to the EC as a matter of fact without naming any individuals involved. Otherwise, the Disciplinary Committee may submit to the EC a proposed resolution for reprimand or expulsion from the Association if, after examining the allegation, it concludes that any such action would be appropriate. The conclusion of the Disciplinary Committee, with reasons, and any proposed resolution pertaining to it, shall be communicated in writing simultaneously to the EC and to the member who is the subject of the allegation, no more than one week after the close of the meeting of the Disciplinary Committee.

The EC shall consider the conclusion of the Disciplinary Committee and any proposed resolution pertaining to it not less than five weeks after the close of the meeting of the Disciplinary Committee.

The member may appeal against a conclusion by the Disciplinary Committee or against a proposed resolution for expulsion or reprimand, provided that the appeal is received by the President within four weeks of the date when the conclusion of the Disciplinary Committee, the reasons for the conclusion, and the proposed resolution were communicated in writing to the member. The EC shall consider the appeal at the same time that it considers the conclusion of the Disciplinary Committee and any proposed resolution. The member shall have the opportunity to attend and to be heard at the meeting of the EC when it considers any appeal against the conclusion of the Disciplinary Committee or against any proposed resolution arising from it. The member may be accompanied by one or two persons, who are also entitled to be heard, of whom no more than one may be a person who is not a member of the Association.



The EC may reprimand or expel from the Association a member after receiving from the Disciplinary Committee a conclusion that the member has behaved in a manner that dishonours the Association and a proposed resolution for reprimand or expulsion of the member.

#### 6.7.4 Decisions

Decisions of the Disciplinary Committee shall be passed if approved by an ordinary majority of those present and voting in person at the meeting.

#### 6.7.5 Quorum

Four members including the Chair of the Disciplinary Committee shall constitute a quorum. If a member is unable to participate as required, the Chair is empowered to co-opt an alternate. The Committee may convene in person or through appropriate telephone conferencing or other similar facilities, or both, and the quorum shall apply taking into account those present through these facilities.

## **7. SECRETARIAT**

Whereas the Secretary and Treasurer will be normally elected every third year, as laid down in Clause 6.4, the EC may, at its discretion, appoint a member to either of these offices in the case of an interim vacancy. If a full-time secretariat becomes possible the incumbent should be appointed on a permanent basis on conditions laid down at the time by the EC.

## **8. SPECIAL PURPOSE GROUPS OF THE ASSOCIATION**

Any enfranchised member or group of enfranchised members may recommend to the EC the formation of a Special Purpose Group whose objective is to promote and foster any specific function that is consistent with the Mission and Goals of the Association. Such a group can organise itself either as a Special

Purpose Committee or as an Associated Society of SASA. In the latter case the AS will also be subject to its specific bye-laws.

#### 8.1 Founding

The founding of a Special Purpose Group is subject to EC approval and to ratification by members at an AGM.

#### 8.2 Appointment

The Chairperson of a Special Purpose Committee is appointed, by the EC, for a period of three years. Other members of the Special Purpose Committee are recommended by the Chairperson and confirmed by the EC. The Chairperson of the committee is an ex-officio member of the EC.

The Chairperson of an Associated Society of SASA is automatically appointed by the EC, to the EC, for a period specified in the bye-laws of the Associated Society.

#### 8.3 Chairperson's Report

The Chairperson of a Special Purpose Group shall submit a written annual report to the President of SASA on the activities of the Group, at least four weeks before the AGM, such reports shall be included in the annual report to the AGM.

#### 8.4 Special Purpose Group Finances

8.4.1 A Special Purpose Group may apply for financial support from the EC on the understanding that a budget is submitted in advance, accompanied by a proper motivation of the purpose for which the funds are to be used. Financial support is granted at the discretion of the EC.

8.4.2 A Special Purpose Group shall keep proper books and records of all income and expenditure and shall render to the Treasurer of the EC a financial report annually for each calendar year, not later than the 30th of September, or at any reasonable time upon request.

## 8.5 Dissolution of a Special Purpose Group

8.5.1 A Special Purpose Group may be dissolved upon recommendation by that Group or under circumstances deemed in the interest of the Association by the EC. The dissolution of a Special Purpose Group must be confirmed by the EC and ratified by the members at an AGM.

8.5.2 An Associated Society of SASA may discontinue their affiliation with SASA upon recommendation by that Society or under circumstances deemed in the interest of the Association by the EC. The resignation of the Associated Society of SASA must be confirmed by the EC and ratified by the members at an AGM.

8.5.3 Upon dissolution or resignation all moneys, records, equipment and other assets of the Association (SASA) in possession of the Special Purpose Group shall be returned without delay to the Secretary of the EC by the Special Purpose Group Chairperson.

## 8.6 Current Special Purpose Groups

The following Special Purpose Groups are currently constituted.

### 8.6.1 Education Committee

The purpose of the Education Committee is to give attention to the teaching of statistics in schools, universities and other institutions.

### 8.6.2 Careers Committee

The purpose of the Careers Committee is to inform the general public regarding careers in statistics and the training of statisticians and to help establish a liaison service between employers of statisticians and training institutions.

### 8.6.3 Official Statistics Committee

The purpose of the Official Statistics Committee is to support those using statistical techniques in the compilation and analysis of data relating to official statistics, often obtained using surveys. The committee will organize seminars and workshops on relevant topics. The committee will promote the interests of Official Statistics to members of the Association.

### 8.6.4 Associated Societies of SASA

The current Associated Societies are listed in Addendum C.

## **9. FELLOWSHIP COMMITTEE**

### 9.1 Composition

The Fellowship Committee for a given year shall comprise the last six available Past Presidents. It is chaired by the most recent Past President.

### 9.2 Powers

The Fellowship Committee shall consider all nominations for Honorary Members and Fellows, signed by at least two enfranchised members and lodged before the date set by the Secretary in a *Newsletter*. The Committee shall also peruse the membership list and itself nominate candidates if such is deemed necessary.

### 9.3 Procedure

The Chairperson of the Fellowship Committee shall request nominations for Honorary Membership and Fellowship of the Association annually through the *SASA Newsletter*. Nominations, accompanied by a detailed motivation, shall be submitted in writing and confidentially, directly to the Chairperson.

### 9.4 Criteria for Fellowship

Only enfranchised members of the Association are eligible as Fellows of the Association. It is the responsibility of the Chairperson of the Fellowship Committee to ensure that members nominated for fellowship are enfranchised. In the selection of Fellows, the nature and quality of the candidate's contribution to the advancement of statistical science shall be taken into consideration.

