

INSTITUTE FOR MUNICIPAL ADMINISTRATORS* OF SOUTH AFRICA**

(As amended at AGM held on 13 April 2005
and again amended at AGM held on 5 April 2006 – Clause 7
and again at AGM held on 6 June 2007 –Clause 8.8
and again at AGM held on 18 June 2008 – Clause 8.5,15.4
and again at AGM held on 8 September 2010 – Clause 15.3
and again at AGM held on 5 September 2012 – Clause 2.4, 5.1
*and again at AGM held on 9 October 2013 – Clause 5, 6
** and again at AGM held on 17 September 2014-Clause 1.1, 2.4.
and again at AGM held on 18 October 2017

CONSTITUTION

YOUR PARTNER IN MUNICIPAL ADMINISTRATION AND DEVELOPMENT

INSTITUTE FOR MUNICIPAL ADMINISTRATORS OF SOUTH AFRICA

ESTABLISHMENT

- 1.1 The Institute for Municipal **Administrators** of **South** Africa (IMASA) is hereby established. *(AGM 9/10/2013)(AGM 17/9/2014)*
- 1.2 The headquarters of the Institute is at such address as may from time to time be determined by the **National Management Committee (NMC)**. *(AGM 2013)*
- 1.3 The Institute is a juristic person, not for gain, capable of performing all such acts as are necessary for, or incidental to, the achievement of its objectives, the performance of its functions and the exercise of its powers.

AIMS AND OBJECTIVES

2. The Institute strives to promote and further the common interests of its members as practitioners of the profession of Municipal Administration as well as of the said profession through seeking diligently to achieve the following objectives:
 - 2.1 The promotion of effective and efficient municipal administration, consistent with universal principles of sound public administration, as the foundation of good local government.
 - 2.2 The development and growth of the profession of municipal administration.
 - 2.3 The advancement of entry to and progress in the profession of municipal administration of members of disadvantaged communities.
 - 2.4 **The promotion of training and capacity building of members and potential members of IMASA by developing an applicable qualification programme.** *(AGM 2012)(AGM 2014)*
 - 2.5 The exchange of knowledge and experience amongst members of the profession of municipal administration.
 - 2.6 The promotion of professionalism and a high standard of ethical conduct amongst practitioners of the profession of municipal administration.
 - 2.7 The establishment and maintenance of contact, working relationships and mutual support systems with other national and international professional institutions and organisations relevant to municipal administration.
 - 2.8 Research and development of administrative practices relevant to municipal administration.
 - 2.9 The development of esprit de corps within the ranks of the Institute.

- 2.10 The active canvassing and involvement of members and potential members in the affairs of the Institute.
- 2.11 The advancement of the professional interests of the Institute and its members.
- 2.12 The advance of human dignity, the achievement of equality and the furtherance of human rights within the profession specifically and municipal administration generally.
- 2.13 To foster and promote representivity amongst its ranks and especially in its management and to take necessary and reasonable steps to affirm previously disadvantaged persons.

FOUNDING VALUES

- 3. The endeavours of the Institute are founded on the following values:
 - 3.1 Municipal administration must be development oriented.
 - 3.2 The efficient, economic and effective use of resources must be promoted.
 - 3.3 Municipal administration must respond to the needs of people and must encourage public participation in administrative processes.
 - 3.4 Municipal administration must be transparent, open and accountable.
 - 3.5 Municipal administration must be conducted impartially, fairly, equitably and without bias.
 - 3.6 Municipal administration must provide career opportunities for practitioners and potential practitioners.
 - 3.7 Municipal administration must be conducted according to a high standard of professional ethics.
 - 3.8 Municipal administration must be representative and must be non-racial, non-sexist and non-discriminatory.

