

RULES AND REGULATIONS
of the
SOUTH AFRICAN GENETICS SOCIETY

1. ABOUT THE RULES AND REGULATIONS

1.1 These Rules and Regulations are founded in the Constitution of the South African Genetics Society (SAGS) and are binding on all its members and fellows.

2. MEMBERSHIP

2.1 Application for membership shall be on the prescribed form obtainable from the Secretary. All applications will be considered by the Executive Committee (Article 3.2.4 of the Constitution of the SAGS). The successful applicant becomes a member or fellow on approval by the Executive Committee and payment of the appropriate membership fee, where applicable.

2.2 Membership may be conferred in one of the following categories (Article 3 of the Constitution of the SAGS): Ordinary Members, Associate Members, Affiliate Members or Retired Members. The SAGS may also honour members or other persons associated with Genetics by electing them as Fellows of the SAGS, Honorary Members or Honorary Fellows (Rule 3).

2.2.1 Ordinary membership may be conferred on any person possessing at least a bachelor's degree in Genetics, or an equivalent degree in a related discipline from a recognised university and registerable as a Natural Scientist in accordance with the requirements of Act. No. 27 of 2003, as amended, or otherwise deemed acceptable by the Executive Committee.

2.2.2 Associate membership may be conferred on any person who is registered for a postgraduate degree in Genetics or a related field.

2.2.3 An affiliate member is any person possessing a technical diploma in Genetics or a related discipline, is in training to be a Geneticist or whose work is connected with Genetics or a related discipline, but who does not necessarily qualify for ordinary membership..

2.2.4 Application forms of registered postgraduate students in Genetics or a related discipline, who are not employed on a full-time basis, should be accompanied by a proof of registration certificate. Associate and affiliate membership is limited to a maximum period of seven years.

2.3 Ordinary, Associate, Retired, and Honorary Members have all the rights and privileges of the SAGS, including the right to vote at General Meetings.

2.3.1 Fellows, Honorary Members and Honorary Fellows are exempt from membership fees.

2.3.2 Affiliate Members have all the rights and privileges of Ordinary Members except the right to vote at General Meetings.

2.3.3 All Members shall have access to all scientific and social meetings organised by the SAGS and its recognised Local Branches, Sections and Groups.

2.3.4 All Members shall receive all communication distributed by the SAGS in various appropriate formats.

2.4 All membership fees shall be determined Biennially at the Biennial General Meeting.

2.4.1 Membership fees of Associate, Affiliate Members and Retired Members shall be determined by Council on a biennial basis. One half of that paid by Ordinary Members is recommended.

2.5 Termination of Membership: A person admitted as a member of the SAGS shall remain a member until he/she resigns, is two years in arrears with the payment of membership fees or has his/her membership terminated by Council on recommendation of the Executive Committee.

2.5.1 A member whose membership is terminated by the Council shall be informed to this effect in writing via the Secretariat.

2.5.2 A person whose membership has been terminated because of arrear membership fees may, within fourteen days of receiving notice to this effect, appeal in writing to the Council via the Secretariat. After paying all arrear membership fees, as well as a levy equal to half of the prevailing annual fees, such a person may be reinstated as a member.

2.6 Resignation of office-bearers

2.6.1 Any member of ExCo, Council or an approved committee must provide 30 days' written notice in the event that s/he wishes to resign from their position.

2.6.2. To fill a vacancy on the Council or ExCo, each body may invite any Member to fill the vacancy. Nominations and candidate acceptance must be in writing and minuted at a meeting of Council or ExCo as per Article 4.5 of the Constitution.

2.7 Discipline

2.7.1 Council reserves the right to take appropriate disciplinary action against any (Honorary) Member or Fellow in accordance with Article 3.7 of the Constitution of the SAGS.

2.7.2 Should a disciplinary case be opened against a Council member or other office-bearer, the accused shall be suspended from such a position pending the outcome of Council's decision on the matter.

2.7.3 Disciplinary measures taken by Council should be reasonable and commensurate with the seriousness of the offense, the seniority or position of the accused, the strength of the evidence against the accused and the impact of the offense on the reputation of the SAGS.

2.7.4 The disciplinary action taken against the accused shall be communicated in writing by the President, following a vote by Council.

2.7.5. The accused will be allowed to appeal the disciplinary action, such as appearing before Council to defend his or her case. Such an appeal must be presented within 1 month of the disciplinary notice.

2.7.6. The decision on the appeal will be made within one month. The decision of Council will then be considered as final. No further appeal will be considered.

3 HONOURING MEMBERS AND NON-MEMBERS

3.1 Council will issue a call for nominations (including deadlines) for the following awards at least six months before the biennial meeting.

- 3.2 For all awards (except for the Bronze medals), written nominations, fully motivated and seconded by two members, should be sent to the Secretariat.