#### 9.5 Criteria for Honorary Membership

Honorary Membership of the Association can only be bestowed on an individual who has made an exceptional contribution to the knowledge of statistics or to the advancement of the Association and who has retired from his/her ordinary position.

#### 9.6 Voting

Honorary Membership of the Association can only be bestowed on individuals by unanimous decision of the Fellowship Committee. Fellowship of the Association can only be bestowed on enfranchised members by unanimous decision of the Fellowship Committee. Voting is by secret ballot submitted confidentially to the Chairperson of the Fellowship Committee. If one member of the Fellowship Committee abstains from voting for a candidate this shall not be deemed a negative vote. If two or more members abstain from voting for a candidate this shall be deemed a vote against the candidate.

#### 9.7 Vacancies

If a vacancy occurs on the Fellowship Committee it shall be filled by the most recent available Past President who is not a member of the Fellowship Committee.

### **10. EDITORIAL BOARDS**

#### 10.1 Composition

The Board of the *SA Statist J* shall consist of an Editor or Co-editors, a Managing Editor and Additional Members as deemed necessary by the EC. With the exception of the Managing Editor, who is elected, this board shall be appointed annually by the EC. The term of the next Editor of the *SA Statist J* begins after the AGM of 2012 and every third year thereafter.

## 10.2 Annual Report

The Editor or Co-editors and the Managing Editor of the *SA Statist J* and the Editor of the *SASA Newsletter* shall submit written annual reports to the President of the Association on those matters pertaining to their respective portfolios. These reports should be submitted at least four weeks before the AGM.

## 11. **VOTE BY PROXY**

If for any reason an enfranchised member is precluded from attending the AGM, or a Special General Meeting, another enfranchised member may be appointed to record his/her vote. Such authority of proxy shall be signed by the enfranchised member, indicating the name of the proxy. Such authority of proxy shall be lodged with the Secretary before the appointed time for the Meeting.

## 12. **MEETING OF MEMBERS**

### 12.1 Annual General Meeting

A General Meeting shall be convened annually by the President in order to consider the annual report and the financial report, to announce the Executive Committee elected for the following term of office and to discuss and consider such other matters as may be placed on its agenda. Notice of such AGM shall be given at least one month in advance. Enfranchised members may put matters for discussion on the agenda by sending a summary of the matter, signed by at least two enfranchised members, to the Secretary at least two weeks before the meeting.

## 12.2 Members' Meeting

The Association may further convene meetings of members at which papers may be read on new statistical developments or during which reports may be presented on theoretical or applied research or at which any other relevant matters may be considered.

## 12.3 Special General Meeting

A Special General Meeting may be convened by decision of the EC or by a petition signed by not fewer than twenty enfranchised members of the Association.

12.3.1 The resolution or petition shall state precisely the business for which a Special Meeting is to be convened. Notice of such Special General Meeting shall be sent out by the Secretary of SASA not less than two weeks before the date of the meeting. The EC is empowered to determine the time and venue for such a meeting.

12.3.2 Any further business, which the EC wishes to place on the agenda of a Special General Meeting, may be transacted.

## 12.4 Quorum at a General Meeting

At least thirty enfranchised members should be present at a General Meeting in order to constitute a quorum.

## **13. CONTROL OF MEETINGS**

13.1 The President acts as Chairperson at all meetings of the Association at which he or she is present. In his/her absence the Vice-president shall act as Chairperson. In the case of meetings of members, the President may nominate a Chairperson to act in his/her stead. Chapter Chairpersons preside at Chapter meetings.

13.2 If neither the President nor the Vice-president is present at a meeting of the Association and no Chairperson has been nominated by the President, the meeting shall elect a Chairperson for the duration of the meeting.

## **14. VOTING AT MEETINGS**

14.1 All matters at all meetings of the Association shall be decided by an ordinary majority of votes.

14.2 The Chairperson shall have a deliberative vote at all meetings of the Association and, in the case of a tie, a casting vote.

14.3 Except where specifically determined herein, voting at all meetings of the Association shall take place in the manner determined by the meeting concerned.

## **15. CHAPTERS**

### **15.1 Founding**

Any group of enfranchised members within a specific geographic area may recommend to the EC the formation of a Chapter. If the EC is of the opinion that the proposed Chapter comprises sufficient members to form a viable unit, the EC shall appoint a suitable individual to manage the formation of the Chapter.

### **15.2 Name**

The name of a Chapter shall be determined by the EC on the understanding that the proposals of the foundation members of the Chapter shall be taken into account. The phrase "Chapter of the SASA" shall always form part of the name of the Chapter.

### **15.3 Membership**



Any enfranchised member of the Association is eligible for membership of a Chapter.

#### 15.4 Meetings

A Chapter shall meet as often as may be decided by the Chapter Committee concerned, but at least twice a year. The Chapter Chairperson or Vice-chairperson shall preside at all Chapter meetings. Any member of the Association may attend a Chapter meeting, but members may vote only at meetings of the Chapter of which they are members.

#### 15.5 Chapter Committee

15.5.1 The administration and management of a Chapter shall be controlled by a Chapter Committee which shall comprise at least of a Chapter Chairperson.

15.5.2 The Chapter Committee shall be elected by an ordinary majority of votes of the Chapter at a General Chapter Meeting and shall hold office for one year.

15.5.3 Only enfranchised members of the Chapter concerned may be elected to the Chapter Committee.

#### 15.6 Chapters and the Constitution

This Constitution and the Regulations promulgated by the EC under the Constitution shall ipso facto be the Constitution and Regulations of Chapters of the Association. A Chapter Committee may draw up and apply additional rules, not in conflict with the Constitution, for proper management and control of its affairs.

#### 15.7 Chapter Finances

15.7.1 A Chapter is entitled to a subsidy from the EC on the understanding that a budget is submitted in advance, accompanied by a proper

motivation of the purpose for which the funds are to be used. The EC may also budget amounts for additional funding of Chapters.

15.7.2 The Chapter Committee shall keep proper books and records of all Chapter income and expenditure and shall annually on or before the 30th of September or at any reasonable time upon request, render to the Treasurer of the EC the balance and accounts of the Chapter.

## 15.8 Annual Report

The Chapter Chairperson shall submit a written annual report to the President of the Association on the activities of the Chapter at least four weeks before the AGM.

## 15.9 Dissolution of a Chapter

15.9.1 A Chapter may be dissolved upon recommendation by the Chapter Committee or under circumstances deemed in the interest of the Association by the EC. The dissolution of a Chapter must be confirmed by the EC and ratified by members at an AGM.

15.9.2 Upon dissolution all moneys, records, equipment and other assets of the Association in possession of the Chapter shall be returned without delay to the Secretary of the EC by the Chapter Chairperson.