INSTITUTIONAL GOVERNMENT

- 4.1 The Institute is governed by its Annual General Meeting (AGM).
- 4.2 Every member of the Institute is entitled to attend the Annual General Meeting and may vote on any matter before the meeting.
- 4.3 The AGM takes place annually at a venue and on a date and time determined by the **National Management Committee (NMC)**. (AGM 2013)

- 4.4 The **Secretary General with the assistance of the Administrator** must in writing notify every member of the venue, date and time of the Annual General Meeting at least sixty days before such meeting. (AGM 2005)
- 4.5 One fifth of the members of the Institute constitutes a quorum at the AGM. Whenever, at the time stated in the notice of the meeting there is not a quorum present, the meeting must adjourn for ten minutes, after which it must resume. If at the time of resumption there is a quorum present, the meeting must continue. If at such time a quorum is not present, the members present must by a majority of votes cast, determine whether the meeting must continue or not. In the event that the members resolve that the meeting must continue, the members present are deemed to be a quorum. Should the members present decide that the meeting must not proceed; the President must call another meeting within sixty days with thirty days notice to all members.
- 4.6. The President presides at the AGM if he or she is present. If the President is absent the Deputy President presides at such meeting. If both the President and Deputy President are absent, a member of the **NMC** nominated by the President or **NMC** or in the absence of such nomination elected by the members present presides at the meeting. The Deputy President or, if he or she is absent, a member of the **NMC** so nominated or elected presides during the delivery and discussion of the Presidential report. (AGM 2013)
- 4.7 The Annual General Meeting -
- (a) elects a member of the Institute as President of the Institute in accordance with the rules contemplated in paragraph 9;
 - (b) elects a member of the Institute as Deputy President of the Institute in accordance with the rules contemplated in paragraph 9;
 - (c) appoints the **professional registered accountant** of the Institute; (AGM 2017)
 - (d) determines the membership fees payable to the Institute, which membership fees may differentiate between categories of members;
 - (e) may amend this Constitution in accordance with the rules contemplated in paragraph 16;
 - (f) must consider and approve the financial statements of the Institute for the preceding financial year, and
 - (g) may appoint committees from amongst its members (other than external members).
- 4.8 The **NMC** may, by resolution taken by a majority of its members, and must -
- (a) upon written request received from at least three provincial management

committees, or

- (b) upon written request from at least fifteen per cent of the members of the Institute convene a special general meeting at a time and place and on a date determined by the NMC, which date may not be more than 30 days after said decision or receipt of such request. (AGM 2013)
- 4.9 Unless otherwise provided by this Constitution or rules made in terms of it, voting at a general meeting shall be conducted by show of hands; provided that a secret ballot shall be taken if a motion that a secret ballot be taken is carried.
- 4.10 A decision of the majority of the members present at a general meeting of the Institute shall be a decision of the Institute unless otherwise provided in this Constitution or in rules made in terms of it.

NATIONAL MANAGEMENT COMMITTEE (NMC) (AGM 9/10/2013)

- 5.1 There is a National Management Committee (NMC) which consists of the following members –**
- a) President;**
 - b) Deputy President;**
 - c) Secretary General;**
 - d) Treasurer General; and**
 - e) Representatives from any four (4) Provincial Branches, thus a total of nine (8) members.**
- 5.2 Five members of the NMC constitute a quorum.**
- 5.3 Any other member of the Institute may attend a meeting of the NMC as an observer.**
- 5.4 The NMC manages the affairs of the Institute between Annual General Meetings. For this purpose the NMC has all the powers, functions and duties of the Institute, except those reserved for the Institute itself.**
- 5.5 When a decision of an urgent nature is required before the next scheduled meeting of the NMC, such a decision may be by members of the NMC by electronic means provided same is circulated to each member and a majority decision is recorded. The Secretary General with the assistance of the Administrator must keep a printed record of each member's vote as well as the nature of the urgency and submit it to the next NMC meeting for notification.**
- 5.6 The President presides at meetings of the NMC if he or she is present. If the President is absent from a meeting, the Deputy President, if present, presides at such meeting. If both the President and Deputy President are absent, a member of the NMC, excluding the Secretary General, elected from amongst themselves by the members present, presides at such meeting.** (Subst. AGM 9/10/2013)

