

ACADEMY OF SCIENCE OF SOUTH AFRICA (ASSAf)

CONSTITUTION

(Comprising the Regulations/Standing Orders for Academy functioning approved by the Council after consideration at Annual General Meetings)

2011 version

In terms of section 16 of the Academy of Science of South Africa Act, 2001 (Act No. 67 of 2001), the Minister of Science and Technology, has powers to make Regulations in respect of certain matters concerning the Academy; no such formal Regulations have been promulgated up to the present time. The Act also authorises the Council of the Academy to govern the organisation to best effect in meeting its objectives; for this purpose, a number of governance Regulations, also termed Standing Orders, have been generated and considered by the Membership at Annual General Meetings. These internally generated 'Regulations/Standing Orders' will henceforth be reviewed and consolidated annually, and termed the 'Constitution' of the Academy for operational purposes, and in order to meet the requirements of section 5 (11) (b) of the aforementioned Act.

REGULATION/STANDING ORDER 1 ELECTION OF NEW MEMBERS

- 1.1 There is only one category of Member of the Academy. Emeritus status may be given to Members from the beginning of the year in which the Member turns 70 years of age. A Member entitled to emeritus status shall inform the President in writing. He or she shall then not be eligible to hold any office in the Academy or to be a member of Council, but shall be eligible to sign certificates for candidates for Membership and to take part in elections for new Members, shall receive all general Members' correspondence and publications of the Academy, and shall be exempt from membership fees (other than those in arrears).
- 1.2 A Member of the Academy is a person who can be expected by the Academy significantly to assist the Academy in achieving its objectives.
- 1.3 The other criterion for election to Membership of the Academy is significant achievement in the pursuit, advancement or application of science.
- 1.4 To be considered for membership, nominated candidates do not need to be resident in South Africa, but must be working and/or contributing to scientific/scholarly activities in the country to a significant extent.
- 1.5 A call for nominations of candidates for Membership of the Academy shall be issued by email (or in writing where a Member has no working email address) by the General Secretary to all ASSAf Members, including emeritus Members, no later than 30 April of each year. The call may include Council-mandated information on the Academy's composition, and requests to consider this information in making nominations, in the interests of the Academy. Nominations are confidential, but the candidates will be aware of their nomination (see 1.6 below). The closing date for submission of nominations shall be no later than 31 July in any year.
- 1.6 Candidates for Membership of the Academy are proposed and recommended by means of a prescribed online nomination form and certificate (no hard copy versions will be accepted); section A is completed by the nominee, section B by the primary nominator, and section C is a nomination certificate, a hard copy of which must be signed by the primary nominator and no fewer than three other Members of the Academy, and posted or faxed to the Academy's offices. An online copy of the nomination certificate must, however, also be included with the rest of the online nomination papers, with typed names and details. At least two of the nominators must certify that they have personal knowledge and understanding of the scientific work and significant contribution to science of the candidate. The nomination must specify in which of the broad discipline areas recognised by ASSAf the candidate's expertise and knowledge is best placed (See Regulation 14).
- 1.7 Section A of the nomination form must conclude with a statement from the candidate indicating the candidate's willingness to be considered for election to Membership of the Academy; an electronic version of up-to-date full curriculum vitae must be attached to the section.
- 1.8 Section B of the nomination form must contain a draft citation explaining why election of the candidate to Membership of the Academy would further the objectives of the Academy.
- 1.9 Nominators of unsuccessful candidates in the immediately preceding election cycle shall each be requested to indicate whether they wish to have their nominations again included in the current election, and if so, to submit revised versions of the documentation required.