## **16. CONFERENCE**

A Conference shall be convened annually by the President of the Association at which members discuss matters of common interest. The conference is normally arranged to coincide with the AGM as set out in Clause 12.1.

## **17. AMENDING THE CONSTITUTION**

### 17.1 Regular Review

Before a period of five years has elapsed after acceptance of a current Constitution, the EC shall appoint a committee with the object of revising it. Such a revision shall be submitted to members for ratification, upon recommendation of the EC, within seven years of acceptance of that edition of the Constitution.

The EC shall identify all proposed changes that may be considered fundamental constitutional changes. Editorial changes need not be identified specifically in the submission. Members may amend these identifications of the EC when the proposed revision of the constitution is debated at an AGM.

## 17.2 Procedure of Amendment

Amendments may be proposed by any enfranchised member and must be seconded by two enfranchised members. A proposed amendment shall be lodged in writing with the Secretary not less than four weeks before the AGM. A motion embodying any proposed amendments shall be put to the AGM and shall be debated together with amendments proposed at the meeting. The meeting shall decide on the motion and amendments by an ordinary majority of votes, and the amended motion accepted by the AGM shall be put to all enfranchised members of the Association by means of a ~~postal~~ confidential vote. A separate vote must be taken on every proposed change identified by the enfranchised members at the AGM as a fundamental change (see Clause 17.1) as well as on the constitution as a whole. At least two-thirds of the total number of ballot papers received by a prescribed date must be in favour of a proposed change for it to be accepted. Otherwise that proposal falls away. The results of voting on the various issues will be announced in the *SASA Newsletter*.

## 18. DISSOLUTION OF THE ASSOCIATION

18.1 A proposal that the Association be dissolved shall be dealt with in the same manner as a proposal to amend the Constitution, see Clause 17.2.

18.2 The General Meeting at which the proposal that the Association be dissolved is discussed, shall determine in what manner the Association shall dispose of its

assets, after all obligations of the Association have been met, should the proposal be carried.

18.3 Under no circumstances will the assets of the Association be divided among or allocated to members in their capacity as members.

## **19. IDENTIFICATION OF THE CONSTITUTION**

### 19.1 Identification

This edition of the Constitution together with Addenda A, B, C and D will be known as the 2010 Constitution.

### 19.2 Legal Validity

The 2010 Constitution consists of Clauses 1 to 19 as well as Addenda A, B, C and D. The 2010 Constitution may be translated into the other official languages of South Africa as decided by the members at an AGM. If the members request translation of the constitution into a specific language, a committee will be appointed by the AGM to conduct the translation. The English version shall be taken as definitive in cases of legal dispute.

## **ADDENDUM A**

### **A. THE SOUTH AFRICAN STATISTICAL ASSOCIATION CODE OF CONDUCT**

#### **A.1 Introduction**

Guidelines and principles of conduct exist for the benefit of society at large and in order to assist individual persons to go about their legitimate business within bounds of behaviour which are accepted and observed by their fellows.

In common with other professional bodies in other fields, and drawing from similar declarations made by international and national statistical communities, SASA has formulated its own Code of Conduct to define the principles of orientation and behaviour expected of members of the Association practising statistics in academic and professional life.

#### **A.2 Authority and Purpose**

The South African Statistical Association (SASA) is a voluntary professional and learned Society which accepts a self-imposed obligation to promote the public interest by seeking to ensure the best possible statistical service and advice. Professional commitment and status implies ability and integrity, and is an appropriate aspiration for all members of the Association, regardless of qualification and fields of application.

The purpose of this code is to articulate shared values and experience that can contribute to the member's individual ethical judgments and decisions. These individual judgments and decisions arise within a variety of academic, economic, cultural, legal and political settings. In fields such as education, economics, psychology, sociology, medicine, whose practitioners have adopted ethical conventions, those conventions may also influence the conduct of members of the Association within those endeavours.

In general ethical imperatives are aggregative, in that many desirable elements need to be simultaneously addressed and achieved. SASA acknowledges that ethical concerns and responses may sometimes involve implicit or explicit

choices of priority between contending ethical principles. The Code seeks to offer a background against which a member of the Association may make informed and deliberative choices, especially when imperatives appear to be in conflict. The Code does not seek to impose any particular set of actions or priorities that take no account of context.

Each context involves stakeholders such as

- Society and the Public Interest,
- Participants in experiments, surveys or observation,
- The Profession,
- Employers, Clients, and Funders,
- Colleagues, Mentors and Students.

Members of the Association will experience obligations and responsibilities to these groups of stakeholders and persons, and pressures and expectations from them. Within that complexity of human interactions, the Code seeks to enable explicit, balanced and sensitive competence, characterised by respect, integrity, expertise and accountability.

Every Code of Conduct is a momentary document. New ethical and professional issues and challenges continually emerge. This Code is no exception but it seeks to place on record explicit expectations that the wider public of South Africa may confidently interpret as characterizing the services of a member of the Association, until the formation of new codes or the inception of a formal professional society of statisticians and decision scientists occurs.

### **A.3 Acknowledgements**



The Code of Conduct draws extensively with permission from key documents on ethics and professional practice set into the public domain by the International Statistical Institute (ISI Declaration on Professional Ethics), the Royal Statistical Society, and the American Statistical Association. It also updates an original SASA statement on professional practice.

## **A.4 SASA Code of Conduct for Members of the Association**

### **A.4.1 Society and the Public Interest**

A.4.1.1 Members of the Association seek to ensure that within their chosen fields of work or specialisation, they have appropriate knowledge and understanding of relevant legislation, regulations and standards governing those domains. Members also seek to comply with such requirements wherever relevant in their work.

A.4.1.2 Members of the Association in their professional practice will have regard to basic human rights and avoid any actions that adversely affect those rights.

A.4.1.3 Members of the Association consider and explore any likely consequences of collecting and disseminating various types of data. Members make efforts to guard against predictable misinterpretation or misuse of data and findings of any study.

A.4.1.4 Members of the Association seek to promote and preserve the public confidence in statistical sciences. Members ensure accurate and correct description of their results, including both the inherent uncertainty and explanatory power of their data. Members alert potential users of the results to the limits of the reliability and applicability of those results.

A.4.1.5 Members of the Association communicate findings to the benefit of the widest possible community, yet attempt to ensure no harm to any population subgroup. Adequate information is provided to permit a wider public to assess the methods, procedures, techniques, and findings independently.