MANAGEMENT COMMITTEE

- 6.1 Deleted AGM 9/10/2013
- 6.2 Deleted AGM 9/10/2013
- 6.3 Deleted AGM 9/10/2013
- 6.4 Deleted AGM 9/10/2013
- 6.5 Deleted AGM 9/10/2013

BRANCHES

- 7.1 The members of the Institute in a province of the Republic of South Africa constitute a Branch of the Institute. The **NMC** may authorise the establishment of a Branch of the Institute consisting of its members in another country or countries.
- 7.2 A Branch must hold at least one general meeting of members during each year at a time and place and on a date determined by the Branch Management Committee **as contemplated in clause 7.8.** *(AGM 2006)*
- 7.3 **The Annual General Meeting at Branch level -**
- (a) elects members of the Branch Management Committee (BMC);**
 - (b) must appoint its representatives to the NMC;**
 - (c) may appoint a professional registered accountant; and** *(AGM 2017)*
 - (d) must submit the financial statements of the Branch for the preceding financial year by no later than 28 February of the year to the Treasurer General; and**
 - (e) may appoint committees from amongst its members (other than external members)**
(AGM 2005)
- 7.4 The Branch Secretary must in writing notify each member of the Branch of every general meeting of members at least three weeks prior to such meeting.
- 7.5 The purpose of a Branch is to promote the Institute's objectives at provincial level. For this purpose a Branch has all the powers, duties and functions of the Institute, at provincial level.

BRANCH MANAGEMENT COMMITTEE (BMC)

- 7.6 Every Branch must elect from amongst the members (other than external members) in the province, a Branch Management Committee ***for the term of office that commences immediately after the ensuing National Annual General Meeting of members.***
(AGM 2006)
- 7.7 With due regard for the provisions of paragraph 8.5 a BMC consists of between 5 and 10 members (other than external members) as may be determined by the Branch. Whenever possible, at least one member of a BMC must be a student member.

- 7.8 The BMC, or in the absence of a BMC a person designated by the President, must annually convene a Branch meeting on not less than three weeks written notice to all members of the Branch specifying that such meeting shall be for the purpose of electing Branch office-bearers and giving a date for such meeting which shall ***be held no later than 30 days prior to the ensuing National Annual General meeting of members*** and shall make appropriate arrangements so that the following requirements may be complied with at such meeting: (AGM 2006)
- 7.8.1 Nomination and voting for office-bearers shall, take place only if there are a number of members present equal to 25% of the membership of the branch with a minimum of 5 members.
- 7.8.2 Voting shall be by a show of hands.
- 7.8.3 Candidates for the following positions may be proposed and seconded at the meeting or by proposal in writing received by the Branch Secretary before the commencement of the meeting or tabled at the meeting during the time for nomination and shall be accepted by the nominee in person at the meeting or in writing in a document received by the Branch Secretary before the commencement of the meeting or tabled at the appropriate time during the meeting:
- Chairperson
 - Secretary
 - Additional member
 - Any other office bearer which the Branch has decided should be elected.
- 7.8.4 A member entitled to vote at the meeting but unable to attend may, in writing authorise another member entitled to vote at the meeting to vote on his or her behalf and such authority duly signed by the authorizing member shall be handed to the Branch Secretary, prior to the commencement of the meeting.
- 7.8.5 In this paragraph reference to a Branch Secretary shall in the absence of a Branch Secretary be deemed to be a reference to the person presiding at the meeting.
- 7.9 The BMC manages the Branch's affairs between meetings of the **national Annual General Meetings of members.** (AGM 2006)
For this purpose a Branch Management Committee has all the powers, duties and functions of the NMC with respect to the Branch's powers, functions and duties. **It is a specific function of the BMC to ensure that a copy of its approved annual financial statements is forwarded to the Treasurer General for incorporation in the Institute's financial report.** (AGM 2005)
- 7.10 If at any time there are sufficient members for a Branch to function effectively, but there is no BMC, or such Committee fails to fulfil its functions effectively, the NMC must take whatever steps it thinks necessary to convene a meeting to re-establish an

effective BMC.