- 1.10 The Sub-Committee for the broad discipline area in which a nominated candidate has been placed shall evaluate that candidacy together with those of all the other candidates in that area, in a thorough consultation managed by the appointed chairperson of the Sub-Committee concerned; the criteria mentioned above under 1.2 and 1.3 shall be dominant amongst all other criteria considered contextually appropriate by the Sub-Committee. The candidates in each area shall be presented to Council in ranked order. The Council of the Academy shall then constitute a consolidated ballot paper listing, in alphabetical order, the names of all candidates (including those brought forward from a previous year), who are deemed suitable for inclusion in the election process. In doing this, the Council shall be mindful of the needs of the Academy for special expertise and perspective, as well as of the influence of prior disadvantage affecting meritorious individuals.
- 1.11 All existing Members of the Academy, including emeritus Members, will then be sent online ballot papers listing the candidates in alphabetical order, and providing online versions of Sections A, B and C of each nomination. They will be requested, in a secret online ballot, to cast votes either for, against or indicate a neutral position for every candidate, before a due date which shall be no later than 30 September in any year. Members of the Academy who do not vote are regarded as having recorded neutral votes.
- 1.12 The Council shall appoint at least two tellers of the votes cast in the election of new Members, none of whom shall be nominators of candidates or office-bearers of the Academy. A candidate having at least three times as many votes for him or her as against him or her shall be considered elected to membership of the Academy provided at least one half of the votes cast is in his or her favour.
- 1.13 The results of the election, without mention of votes cast and in alphabetical order, shall first be made known to the President and General Secretary of the Academy, and then to the full Membership and the public.
- 1.14 The nominator of an unsuccessful candidate, or the candidate him- or herself, may appeal to the Council within 30 days of the publication of the election outcome, such appeal being based solely on procedural grounds. The appeal shall be made in writing, and in the case of a candidate appealing may be supported in writing by the Members who signed the nomination certificate. Council may at its discretion invite the appellant(s) to present the appeal in person. The decision of the Council shall be final.
- 1.15 Every person who has been elected to Membership of the Academy shall attend an Annual General Meeting of the Academy within five years of election, to sign the Register of Members and to subscribe to the following obligation:
 - (a) I.....(full names) hereby promise to promote the well-being of South Africa through scientific thought and generally to further the objectives of the Academy of Science of South Africa as far as this lies in my power; and
 - (b) I shall also observe the prescribed constitution and prescribed standing orders/regulations of the Academy as long as I remain a Member thereof
- 1.16 A Member shall be obliged to communicate any change in his or her postal and email addresses to the General Secretary, who shall keep a register of Members and their addresses. In the event of a Member not providing the General Secretary with his or her current postal and email addresses, a communication to such Member at his or her last known postal and email addresses shall be deemed sufficient notice. Accidental failure or omission to transmit any voting paper or other document to any particular Member or Members shall not invalidate any proceedings.
- 1.17 Membership shall be subjected to the following requirements:

- (a) that any annual subscription fee set by Council for any year has been paid not later than the end of the following two financial years;
- (b) A Member whose Membership is due to expire under section (a) above shall be informed by the General Secretary by registered post that a motion to deprive him or her of his or her Membership will appear on the agenda of the next Annual General Meeting of the Academy. A person who has thus been deprived of his or her Membership may appeal to Council for reinstatement of Membership of the Academy, but payment of all subscriptions in arrears must be done before the appeal shall be heard.
- (c) A Member who in the opinion of the Council has failed to meet the obligations of sub-section 5 (11) (a) of the Act or clause 1.14 of these Regulations, or whose conduct has in the opinion of Council, brought the Academy into disrepute, may be required by Council to appear before it to show why Council should not recommend to the next Annual General Meeting of the Academy that the Membership of that Member be terminated. The reasonable personal expenses of the Member in attending that meeting shall be borne by Council. The Member may, at his or her own expenses, bring a legal representative. The public expression by a Member of personal scientific views which are contrary to those generally held to be established, or to those publicly stated by Council to be established, shall not in itself be held to tend to bring the Academy into disrepute, if the views of the Member are expressed in a manner which is scientifically acceptable.
- (d) A Member of the Academy may resign from the Academy by written notice addressed to the President; all outstanding subscriptions shall remain due to the Academy

REGULATION/STANDING ORDER 2

ASSAF SCIENCE-FOR-SOCIETY GOLD MEDALS

- 2.1 ASSAf shall annually award two gold medals for the application of scientific thinking in the service of society, called the "ASSAf Science-for-Society Gold Medals".
- 2.2 Up to two medals shall be awarded annually in order to enable ASSAf to give recognition to the wide range of fields and activities from which candidates could come under consideration. No distinction shall be made between the two medals and no order of fields and activities over multiple years is prescribed.
- 2.3 The Council shall make an award at its sole discretion, acting upon the recommendation of an awards panel which shall be appointed to advise on candidates that can be considered for the award. The Council shall reserve the right not to award a medal in a particular year.