### **A.4.2 Participants in experiments, surveys and observation**

A.4.2.1 Members of the Association are obliged to protect participants, individually and collectively, against harm that may arise from

participation in a study. All forms of harm to participants, or to their relationships with their community or environments are to be avoided. This responsibility to minimise harm is not absolved by either a participant's consent or his/her legal obligation to participate in a study.

A.4.2.2 Enquiries involving human participants, as far as practicable, are based on the freely given informed consent of participants, prior to inclusion and data collection. Information which might affect willingness to participate should not be withheld from a participant.

A.4.2.3 The potentially intrusive nature of some forms of enquiry requires justification and prior notification of those participants likely to be affected.

A.4.2.4 The identities of all participants, whether cooperating or not, are kept confidential, whether or not confidentiality was pledged, unless prior consent for disclosure is explicitly obtained from specific participants.

A.4.2.5 Appropriate measures are used to prevent data being published or released in any form that would allow a participant's identity to be disclosed or inferred. The necessary measures will address possible disclosure during any of data generation, recording, capture, storage, analysis and reporting phases.

### **A.4.3 The Profession**

A.4.3.1 Members of the Association uphold their professional integrity without fear or favour, only selecting and using methods designed to produce the most pertinent correct and precise results, Members present all the findings openly, completely, and in a transparent manner regardless of the outcomes or consequences. Members are particularly sensitive to the needs arising when findings that challenge a preferred outcome must be presented.



A.4.3.2 Members of the Association seek to uphold the reputation of the profession and regularly upgrade their professional knowledge and skills, and maintain awareness of technological developments, procedures, and standards which are relevant to their field.

A.4.3.3 Members of the Association encourage and support colleagues in their professional development and, where possible, provide opportunities for the development of new entrants to the profession.

A.4.3.4 Members of the Association act with integrity towards colleagues and fellow members and towards statisticians of other professions with whom they collaborate in a professional capacity. Members avoid engaging in any activity which is incompatible with their professional status.

A.4.3.5 Members of the Association only offer to do work or provide service which is within their professional competence and do not lay claim to any level of competence which they do not possess. Any professional opinion which a member is asked to give will be objective and reliable.

A.4.3.6 Members of the Association accept professional responsibility for their work and for the work of subordinates and associates under their direction.

A.4.3.7 Standards of integrity required of a professional statistician do not normally conflict with the interests of a client or employer. Members of the Association aim to avoid any such conflict and will clearly advise an employer or client of any such potential or actual conflict. If the conflict cannot be resolved satisfactorily, the public interest and professional standards must be paramount.

A.4.3.8 Members of the Association acting in private practice, or acting independently of salaried employment, have the right of disengagement in the face of a dilemma involving professional standards or conscience.

A.4.3.9 Members of the Association in salaried employment, who are in serious conflict with their employer over a matter of professional standards or conscience, notify the employer in writing of the contentious circumstances. If members are unable to resolve the conflict to their satisfaction, they are advised to refer the matter to SASA, which will advise and take such action as seems appropriate.

A.4.3.10 Members of the Association seek to advance public knowledge and understanding of statistics and to counter false or misleading statements which are detrimental to the profession.

A.4.3.11 Members of the Association do not make any public statement in their professional capacity unless properly qualified and, where appropriate, authorised to do so, having due regard to the likely consequences of any such statement on others.

A.4.3.12 Members of the Association are free to engage in controversy. No member will cast doubt upon the professional competence of another statistician without good cause.

A.4.3.13 Members of the Association do not speak in the name of the SASA, or its Special Purpose Groups, without the authorisation of the SASA Executive.

#### **A.4.4 Employers, Clients, and Funders**

A.4.4.1 Members of the Association conduct their work with due care and diligence in accordance with the requirements of the employer or client. If any professional scientific judgement is overruled, members will explicitly indicate likely consequences of such decisions.

A.4.4.2 Members of the Association do not disclose, nor authorise to be disclosed, nor use for personal gain nor to benefit a third party, any confidential information acquired in the course of professional practice, except with prior written permission of the employer or client, or at the

direction of a court of law. Members seek to avoid being put in a position where they may become privy to or party to activities, or information concerning activities, which would conflict with their responsibilities to uphold the public interest, as in A.4.1.1 and A.4.1.2 above.

A.4.4.3 Members of the Association do not purport to exercise independent judgement on behalf of an employer or client on any product or service in which they knowingly have any interest, financial or otherwise.

A.4.4.4 Members of the Association do not allow any misleading summary of data to be issued in their name. In particular, explicit statements will generally be provided about the assumptions made when selecting a method of analysis. Subsequent statistical analysis may need to be amplified by a description of the way the data were selected, and the way any apparently erroneous data were corrected or rejected. Views or opinions based on general knowledge or belief are clearly distinguished from views or opinions derived from the statistical analyses being reported.

A.4.4.5 The respective obligations, roles and responsibilities of employer, client, or funder and member of the Association should be specified explicitly and fully understood in advance. In providing advice or guidance, members should take care to stay within their area of competence, and seek advice, as appropriate, from other statisticians with the relevant expertise.

A.4.4.6 Members of the Association will consider available methods and procedures for addressing a proposed inquiry and provide an impartial assessment to the employer, client, or funder of the respective merits and limitations of alternatives, along with the proposed method.

#### **A.4.5 Colleagues, Mentors and Students**

A.4.5.1 Members of the Association acknowledge the precedence of

earlier work of other scholars or writers in their own research publications, communications and teaching.

A.4.5.2 Members of the Association acknowledge all contributors to journal publications, and where appropriate contributions warrant co-authorship, invite colleagues, mentors or students to accept that status.

A.4.5.3 Members of the Association make opportunities available to newer or younger students or practitioners of the discipline.

A.4.5.4 Members of the Association advocate and defend ethical principles in all dealings with colleagues, mentors and students.

## **ADDENDUM B**

### **THE INSTITUTE OF CERTIFICATED AND CHARTERED STATISTICIANS OF SOUTH AFRICA (ICCSSA)**

#### **BYE-LAWS**

##### **B.1 Name**

The institute shall be known as the INSTITUTE of CERTIFICATED and CHARTERED STATISTICIANS of SOUTH AFRICA herein referred to as ICCSSA or as Institute. ICCSSA is a non-denominational, apolitical, non-racial and non-profit organization. ICCSSA is a private body. ICCSSA is an Associated Society of the South African Statistical Association (SASA) and adheres to the SASA Constitution and hence affiliated to the South African Council for Natural Scientific Professions (SACNASP) through the SASA membership. ICCSSA's Bye-Laws pledge alignment with the regulations and directives of SACNASP. The time duration of ICCSSA is unlimited.