OFFICE-BEARERS

PRESIDENT

- 8.1 The President of the Institute must be elected from the professional and fellow members (but not including associate members) of the Institute in accordance with paragraph 9 and any Rules envisaged there.
- 8.2 The President holds office for 12 months from the date of the general meeting where he or she is inaugurated and may be re-elected. *(AGM 2005)(AGM 2017)*
- 8.3 The President is the chief accountable officer of the Institute.
- 8.4 The President ceases to hold office if he or she -
- (a) ceases to be a member of the Institute or ceases to be a professional or fellow member of the Institute;
 - (b) resigns from office in writing;
 - (c) is removed from office by the Institute by way of a vote of no confidence in him or her taken at a general meeting of the Institute;
 - (d) is dismissed on the grounds of disciplinary action by his or her employer; provided that no person shall be deemed to have been dismissed until any appeal against his or her dismissal or penalty has been determined or, if no appeal has been noted, the time for noting such appeal has expired.
- 8.5 The President is, by virtue of his or her office, a member of the Branch Management Committee of the Branch for the province or country in which he or she is employed. **The term of office of co-opted NMC members expires directly after the national Annual General Meeting.** *(AGM 2008)*

DEPUTY PRESIDENT

- 8.6 The provisions of paragraphs 8.1, 8.2 and 8.4 apply, with the necessary changes, in respect of the Deputy President of the Institute, provided that holding office as Deputy President shall not preclude any member from serving the full number of permitted terms as President.
- 8.7 Whenever the office of President becomes vacant during the period referred to in paragraph 8.2, the Deputy President performs the functions and duties and exercises the powers of the President during the unexpired term of office of the President and the NMC must elect a member of the NMC to perform the functions and duties and exercise the powers of the Deputy President during the unexpired term of office of the Deputy President. *(AGM 2013)*
- 8.8 *Deleted. AGM 6 June 2007*

SECRETARY GENERAL

8.9 The provisions of paragraphs 8.1, 8.2 and 8.4 apply, with the necessary changes in respect of Secretary General of the Institute: Provided that holding such office shall preclude any member from serving the full number of permitted terms as President.

8.10(1) The Secretary General manages the day to day affairs of the Institute between Management Committee meetings and may assign duties to the Administrator.

8.10(2) The Administrator, will be appointed in accordance with Clause 13.11 to perform *inter alia* the following tasks-

- (a) attend the Annual General Meeting and other meetings of the Institute and meetings of the National Management Committee (in his/her ex-officio status); (AGM 2013)
- (b) to prepare and submit to the NMC agendas for and minutes of meetings and such reports as may be required;
- (c) must take custody of the records of the Institute;
- (d) must keep and regularly update a register of members reflecting, in relation to each member;
 - (i) his/her name;
 - (ii) his/her office;
 - (iii) the municipality where he/she is employed;
 - (iv) his/her membership category;
 - (v) his/her academic qualifications, and
 - (vi) his/her practical experience at the time of application;
 - (vii) contact detail of members; and
- (e) may exercise any power and perform any function entrusted to him/her by the Institute or the National Management Committee. (AGM 2005. 2013)

8.11 The Secretary General must oversee the Administrator in managing the affairs of the Institute between National Management Committee meetings. (AGM 2013)

8.12 The Secretary General -

- (a) must attend the Annual General Meeting and other meetings of the Institute and meetings of the NMC;
- (b) must type prepare and submit electronically or otherwise to the NMC members, agendas for and minutes of meetings and such reports as may be required;
- (c) must take custody and update the records of the Institute;