Selection procedures

- 2.4 A gold medal awards panel shall be appointed annually by the Council for managing the awards process, consider nominated candidates and make recommendations to Council both on candidates, and on criteria for the award and procedures or mechanisms relating to the brief of the panel.
- 2.5 The panel shall consist of four members, of whom at least one must be a member of the Council, and all of whom shall be Members of ASSAf. The panel shall be constituted in such a way that a broad range of fields of science and scholarly work is represented; some form of continuity shall also be maintained in the panel from year to year.
- 2.6 The panel shall be free to consult widely in the process of executing its brief, and still maintain the confidentiality of nominations and information obtained in this regard.
- 2.7 If a member of the awards panel is nominated for the award, and wishes to be considered, that member shall withdraw from the panel immediately after the nomination is received by the Academy secretariat, and the Council shall then appoint another member to the awards panel.
- 2.8 The Council shall solicit nominations from the Membership of ASSAf but Members of Council and of the awards panel shall not be permitted themselves to nominate candidates.
- 2.9 The awards panel shall provide to the Council a list of not more than four highest regarded names for the "ASSAf Science-for-Society Gold Medal", and shall indicate its final choices for the medal. In its recommendation, the panel shall include a motivation based on the criteria for the evaluation of nominations, together with a full curriculum vitae of each of the listed candidates.

Nomination procedures

- 2.10 Nominations for the awards can be made by any Member of ASSAf (a nomination from outside the circle of ASSAf Members shall be channelled through a Member of ASSAf who supports it).
- 2.11 Nominations must contain a motivation relating to the criteria for the award and must be accompanied by a full curriculum vitae.
- 2.12 Nominees who are unsuccessful can be re-nominated. Nominations will not be carried over from year to year, however, re-nominations must be motivated in accordance with the 'Science and Society' criteria for selection as set out below.

Criteria for selection

2.13 The ASSAf gold medal links to the broader objectives of ASSAf and is not intended to replace or compete with other awards by academies, scholarly societies or other similar bodies in South Africa. The criteria for the "ASSAf Science-for-Society Gold Medal" shall be as follows:

- (a) An overarching criterion shall be the outstanding application of scientific or scholarly thinking in the service of society.
- (b) Scientific or scholarly achievements in each of the following dimensions shall be considered according to the objectives of ASSAf:
 - (i) using the common ground of scientific knowledge and activity to remove barriers between people and obstacles to full development of their intellectual capacity;
 - (ii) endeavouring in every possible way to inspire, promote and recognise excellence in scientific and technical practice in order to promote appropriate role models in society;
 - (iii) investigating and publicly reporting on various matters in order to promote and apply scientific thinking in the service of society;
 - (iv) promoting science education and a culture of science in the population at large;
 - (v) endeavouring to establish and develop close relations with scientific organisations in South Africa and with similar bodies in other countries; and
 - (vi) All areas of science and scholarly work shall be considered.
- (c) Candidates must have a science or scholarly base in South Africa (i.e. normally spending a major part of their time in South Africa) to be considered for nomination and award.
- (d) Awards shall only be made to individuals who are alive at the time of consideration by the Council, teams or groups as such cannot be nominated. Individuals can, however, be nominated for the role they have played in excellent research performed by a team or group.

Nature of awards

2.14 The awards shall take the form of a gold medal and a citation.

REGULATION/STANDING ORDER 3

ASSAf YOUNG SCIENTISTS' PRIZE

- 3.1 The Academy of Science of South Africa elects to award prizes to young scientists who have made an outstanding contribution in scientific research and development within South Africa.
- 3.2 The Academy may collaborate with other global academies such as The World Academy of Sciences (TWAS) and also with organisations such as the African Union through the signing of memoranda of agreements for the awarding of the Young Scientists' Prize.
- 3.3 The principal aim of the Young Scientists' Prize is to promote scientific capacity and excellence for sustainable development and growth in the South.
- 3.4 The Academy shall from time to time review the Young Scientists' Prize in line with the requirements as set out by sponsors. ASSAf shall negotiate the terms of the agreement, which shall determine the number of prizes to be awarded, the value of the prizes and frequency of the awards.

Objectives of awards

- 3.5 The objectives of the Young Scientists' Prize in South Africa are:
 - (a) to encourage young scientists creatively and effectively to participate in various areas of scientific research and technological development;
 - (b) to create, support, promote and sustain excellence in scientific research, technological development and innovation; and
 - (c) to promote science, engineering and technology as attractive career options for young men and women in South Africa.