##### **B.2 Place of Business**

ICCSSA is an Associated Society of SASA, managed by the Board of the Institute (BoI) and was founded in Johannesburg, province of Gauteng, Republic of South Africa.

##### **B.3 Purpose**

B.3.1 To promote the status of professional Statisticians in the South African private and public sectors.

B.3.2 To provide a forum for the exchange of Statistical knowledge among members, for the benefit of South Africa.

- B.3.3 To promote publications and other works pertaining to practicing Statisticians and to recognise merit in such publications and works.
- B.3.4 To lead, direct and influence policy in Statistics for the public, private and educational sectors.
- B.3.5 To promote and advance education and training of Statistical Sciences in South Africa.
- B.3.6 Through effective financial management, ensure that maximum feasible short, medium and long-term advantages accrue to the Members of the Institute in the form of its stability, facilities, benefits and activities.
- B.3.7 To preserve the rights of statisticians of Professional status in the publications of statistics (e.g. data, forecasts, estimations, confidence intervals) and statistical models utilized in the derivation of statistics in concordance with the Act No. 27 of 2003 of SACNASP.
- B.3.8 To forge alliances with similar International entities.

#### **B.4 Membership**

##### B.4.1 Eligibility

Membership is restricted to persons who have an active interest in the objective of the Institute. Every member is required to uphold the dignity of the profession of Statistician in a strictly fiduciary manner.

##### B.4.2 Selection

B.4.2.1 All associations, institutions, companies and physical persons that wish to be admitted to Membership must submit a written application on the ICCSSA prescribed form to the Bol at least 30 days prior to a Bol meeting.

B.4.2.2 The Bol will circulate the applications to all ICCSSA members and will reserve the right of admission to ICCSSA of any applicant.

B.4.2.3 The new Members will be announced and presented with a Certificate or Charter.

B.4.2.4 A candidate for election to membership of the Institute or for transfer to another grade of membership shall be duly notified of the Bol decision, in writing, by the Institute Secretary regarding their application.

B.4.2.5 The application must be submitted to the Bol, which will acknowledge receipt thereof within 30 days. The Bol will inform the Applicant of its acceptance/rejection, within 30 days after a Bol meeting. The Bol reserves the right to divulge or not divulge the reasons for its acceptance/rejection.

B.4.2.6 The application on a provided, prescribed template (revised occasionally by the Bol) must contain the following:

B.4.2.6.1 A Curriculum Vitae of the applicant (full details of applicant without repeating points B.4.2.6.2 and B.4.2.6.5).

B.4.2.6.2 The field(s) where the applicant has been practicing (refer to point B.4.3.6).

B.4.2.6.3 The period that the Applicant has been practicing in the field(s).

B.4.2.6.4 A detailed description of the statistical work performed within that period (as per template).

B.4.2.6.5 Publications, presentations and other reports although not a necessary requirement will stand the applicant in good stead in the adjudication by the Bol and may be appended to the application.

B.4.2.6.6 The report (ref B.4.2.6.4) must be initialled at each page and signed off as ascertained by the applicant and a competent supervisor / manager / executive.

B.4.2.6.7 The Bol shall provide every member with a Certificate or Charter showing the type of membership to which they have been elected or transferred to. Such Certificate or Charter will remain the property of the Institute and shall be returned to the Institute on request of the Bol.

#### B.4.3 Classes / types of Membership

There shall be six categories: Founder Members, Chartered Members, Certificated Members, Beneficiary Members, Honorary Members and Associate Members. Only Founder Members, Certificated and Chartered Members have the right to vote on matters concerning the conduct of the affairs of the Institute.

Only a member of the Institute shall be entitled to use the authorized letters, as set out in the Bye-Laws (ref B.4.3.1), designating their type of membership in the Institute.

All Members participate during the life of ICCSSA and must be compliant to the Bye-Laws and the deliberation of the Assemblies, co-operating materially and morally at the operations of ICCSSA.

Applicants who graduated from non-South African Universities will be assessed on merit by the Bol (ref B.4.2).

#### B.4.3.1 Founder and Chartered Members (FM and ChM)

B.4.3.1.1 FMs: Associations, Institutions, Companies.

B.4.3.1.2 FMs: Physical persons that constituted the first Bye-Laws for the founding of ICCSSA and who are compliant with B.4.3.1.3 or B.4.3.2.2.

B.4.3.1.3 ChMs: must at least be in possession of BScHons or PGDip on an NQF Level 8 qualification from a South African University with a major in Statistical Sciences and have fulfilled an approved internship as set out under point B.4.3.6. ICCSSA will recommend approval to SACNASP for Professional registration. ChMs that, in the past, have already registered as Professional Natural Scientists with SACNASP will have preferential admission to this category, as deemed by the Bol.

B.4.3.1.4 FMs and ChMs can be represented at Assemblies physically or by proxy (by means of a duly fully delegated signed form provided by ICCSSA).

#### B.4.3.2 Certificated Members (CeM)

B.4.3.2.1 Members that, not being part of B.4.3.1 would be or have been admitted afterwards.



B.4.3.2.2 Must be in possession of at least a 360 credit Bachelor Degree or Diploma or an equivalent degree from a University, with a major in Statistical Sciences. Such Degree should be on NQF Level 7 and Diploma on NQF Level 6. ICCSSA will recommend approval to SACNASP for Certificated registration. CeMs that, in the past, have already registered as Certificated Natural Scientists with SACNASP will have preferential admission to this category, as deemed by the Bol.

B.4.3.2.3 Must have fulfilled an approved Internship (refer to B.4.3.6).

B.4.3.2.4 CeMs can be represented at Assemblies physically or by proxy (by means of a duly fully delegated signed form).

B.4.3.2.5 All Members participate during the life of ICCSSA and must be compliant to the Bye-Laws and the deliberation of the Assemblies, co-operating materially and morally at the operations of ICCSSA.

#### B.4.3.3 Beneficiary Members (BM)

B.4.3.3.1 Entities or individuals that have contributed financially to the ICCSSA by means of donations of at least R 5000 (five thousand).

B.4.3.3.2 They must be compliant to the Bye-Laws.

#### B.4.3.4 Honorary Members (HM)

B.4.3.4.1 Members that for relevant services or support or meritorious conduct towards ICCSSA, are nominated by the General Assembly.

B.4.3.4.2 HMs are not subject to membership fees, may participate at General Assembly meetings, but do not have the right to the vote.

B.4.3.4.3 They must be compliant to the Bye-Laws.

#### B.4.3.5 Associate Members (AM)

B.4.3.5.1 Members having fulfilled a partial requirement mentioned in B.4.3.1, B.4.3.2, B.4.3.3 and B.4.3.4.