- (d) **must keep and regularly update a register of members reflecting the information referred to in Clause 8.10;**
- (e) **must perform any function entrusted to him/her by the Institute, the NMC or instruction issued by the Administrator;**
- (f) **performs the recording of minutes function at the Annual General Meeting and the National Management Committee meetings.** *(AGM 2005)*

TREASURER GENERAL

8.13 The provisions of paragraphs 8.1, 8.2 and 8.4 apply, with the necessary changes in respect of Treasurer General of the Institute: Provided that holding such office shall not preclude any member from serving the full number of permitted terms as President. *(AGM 2005)*

8.14 The Treasurer General – *(AGM 2005)*

- (a) keeps such accounting records as may be necessary for the proper management and control of the Institute's finances and assets;
- (b) prepares all financial statements;
- (c) is responsible for the receipt, custody, banking, disbursement and investment of the monies of the Institute;
- (d) must attend the Annual General Meeting and other meetings of the Institute and meetings of the NMC, and
- (e) may exercise any power and perform any function entrusted to him or her by the Institute or the NMC.

8.15 **Deleted** *(AGM 2005)*

NATIONAL MANAGEMENT COMMITTEE MEMBERS *(AGM 9/10/2013)*

8.16 The provisions of paragraph 8.4 apply, with the necessary changes, to every **National Management Committee member.** *(AGM 9/10/2013)*

BRANCH MANAGEMENT COMMITTEE MEMBERS

8.17 The provisions of paragraph 8.4 apply, with the necessary changes, to every member of a Branch Management Committee.

ELECTION OF PRESIDENT AND DEPUTY PRESIDENT

9.1 The President and Deputy President are elected annually in accordance with Rules adopted by the Annual General meeting, take office at the Annual General

Meeting and are inaugurated at that meeting or during the annual conference.

- 9.2 The Rules must provide for
- (a) election at the Annual General Meeting and include provision for absent members to vote by proxy;
 - (b) adequate notice to all members so that they have sufficient time to exercise their right to vote in accordance with the Rules;
 - (c) the appointment of members who are not candidates to verify and/or oversee the election process with such assistance as they may require from others.

MEMBERSHIP

10. Any person who qualifies for membership in terms of paragraph 11 and who undertakes in writing to be bound by the code of conduct of the Institute may apply for membership of the Institute. Such an application must be made in the form and be accompanied by the documents, fees and other information prescribed by the NMC.

CATEGORIES OF MEMBERSHIP

- 11.1 Membership of the Institute may be obtained or granted in any of the following categories:
- (a) Professional
 - (b) Student
 - (c) Fellow
 - (d) Associate
 - (e) External.
- 11.2 A person may apply for, obtain and hold professional membership of the Institute if he or she -
- (a) is at least eighteen years of age, and
 - (b) (i) has successfully completed at least three years of post-secondary education in one or more of the following disciplines:
 - (a) municipal administration;
 - (b) public administration;
 - (c) public management;
 - (d) law, or
 - (e) any other discipline appropriate to municipal administration, in the opinion of the Institute Council