3.3 Fellows of the SAGS

- 3.3.1 Any member of the SAGS may nominate a person for election as Fellow of the SAGS on the grounds of an outstanding contribution to Genetics and/or to the SAGS.
- 3.3.2 To be considered for nomination as Fellow, nominees must have (i) at least ten years' uninterrupted membership of the SAGS, (ii) served and promoted the interests of the SAGS and (iii) made a contribution to Genetics in research and/or teaching.
- 3.3.3 The Executive Committee (or a committee appointed by it) will vote on the candidates.
- 3.3.4 The President of the SAGS shall present Fellows of the SAGS with an appropriate certificate at a social function held during the Biennial Congress.

3.4 Honorary Members

- 3.4.1 Any member of the SAGS may nominate a person for election as an Honorary Member of the SAGS for rendering distinguished or supportive services to Genetics or to the SAGS as per Article 3 of the Constitution.
- 3.4.2 The Executive Committee (or a committee appointed by it) will vote on the candidates.
- 3.4.3 The President of the SAGS shall present Honorary Members of the SAGS with an appropriate certificate at a social function held during the Biennial Congress.

3.5 Honorary Fellows

- 3.5.1 Any member of the SAGS may nominate a non-member for election as an Honorary Fellow of the SAGS on the grounds of outstanding contributions to Genetics or a related discipline as per Article 3 of the Constitution.
- 3.5.2 The Executive Committee (or a committee appointed by it) will vote on the candidates.
- 3.5.3 The President of the SAGS shall present Honorary Members of the SAGS with an appropriate certificate at a social function held during the Biennial Congress.

3.6 Hofmeyr-Van Schaik Medal (Gold)

- 3.6.1 The Hofmeyr-Van Schaik Medal (Gold) is awarded by the SAGS for outstanding achievement in Genetics or any other field approved by the Executive Committee of the SAGS.
- 3.6.2 The award shall be an engraved medal with a gold content to be determined by the Executive Committee.
- 3.6.3 The award shall be made not more often than once every two years.
- 3.6.4 Any member of the SAGS may nominate a candidate for the award, but the nomination must be fully motivated and must be signed by two members of the SAGS.
- 3.6.5 The nomination shall be submitted to the President of the SAGS, who acts as Convener of a Selection Committee.
- 3.6.6 The Selection Committee shall consist of the President of the SAGS and four Assessors appointed by the Executive Committee.

- 3.6.7 Each Assessor must be a member of the SAGS of at least five years' standing.
- 3.6.8 The nomination is confidential. If the Selection Committee finds a nomination unacceptable, all correspondence regarding that nomination shall be destroyed.
- 3.6.9 The President of the SAGS shall present the medal at a social function held during the Annual Congress.

3.7 Hofmeyr-Van Schaik Medal (Silver)

- 3.7.1 The Hofmeyr-Van Schaik Medal (Silver) is awarded by the SAGS for outstanding achievement in Genetics or related field by an emerging or early career researcher (40 years of age or younger) scientist approved by the Executive Committee of the SAGS.
- 3.7.2 The award shall be an engraved silver medal.
- 3.7.3 The award shall be made not more often than once every two years.
- 3.7.4 Any member of the SAGS may nominate a candidate for the award, but the nomination must be fully motivated and must be signed by two members of the SAGS.
- 3.7.5 The nomination shall be submitted to the President of the SAGS, who acts as Convener of a Selection Committee.
- 3.7.6 The Selection Committee shall consist of the President of the SAGS and four Assessors appointed by the Executive Committee.
- 3.7.7 Each Assessor must be a member of the SAGS of at least five years' standing.
- 3.7.8 The nomination is confidential. If the Selection Committee finds a nomination unacceptable, all correspondence regarding that nomination shall be destroyed.
- 3.7.9 The President of the SAGS shall present the medal at a social function held during the Annual Congress.
- 3.7.10 The medal can only be awarded to a recipient once in his/her lifetime.

3.8 Hofmeyr-Van Schaik Medal (Bronze)

- 3.8.1 The Hofmeyr-Van Schaik Medal (Bronze) is awarded by the SAGS to the best fourth year student in Genetics at each University where Genetics is presented.
- 3.8.2 The award shall be an engraved bronze medal.
- 3.8.3 The award shall be made only to students passing Genetics with a distinction.
- 3.8.4 Nomination and election of the student is done by the local institution.
- 3.8.5 The name of the recipient should be sent to the secretary of the Executive Committee of the SAGS as soon as the recipient has been identified.
- 3.8.6 The medal is presented by a member of the Executive Committee or the Departmental Chair of the local Genetics Department at a social function.

4. BRANCHES, SECTIONS AND GROUPS

- 4.1 Members of the SAGS may, with the approval of the Executive Committee, establish local Branches in any centre.
- 4.2 Sections and Groups representing specific subject fields may also be established with the approval of the Executive Committee.

- 4.3 Each Branch, Section or Group shall elect its own office bearers and may draw up its own bylaws, which shall be submitted to the Executive Committee for approval.
- 4.4 Branches, Sections or Groups shall arrange their own meetings and functions.
- 4.5 The Executive Committee shall provide Branches, Sections and Groups with reasonable financial and other assistance.
- 4.6 Branches, Sections and Groups shall present written reports on their activities to the Biennial General Meeting.