B.4.3.5.2 All Members or Companies or institutions sympathetic to the Bye-Laws of ICCSSA.

B.4.3.5.3 These Members require special Membership fees and do not enjoy the right of the vote. These Members enjoy Membership fees at events organized or in affiliation with other Organizations. These Members enjoy special rates when engaging in projects with the Institute.

B.4.3.5.4 They must be compliant to the Bye-Laws.

#### B.4.3.6 Internship

The Internship by a Member would be in the following fields of Statistical Sciences:

- Technometrics: Physics, Engineering
- Chemometrics: Chemistry, Chemical Engineering
- Econometrics: Economics, Accounting, Finances
- Psychometrics: Psychology, Human Resources
- Environmetrics: Environmental Sciences, Pollution Studies
- Biometrics: Biostatistics, Biometry, Medical and Pharmaceutical Studies
- Business Sciences: Performance, Benchmarking, Derivatives
- Actuarial Sciences: Insurential Studies but not as an Actuary
- Geometrics: Spatial, Geological, Geographical Studies
- Census: Census Studies, Governmental Indices
- Forensics: Auditing, Investigational, Police Science Studies
- General: in at least 3 of the above mentioned fields
- Others: deemed acceptable by the Bol.

The time window for the internship will be decided by the Bol to be in concordance with the applicant's qualifications and the fields mentioned above.

#### B.4.4 Revoking Membership

Members may lose their membership status by means of:

##### B.4.4.1 Resignation

A member may resign from the Institute by sending their resignation in writing to the Secretary of the Institute for submission to the Bol. Any moneys due by the member shall be paid forthwith. On acknowledgement of the resignation by the Bol the member will return any Certificates or Charter issued.

#### B.4.4.2 Failure to pay Membership fees

A member whose annual subscription is not paid by the stipulated date shall cease to be in good standing and shall no longer be entitled to exercise the rights and privileges of membership.

#### B.4.4.3 Disciplinary action

The Bol shall have power to take such action, under the recommendation of the Disciplinary Committee (DC, see B.5.4), as it may consider necessary in the case of any member whose continued membership would, in its opinion, be contrary to the interests of the Institute, provided any such action shall be agreed upon by two-thirds of the members present and voting at the Bol meeting at which such decision is taken. Notice of intention to consider the matter at a particular Bol meeting shall be given to all members of Board.

#### B.4.5 Re-admission to Membership

The Bol may re-admit to membership in the appropriate grade under such conditions as the Bol may determine any person whose membership has terminated from any cause provided that the Bol is satisfied that their readmission would be in the interests of the Institute. The Bol may decide to refuse admission in any particular case without assigning a reason.

### **B.5 Executive Bodies**

The management of the institution shall be the responsibility of the following Bodies of ICCSSA.

#### B.5.1 The General Assembly (GA)

The GA is constituted by the FMs, ChMs and CeMs (refer to B.4.3).

#### B.5.2 The Board of the Institute (BoI)

The BoI is constituted by a Chairperson, deputy-Chairperson, two Directors (one of which is Financial), a Secretary and a number of Councillors as deemed fit for the operations of the Board (with a total maximum of 14 [fourteen] Board members). Two of the Councillors being ex-officio members of SASA and SACNASP. At least 60% (sixty percent) of the BoI founder members are bona-fide Chartered Statisticians. All are re-selectable. All enjoy the right of Board-vote.

#### B.5.3 The Body of Trustees (BoT)

This Body is constituted by four effective Members, of which the Chairperson of the BoI and the President of SASA are the two who may not chair the Body of Trustees.

#### B.5.4 The Disciplinary Committee (DC)

The DC is formed by the Trustees plus two Members nominated by the GA. The DC follows the Code of Ethics (CoE – see B.9) and makes recommendations for action to the BoI on infringement(s) of the CoE by a member.

#### B.5.5 The Auditing Committee (AC)

Consists of the Trustees plus an external auditor.

#### B.5.6 The Body of ICCSSA

All Bodies of ICCSSA, excluding the GA, are elected for three years and the vote of simple majority applies, unless otherwise stated. The executive committees shall have the following powers:

##### B.5.6.1 The GA is the supreme organ of ICCSSA, it:

- Rejects/Accepts nominations to the AC, DC, BoT and BoI and duly elects these Bodies for a period of three years.
- Operates on variations of the Bye-Laws by a presence of at least 55% of its present membership (proxy inclusive and counted) and with majority vote.
- Approves the financial statements and budgets.

- Ratifies the admission or exclusion of members.
- Decides on the cession of ICCSSA by a favourable vote of at least 65% (sixty five percent) of its present membership.
- Approves membership fees.
- Approves the minutes of the previous Assembly.
- Deliberates on the Bol proposals and on proposals from the members.
- May allow remuneration to any member of the Bol but not on a permanent basis (only for the term of office); the request being made by the Bol, recommended by the BoT and concurred by the AC.
- May be called at any time that the Bol deems it necessary and/or when it is requested to the Bol by at least 20% (twenty percent) of its membership via a detailed motivated proposal for the Agenda.
- The convocation of the GA is communicated by the Bol at least 15 (fifteen) days prior to the date.
- The communication which has to be duly signed by the Chairperson of the Bol, must contain the date, time, venue, minutes (if applicable) and the Agenda; and must be sent to each Member by whatever means plausible and retain proof.
- The GA may not deliberate on items not included in the Agenda, unless the GA has full representation at the meeting.

B.5.6.2 ICCSSA is managed by the Bol elected by the GA which:

- At the first seating, the Bol elects the Chairperson, deputy-Chairperson, the Financial Director, the Secretary and the nominated Councillors. All hold a Directorship status (without personal liability, except for cases of fraud and theft) with equal vote with the Chairperson holding an extra casting vote (if necessary).
- Meets at the call of the Chairperson and three members constitute a quorum, provided that the Chairperson (or a fully delegated member) is present; the Bol should not meet less than once every three months.