and has at least two years experience in municipal administration, or

- (ii) has successfully completed a senior certificate and has at least five years experience in municipal administration, and
 - (c) is a practitioner of any component of municipal administration.
- 11.3 A person may apply for, obtain and hold student membership of the Institute if he/she -
 - (a) is at least eighteen years of age, and
 - (b)
 - (i) is enrolled as a student at a tertiary education institution in any discipline referred to in paragraph 11.2(b), or
 - (ii) has successfully completed a senior certificate and is employed as a practitioner in any component of municipal administration.
- 11.4 The Institute may, at an AGM, bestow upon any member of the Institute, fellow membership if that member has, in the opinion of the AGM, consistently made a remarkable contribution to the affairs of the Institute or municipal administration; provided that an associate member who becomes a fellow member shall not be eligible to hold office on the basis of being a fellow member.
- 11.5 Any professional or student member or fellow member of the Institute may upon resignation or retirement from municipal administration apply for and hold associate membership of the Institute. A fellow member who becomes an associate member shall retain the title and status of a fellow member but shall not be eligible to hold office on the basis of being a fellow member.
- 11.6 A person who is not a practitioner of any component of municipal administration may apply for and if such application is approved by the NMC, hold external membership for as long as such person in the view of the NMC, is meaningfully employed in a profession which contributes significantly to the furtherance of the aims and objects of IMASA and of municipal administration, including but not limited to such persons who are full time academics employed in faculties of public administration or other relevant disciplines.
- 11.7 A member ceases to be a member if he or she -
 - (a) dies;
 - (b) is no longer involved in municipal administration as a practitioner or student, unless he or she is an associate or external member;
 - (c) in the case of an external member, in the opinion of the NMC no longer holds the qualifications for such membership
 - (d) resigns in writing;
 - (e) is expelled as a member of the Institute pursuant to disciplinary action;
 - (f) is found guilty in a court of law of a criminal offence involving violence or corruption, theft, fraud, breach of trust or any other form of dishonesty, or

- (g) fails to pay his or her membership fees within **fourteen** days after having been notified of his or her failure to pay same in terms of paragraph 15.6.

(AGM 2005)

DISCIPLINE

- 12.1 The AGM must adopt and may from time to time amend a code of conduct for members of the Institute.
- 12.2 The code of conduct must include an appropriate disciplinary procedure and must provide for appropriate sanctions for transgressions thereof or non-compliance therewith.
- 12.3 The code of conduct adopted by the AGM becomes operative and binding upon the members of the Institute upon adoption thereof.
- 12.4 Every Branch must elect three members of the Branch who do not hold any office in the Institute, as a Branch Ethics Committee and must appoint one such member as chairperson of the committee and must wherever necessary fill any vacancy on the said committee.
- 12.5 The chairpersons of the Branch Ethics Committees constitute the Institute Ethics Committee.
- 12.6 A Branch Ethics Committee must -
- (a) investigate any conduct by a member of the Branch concerned that is alleged or suspected to be improper or to be prejudicial to, contravene or fail to comply with the code of conduct or to be in conflict with the objectives or founding values of the Institute;
 - (b) take appropriate action in terms of the code of conduct, and
 - (c) submit a report on that conduct and the action taken, to the Institute Ethics Committee.
- 12.7 The Institute Ethics Committee must -
- (a) investigate any conduct by an office-bearer of the Institute that is alleged to be improper, to result in any impropriety or prejudice, to contravene or fail to comply with the code of conduct or to be in conflict with the objectives or founding values of the Institute;
 - (b) take appropriate action in terms of the code of conduct, and
 - (c) submit a report on that conduct and the action taken at the first Annual General Meeting next ensuing, and
 - (d) review the reports and actions of the Branch Ethics Committees.

- 12.8 Any member against whom action has been taken by a Branch Ethics Committee in terms of paragraph 12.6 has the right to appeal to the Institute Ethics Committee in writing within 30 days after the action was taken against the findings or action of the Branch Ethics Committee.
- 12.9 Any office-bearer against whom action has been taken by the Institute Ethics Committee in terms of paragraph 12.7, has the right to appeal to the NMC in writing within thirty days after the action was taken, against the findings or action of such Committee.
- 12.10 An appeal in terms of paragraph 12.8 or 12.9 suspends the action taken until the conclusion of such appeal.