5. COMMITTEES

- 5.1 The SAGS may appoint Standing Committees or *Ad hoc* Committees for particular purposes to further the aims of the SAGS.
- 5.2 Committees may be formed and members appointed either by the Executive Committee or by a General Meeting.
- 5.3 Committees shall function within the framework of the Constitution and Bylaws of the SAGS and shall be responsible to the Executive Committee.
- 5.4 The Chairman or Convener of each Committee shall report on its activities to the Biennial General Meeting.

6. AFFILIATIONS

- 6.1 The Executive Committee may, on behalf of the SAGS, apply for membership of, or affiliation with, other organisations or societies with similar aims and interests on both a national and international level, after approval by a General Meeting.
- 6.2 The Executive Committee may, after approval by a General Meeting, allow affiliation with the SAGS of other societies with related interests.
- 6.3 Members of affiliated societies shall have the same rights of admission to and participation in the meetings and activities of the SAGS as members of the SAGS, but only Accredited Representatives, whose credentials have been submitted in writing to the Secretary prior to the General Meeting shall have the right to vote at General Meeting.

7. PUBLICATIONS

- 7.1 The SAGS may publish, in any appropriate form, newsletters, bulletins, information circulars or other publications intended to further the aims of the SAGS or to inform members, institutions or the public of the activities and achievements of the SAGS and its members or affiliates.
- 7.2 The Executive Committee decides whether a publication should be published in paper or electronic format.
- 7.3 The compilation, preparation and distribution of all publications shall be the responsibility of the Editor.
- 7.4 General publications shall normally be distributed free of charge to members.

8. CONGRESS

- 8.1 Offers to host the Biennial Congress should be submitted at the previous Biennial General Meeting.
 - 8.1.1 Each organization wishing to host the Congress may be required to submit a Business Plan for the Congress. The Business plan should aim to ensure that the Congress is adequately planned and funded to ensure a high quality congress with affordable accommodation.
 - 8.1.2 A vote may be necessary to select a location in the event that more than one organization wishes to host the next Congress.
 - 8.1.3 If no satisfactory location for the following Congress is submitted and accepted by the Biennial General Meeting, the Executive Committee will be responsible for determining a location, in which case professional conference organizers may be called upon in the host city. In this situation the Executive Committee would need to appoint a committee to oversee the scientific programme.
- 8.2 The Congress consists of scientific sessions for the presentation of papers or posters by members, or by non-members.
- 8.3 Authors of papers and posters shall submit abstracts of such papers or posters to the secretary of the Congress Organising Committee by the date prescribed in the preliminary notice of the Congress.
- 8.4 Abstracts of papers and posters shall be made available to all members of the SAGS, as well as to sponsors, donors or other supporters.
- 8.5 Congress sessions shall be open to the public.
- 8.6 The Congress Organising Committee (OC) consists of at least one member of the Executive Committee who will act as convener and co-opt local members.
- 8.7 The OC shall decide its own procedures and is responsible for all aspects of the organisation of the Congress, including:
 - 8.7.1 Venues for meetings, discussion groups, etc. and provision of all facilities and equipment such as slide and overhead projectors.
 - 8.7.2 Receptions, entertainment, tea breaks.
 - 8.7.3 Preparing and distributing circulars and other notices, the Congress Programme, and the Congress Proceedings.
 - 8.7.4 Arranging for speakers for Keynote Addresses, though invitations to these speakers must come from the Executive Committee.
 - 8.7.5 Inviting persons well in advance to chair the different sessions.
 - 8.7.6 Deciding on the acceptance of papers and posters.
 - 8.7.7 Reporting to the Committee, within six months of the Biennial Congress, on all expenditure incurred and income received during the Congress.

9. AUDITING

- 9.1 In the event that an audit of the SAGS financial statements is requested, the services of an independent and reputable auditing company will be enlisted.
- 9.2 All financial documents shall be made available to the auditor

- 9.3 The audit report shall include: SAGS accounting period, confirmation that the accounts have been audited, statement of the nature and scope of the audit, assessment of and information about any misrepresentations in the recipient's internal control procedures, bookkeeping and accounting practice and a conclusion and statement concerning the audit.
- 9.4 In the event that the auditor has been unable to audit part of or all the accounts, a statement to this effect must be issued, indicating the reason and a second audit may need to be performed.
- 9.5 If the audit report points to inconsistencies in the society's finances, appropriate action will be taken by the council including disciplinary action against the parties responsible for the misdemeanour.

10. ARCHIVES

- 10.1 The secretary is responsible for the archives.
- 10.2 All documents of the SAGS (Minutes of Biennial General Meetings, minutes of the Executive Committee, all publications and correspondence) must be archived.
- 10.3 These archives must be handed over to the newly elected secretary within three months after a Biennial General Meeting.