- The conduct of the Bol members must at all times be considerate, respectful and becoming of a representative of ICCSSA, internally and externally so as not be detrimental to the interests of ICCSSA.
- At each Bol meeting there is an Agenda, and the minutes are approved.
- May substitute not more than two of its members per annum, that either resigned or due to dismissal, without the convocation of the GA. In the case of more than two members, a GA must be convened within two months.
- Administers, manages ICCSSA and takes decisions in all projects and ventures except for the disposition of registered fixed or non-fixed assets, for which a GA must be convened.
- May form Committees or Task Forces in advisory function to the Bol.
- Invokes a GA the month after the end of the Financial year or by written request of at least 40% (forty percent) of ICCSSA members but not more than 3 GAs may be considered within a year.
- Is legally represented by the Chairperson or Deputy-Chairperson when duly delegated.
- The Chairperson (or its full delegate) will represent ICCSSA at all formally invited functions and in front of third parties (National and International). The Chairperson approves the Agenda. The Chairperson invokes and presides the General Assembly and chairs the Bol.
- The Financial Director (FD) verifies the bookkeeping transactions and submits the Financial Report at every Bol meeting. All cheques to be paid must be signed by the FD and the Chairperson.
- The Secretary is responsible for the compilation of the Agenda and the Minutes for/at every official meeting (Bol, GA, etc ...) as requested by the Chairperson. The Secretary is responsible for the archiving and administration of the correspondence and assists in the devolution of the Chairperson's duties or upon request.
- The Bol is empowered to make arrangements for secretarial and relevant services and to provide for the necessary remuneration.
- The Bol may at its discretion and upon the written request signed by at least ten members resident in a specific area, form a Centre

of the Institute in such area. The affairs of Centres shall be conducted in accordance with Rules approved by the Bol.

B.5.6.3 ICCSSA is held in trust by the Trustees elected by the GA which:

- May inspect at any time the financial statements and other operations of ICCSSA.
- Fulfils any inspectional or control function that it may feel becoming or that has been requested by the GA.

B.5.6.4 The Disciplinary Committee (DC), elected by the GA, which:

- Apart from the Chairperson of the Bol, who may not chair the DC, cannot have other Bol members.
- May invoke an Extraordinary GA in order to signal expected violations by any member in the terms and spirit of these Bye-Laws.
- Has the power to dismiss any member guilty of misconduct vis-à-vis ICCSSA or that has been found guilty by a Court of Law in terms of criminal charges pertinent to these Bye-Laws (ref B.9.3.9).

B.5.6.5 The Auditing Committee (AC), elected by the GA, which:

- Apart from the Chairperson of the Bol, who may not chair the DC, cannot have other Bol members.
- Approves the Balance Sheet and Income Statement for the GA's ratification.
- Approves the Budget submitted by the Bol.
- Sets the submission dates for the financial statements and budgets to which the Bol has to comply.

## **B.6 Meetings**

B.6.1 The meetings of the Institute shall normally be held in Johannesburg, but may be held at such other places as the Bol may decide. In the Bol, 50% + 1 constitute a Quorum. The Bol may hold the following types of meetings:

B.6.1.1 GA of members of the ICCSSA

The GA Meeting of the Institute shall be held on a date decided by the Bol (at least once a year and preferably at the annual SASA Conference), to receive and consider the report of the Bol, the audited Income Statement and Balance Sheet, the Report of auditing committee, on the election or performance of members of the Bol, and to conduct such other business as the Bol may decide.

B.6.1.2 Ordinary Meetings

Ordinary Meetings of the Institute shall be held at times and on dates decided by the Bol.

B.6.1.3 Special meetings (Informal meetings of Bol plus members, Special Meetings and ballots).

B.6.1.4 The Bol may, at any time, convene a Special Meeting or conduct a ballot to resolve any specified business other than an amendment to the Bye-Laws.

B.6.1.5 The Bol may conduct a non-binding opinion poll on any matter on which it wishes to test the feelings of the membership.

B.6.1.6 The Bol shall, within 30 (thirty) days of the receipt of a written request of 50% (fifty percent) Founder, Chartered and Certificated members, convene a Special General Assembly or conduct a ballot to resolve any specified business other than an amendment to the Bye-Laws.

B.6.2 Notice of meetings

Notices of convening Ordinary Meetings, the General Assembly and Special Meetings shall be sent to members not less than 14 (fourteen) days prior to the dates of such meetings.



### B.6.3 Omission of notice of meetings, voting by proxy and GA quorum

B.6.3.1 The accidental omission to give notice of any meeting of the Institute to any Founder, Chartered or Certificated member shall not invalidate any resolution passed at such meeting.

#### B.6.3.2 Voting by proxy

A Founder, Chartered or Certificated member unable to be present at any Meeting may vote by proxy; proxies may not be delegated more than twice for the same meeting. The persons appointed as proxies shall be Founder, Chartered or Certificated members of the Institute and such appointment shall be duly made in writing and signed.

#### B.6.3.3 GA quorum

The members present at the GA will constitute a quorum, provided that notice was given accordingly in terms of B.6.2.

## **B.7 Finance**

### B.7.1 Sources of funding:

- From the annual membership fees of its Members. These fees are established every year by the Bol of ICCSSA in concordance with SASA.
- From fund raising events such as socials and conferences.
- Donations.
- Sponsorships.
- Revenue from particular projects.

### B.7.2 Maintenance of funds:

The Bol is authorized to manage the finances of ICCSSA in accordance with policies and procedures decreed by the GA.

## **B.8 Rules of Procedure**

### B.8.1 Meetings (Refer to B.6)

### B.8.2 Attendance

Members of Bol, BoT, DC and AC: apologies required if unable to attend.

Continuous absenteeism may constitute disciplinary action.

### B.8.3 Amendments

The Bye-Laws may be revised annually for the first year and thereafter, every five years in concordance with the revision of SASA's Constitution. Any amendment is to be submitted to the Secretary in writing four weeks before a GA for debate.

## **B.9 Code of Ethics (CoE):**

B.9.1 The SASA Constitution's Code of Conduct (see Addendum A) forms the basis for the CoE.

B.9.2 The CoE is in concordance with SACNASP's Natural Scientific Professions Act No.27 of 2003, with particular reference to Section 27.

### B.9.3 Administration

Certificated and Chartered Statisticians:

B.9.3.1 may not, without satisfactory reasons, destroy, or dispose of or knowingly allow any other person to destroy or dispose of, any information within a period of 5 years after the completion of the work concerned. "Information" pertains to data (acquired or stored or used in electronic form or otherwise), processed data in forms of documents, reports, records, calculations, computations that form part of the work concerned. "Work" refers to any work pertaining to the statistical science normally carried out by a Certificated or Chartered Statistician.

B.9.3.2 may not divulge any information prepared by them for their employer without the latter's consent, unless by conduct deemed unbecoming the employer is decided by a Court of Law.

#### Other Administration

B.9.3.3 Certificated Statisticians may not sign off reports of any sorts without the adjoined signature of a Chartered Statistician.

B.9.3.4 ICCSSA does not provide professional indemnity insurance cover for Chartered Statisticians but this may be facilitated via ICCSSA.