POWERS AND FUNCTIONS OF THE INSTITUTE

13. In the pursuit of its objectives, the Institute is competent to -
- 13.1 acquire, hold, lease and alienate movable and immovable property;
 - 13.2 open and hold bank accounts in the Institute's name;
 - 13.3 insure its property against damage, theft and loss;
 - 13.4 conduct research into any aspect of municipal administration and the occupation;
 - 13.5 make rules, not inconsistent with this constitution, regarding the conduct of its affairs;
 - 13.6 publish any research findings and any other material relevant to the occupation or municipal administration;
 - 13.7 hold congresses, conferences, workshops and similar meetings on national, provincial and regional basis on issues relevant to municipal administration or the profession
 - 13.8 co-operate with any institution, whether public or private, to advance the objectives of the Institute;
 - 13.9 promote or oppose any legislation or policies regarding the profession or municipal administration;
 - 13.10 adopt and apply a code of conduct for its members;
 - 13.11 appoint such persons, in a full or part-time capacity as the Institute may deem necessary for the furtherance of its objectives, at such remuneration and on such conditions as the Institute may determine;
 - 13.12 establish such structures, as may be necessary for the furtherance of the

Institute's objectives;

- 13.13 borrow or raise or give security for money in such manner as the Institute may deem fit;
- 13.14 invest its moneys in interest bearing securities;
- 13.15 collect and accept subscriptions, donations, bequests, endowments and benefits of any nature from any source;
- 13.16 do all such things as are conducive to the attainment of the Institute's objects;
- 13.17 affiliate with or obtain and hold membership of any institution or body, domestic or foreign, with objectives similar to those of the Institute;
- 13.18 remunerate any person for services rendered to the Institute;
- 13.19 make donations for the purpose of promoting the objects of the Institute; and
- 13.20 manage, insure, lease, mortgage and improve all or any part of its property.

DEFINITIONS

14. In this Constitution:

14.1 "*municipal administration*" refers to the part of public administration undertaken in and for the benefit of local government and includes the following components:-

14.1.1 administration of meetings;

14.1.2 estate or property administration;

14.1.3 general administrative functions;

14.1.4 legal administration;

14.1.5 performance management;

14.1.6 integrated development planning;

14.1.7 monitoring and evaluation;

14.1.8 supply chain management; and

14.1.9 financial administration.

14.2 "*administration of meetings*" includes -

14.2.1 scheduling and arranging of council and committee meetings;

- 14.2.2 participation in the preparation and distribution of agendas for meetings;
- 14.2.3 attendance at meetings and the recording of the proceedings of a municipal council or any committee thereof;
- 14.2.4 correction, control and distribution of minutes, and
- 14.2.5 dealing with correspondence arising from meetings;

14.3 “*estate or property administration*” includes -

- 14.3.1 expropriation of immovable property or rights in respect of such property;
- 14.3.2 acquisition, alienation and leasing of immovable property;
- 14.3.3 temporary or permanent closure of public places, and
- 14.3.4 administration of land use planning matters;

14.4 “*general administrative functions*” include -

- 14.4.1 in-house support services;
- 14.4.2 administration of tenders and contracts;
- 14.4.3 archives and records;
- 14.4.4 departmental management;
- 14.4.5 administration of elections and by-elections, and
- 14.4.6 housing administration;

14.5 “*legal administration*” includes -

- 14.5.1 formal and non-formal in-house legal advice;
- 14.5.2 formulation of draft bylaws and draft amendments to bylaws;
- 14.5.3 drafting of contracts and legal documents, and
- 14.5.4 administration of laws.

14.6 “**performance management**” includes-

- 14.6.1 **the administration associated with**
- 14.6.1.1 **the monitoring of delegation, assignment, authority, responsibility and accountability;**
- 14.6.1.2 **risk management;**
- 14.6.1.3 **project management;**
- 14.6.1.4 **the development of key performance indicators and targets; and**
- 14.6.1.5 **performance targets.**

14.7 “**integrated development planning**” includes-

- 14.7.1 **The administration associated with the development of a process to establish a development plan for the short, medium and long-term resulting in a strategic framework to assist with developmental mandates.**

14.8 “**financial administration**” includes-

- 14.8.1 **producing a medium term projection of capital and**

recurrent expenditure, raising the revenue to support these projections, the change of priorities to achieve set goals; and