B.9.3.5 Chartered Statisticians must provide adequate mentorship towards Certificated Statisticians, whenever possible.

B.9.3.6 The Charters and Certificates remain the property of ICCSSA and they may not be altered or destroyed. These documents are compliant to the SACNASP's Natural Scientific Professions Act No. 27 of 2003, with particular reference to Sections 24 and 41.

B.9.3.7 ICCSSA must supply SACNASP with the CoE (or any of its revisions/amendments) so as to be compliant with Section 27 and 28 of the Natural Scientific Professions Act No. 27 of 2003.

B.9.3.8 The DC would act as a SACNASP investigative body should the matter for disciplinary intervention be escalated to the SACNASP Council for further action; this is to be in concordance with Sections 29, 30, 31, 32, 33 and 34 of the Natural Scientific Professions Act No. 27 of 2003.

## **B.10 Continuous Personal Development (CPD)**

### B.10.1 Premise

ICCSSA recognises that the Chartered Statisticians and the Certificated Statisticians need to continuously develop themselves through various activities of professional development. The professional status in an industry

is underpinned by a body of scientific knowledge and the application of that knowledge in the real world of work.

The Chartered Statistician and the Certificated Statistician sets an industry standard of professional competence gained through formal study and informal learning processes. The Chartered Statistician and a Certificated Statistician, therefore, must maintain their professional status through a process of continuous learning and professional development.

ICCSSA defines Continuous Professional Development as the systematic improvement and maintenance of knowledge and skills, as well as the development of personal qualities of the Chartered Statistician and Certificated Statistician necessary for the execution of the professional and technical duties throughout their careers in Statistics.

ICCSSA will develop and/or accredit a CPD programme that will provide for the following categories of learning and development activities:

- Formal Qualifications.
- Short training courses and participation in workshops.
- In-company training.
- Knowledge Sharing.
  - Authorships of books, articles and papers.
  - Lectures and speeches.
- Attendance of conferences and exhibitions.
- Mentorship and coaching.
- Active participation in relevant professional organisations.
- Private study.
- Personal development.

Certificated and Chartered Statisticians are obliged to continually develop themselves by engaging in further studies, attendance at relevant business related conferences, workshops etc. to remain competent in the various aspects of their work.

ICCSSA has ruled that during a five (5) year cycle every Chartered Statistician must accumulate a minimum of 25 CPD “credits” in order to qualify for a Charter renewal. The renewal will incur an administrative fee as set by the Bol.

In addition to the requirements stipulated in B.4.3.6, Certificated Statisticians must accumulate a minimum of 6 CPD credits to qualify for an upgrade to a Chartered Statistician. These can be accredited towards the first renewal.

## B.10.2 Credits

Credits can be obtained from the following Categories, recognised by ICCSSA:

### B.10.2.1 Category 1: Compulsory – 1 CDP per annum with a max of 4 CPDs per annum.

This category covers all developmental activities such as formal courses, conferences, seminars, workshops and colloquiums which have been validated and awarded CPD credits by ICCSSA. Other activities from service providers can be submitted to the Bol for evaluation, validation and consideration as continuing development. ICCSSA will levy a charge for the accreditation process. Courses supplied by accredited tertiary institutions (e.g. a university) are automatically validated in this category, for CPD credits.

### B.10.2.2 Category 2:

This category covers statistical work activities that are performed when carrying out professional responsibilities in the course of normal daily work. Certificated and Chartered Statisticians can claim up to 2 CPDs per year, one for every 400 hrs of statistical related work (including 'managing' statistical work). An applicant may also claim an additional credit for time spent mentoring. A maximum of 3 CPDs may be obtained in this category per annum.

### B.10.2.3 Category 3:

This category covers individual activities such as membership of SASA, ICCSSA and SACNASP which will earn 1 CPD credit per Association per annum. In this category there are many other activities which can earn CPD credits. For example: participation in statutory, professional, institutional, technical, and non-technical committees or task groups, evaluation of statistical programmes, evaluation of educational qualifications, evaluation of statistical competence, completed post graduation qualifications, self study (including articles in journals), etc. A maximum of 3 CPDs may be obtained in this category per annum. At least 1 CPD credit must be obtained in at least 2 of the 3 categories, of which Category 1 is compulsory. Additional credits obtained in a year may be carried over to the next year but not beyond the 5-year cycle period.

### B.10.3 Operational Procedure

The Bol will establish and publish guidelines for the categories that will provide the required credits. The candidate must upon request by the Bol, present a body of evidence of Continuous Professional Development in a prescribed report card as described in the guidelines.

Audit: ICCSSA may conduct random audits of the CPD records of all Chartered Statisticians and Certificated Statisticians. If selected for audit, the member must provide a body of evidence to support the CPD credits claimed as provided in the report card.

Non-compliance: In the event of a Chartered Statistician or Certificated Statistician does not comply with the requirements of the CPD policy ICCSSA may take any of the following courses of action:

- Require the Chartered Statistician or Certificated Statistician to follow an approved remedial programme of continuing professional development within a period prescribed.
- Removal of the Chartered Statistician or Certificated Statistician from the register.

### **B.11 Dissolution of ICCSSA**

ICCSSA may be dissolved by a Special GA for serious and proven motives. The Special GA would be constituted by the quorum of the GA and by at least a 75% majority vote.

In the event of bankruptcy or insolvency, the GA would be responsible for the nomination of a liquidator of all assets in favour of an entity(ies) which pursue the same scopes as ICCSSA in South Africa and decided by the GA by means of two-thirds majority vote.

## **ADDENDUM C**

### **C. ASSOCIATED SOCIETIES OF SASA**

#### **C.1 LISTING**

C.1.1 Institute of Certificated and Chartered Statisticians of South Africa  
(ICCSSA)

## **ADDENDUM D**

### **D. The Handling of Ballot Papers**

- D.1 The convenor of the Electoral Committee (see Clause 6.2.5) receives the votes from the Secretary of the Association in a sealed envelope as soon as possible after the deadline for returning ballots.
  
- D.2 An evaluation of the voting detail is prepared and at the earliest opportunity the ballots are delivered to the second member of the Electoral Committee who independently processes the ballots and provides the convenor with a report of the evaluation. The evaluation is done in secret and the two members of the Electoral Committee must agree in their evaluation.
  
- D.3 The result of the election is made known by the convenor of the Electoral Committee to the President of the Association. The ballots are then returned by the convenor of the Electoral Committee in a sealed envelope to the Secretary of the Association who will keep it on file and for use on demand by the EC only.
  
- D.4 The President will announce the results of the ballot at a suitable time and place within the prescriptions of the Constitution, depending on the situation.