14.8.2 service delivery and budget implementation planning.
(AGM 9/10/2013)

(Appropriate definitions of

monitoring and evaluation;
supply chain management and
the office of the ombudsman ;

INSTITUTIONAL MANAGEMENT

- 15.1 The financial year of the Institute is twelve consecutive months preceding a date determined by the NMC.
- 15.2 The Treasurer General must cause the accounts and financial statements to be drawn within three months after the date referred to in paragraph 15.1, and submit same to the Institute's professional registered accountant. (AGM Oct 2017)
- 15.3 The financial statements referred to in Clause 15.2 should be drawn up by a person outside the Institute. The financial statements should comply with financial reporting standards and must fairly present the financial position and the results of the operations of the Institute.**
- 15.4 The professional registered accountant must prepare a report to the Institute to the effect that the annual financial statements have been examined and that, in his/her opinion they fairly present the financial position of the Institute.** (Inserted by AGM Sept 2010)(AGM Oct. 2017)
- 15.5 Every member of the Institute and every office-bearer is responsible for the payment of his or her membership fees and, unless his or her employer resolves otherwise, liable for the costs incurred by him or her for the attendance of any meeting of the Institute or any council or committee of the Institute.
- 15.6 Membership fees shall become due on the first day of the **financial year and are payable before or on the 31st March of each year.**
(AGM 2005) (2008)
- 15.7 The NMC or a Branch Management Committee may delegate any of its powers to an office-bearer of the Institute or the Branch, as the case may be.
(AGM 9/10/2013)

AMENDMENT OF THE CONSTITUTION

- 16.1 (a) This Constitution may be amended by way of a proposal made by the NMC or a Branch or over the signature of 15 members which is adopted by a majority of the members present and voting at the Annual General Meeting.
- (b) Any proposed amendment not adopted as above falls away.

- (c) The Secretary **General, with the assistance of the Administrator shall**, as soon as circumstances permit after the adoption of any amendment to the Constitution forward a copy of the amendment as adopted, or of the Constitution as amended, to all members and also arrange for the Website to be changed to reflect the amendment. *(AGM 2005)*

DISSOLUTION

- 17.1 The Institute may be dissolved by way of a proposal made by the **National Management Committee**, Branch Management Committee or over the signature of fifteen members which is adopted by two thirds of the members of IMASA by way of a postal vote held in accordance with the Rules for the Resolution of any matter by Postal Vote. In the event that a two-thirds majority is not obtained but more than two thirds of those voting having voted in favour of dissolution, there shall be a second postal ballot and the decision of the majority of members voting in that ballot shall be the decision of IMASA. *(AGM 2013)*
- 17.2 In the event of the adoption of a decision to dissolve the Institute, the **National Management Committee** shall cause any outstanding debts to be liquidated. The NMC shall, if there are insufficient funds for this purpose, cause the assets of the NMC to be realised for this purpose. *(AGM 2013)*
- 17.3 Any funds and assets remaining after all debts have been liquidated shall be given to an institution or institutions identified at the special general meeting or in the absence thereof selected by the **National Management Committee** as having objectives similar or related to those of the Institute.*(AGM 2013)*
- 17.4 The remaining office-bearers of the Institute shall carry out the above functions if the **National Management Committee** is no longer able to function. *(AGM 2013)*
- 17.5 The liability of members in the event of the funds and assets of the Institute not being sufficient to meet its debts shall be limited to the amount of the membership fees due by them to the Institute at the date of dissolution.

*(Last date on which updated: 14 June 2005 – S M du Toit;
Confirmed by N I C as correct 28 October 2005)
(Last date on which updated: 6 April 2006 – clause 7 amendments: S M DU TOIT)
(Last date on which updated: 18 June 2008 : F S Palm)
(Last date on which updated: 16 October 2013: F S Palm)
(Last date on which updated : 19 November 2014: F S Palm)
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