Nomination procedures

- 3.6 ASSAf will solicit nominations of suitable candidates from heads of research at universities, science councils and other organisations that employ young scientists carrying out research, by means of a letter sent to such persons before a specified date of each year. The letter shall be accompanied by a copy of the Regulation governing the Award.
- 3.7 Candidates must be nominated by their respective institutions, and in each case the nomination must be endorsed by the head of research in the institution concerned.
- 3.8 Nominations must include the following:
 - (a) a full Curriculum Vitae from the candidate, with a complete publication list, together with any information which would enable the selection committee to judge the potential value of the research to society and the contribution of the candidate to the development of students and of the public understanding of Science and Technology. In addition, contact details of three possible referees who may be approached by the committee must be provided.
 - (b) A letter from the head of the institution, giving a clear motivation for the nomination, in the light of the criteria governing the award. In particular, the items listed under 3.5 should be addressed. Completed nominations must reach the Academy by no later than 30 June in any year.

Criteria for awards

- 3.9 The following conditions shall determine the eligibility of candidates for the Young Scientists' Prize in South Africa:
- (a) They shall be not more than 40 years of age on the closing date for nominations.
 - (b) They shall hold at least a doctoral degree.
 - (c) They shall be citizens, permanent residents, or naturalised citizens, having lived and worked in South Africa for at least five years.
 - (d) They shall have a good record of research publications in internationally recognised journals.
 - (e) The nomination to be submitted for consideration shall be on the basis of original work conducted in South Africa.
- 3.10 The prize shall be awarded in all areas of basic and applied sciences, on a rotational basis as follows:
- (a) in odd-numbered years, to young scientists working in the broad area of the life sciences, e.g. in agricultural sciences, biochemistry, biological sciences, medical sciences, microbiology, and related disciplines; and
 - (b) in even-numbered years, to scientists working in fields that do not involve living matter, e.g. in chemistry, computer science, earth sciences, engineering sciences, mathematics, physics, and related disciplines.
- 3.11 The prize, which shall be indivisible, shall be awarded in conformity with the following primary criteria:
- (a) The level of excellence of the research carried out in basic or applied sciences.
 - (b) The potential of the research to promote social and/or economic development within South Africa.
 - (c) The contribution of the nominee to the understanding and development of science and technology, and to the development of scientific capacity in the country.
- 3.12 In assessing the candidates, the panel shall consider the submitted documentation, together with referees' and/or assessors' reports, and take into consideration the following additional high-level criteria:
- (a) Relevance of the science/technology, including its potential application and its expected impact.
 - (b) Scientific competence, vision, originality, innovation linkages with related projects and quality of the project(s).
 - (c) Conformity of design, methodology and conduct of the work to international scientific norms.
 - (d) Potential contribution of the project(s) to efficiency and sustainable socio-economic development and/or to scientific and technological capability in South Africa.
 - (e) Contribution of the candidate to enhanced scientific/technological capacity and to the public understanding of science and technology in South Africa.

Selection procedures

- 3.13 ASSAf shall appoint a panel consisting of at least four eminent scientists, technologists and engineers, as well as its chair, who shall be a member of the ASSAf Council, normally the General Secretary.

- 3.14 ASSAf shall invite sponsors to nominate representatives on the panel, and where possible, a member of the South African Young Academy of Science shall be included on the panel.
- 3.15 The decision of the selection panel shall be forwarded to the ASSAf Council for ratification; and shall then be relayed to relevant sponsors before it is announced by the Academy.

REGULATION/STANDING ORDER 4

ISSUING PUBLIC STATEMENTS IN THE NAME OF THE ACADEMY

- 4.1 Only the Council may approve a public statement to be issued in the name of the Academy (see clause 4.3) or the Council (see clause 4.4).
- 4.2 Any public statement so approved shall be issued under the signature of the President.
- 4.3 Council shall seek comment from all Members of the Academy on a draft public statement circulated by email or post, giving them at least one week to submit their written comments, each of which shall be considered by the Council as a possible addition/substitution/amendment of the draft statement; the Council shall then decide whether a second circulation of a revised public statement is required before the statement is finalised.
- 4.4 Where insufficient time is available to consult the Membership before issuing a public statement, the President shall consult the members of Council to ensure that a drafted public statement is supported in writing by at least two thirds of them, before issuing the statement in the name of the Council. The issued public statement shall then be circulated to all Academy Members within one week, explaining the circumstances.
- 4.5 All public statements issued by the Academy or its Council shall be placed on the Academy website on an open access basis, remaining on the home page for at least one month. They will also be published in the South African Journal of Science, and will be issued to all national media in a professional manner.
- 4.6 Public statements issued by either the Academy or its Council will be reviewed by the then Council no later than four years after release, to ensure its continued currency and applicability. Deliberate re-issue, revision or withdrawal of the statement shall be effected through the above-mentioned steps for approving new public statements.

REGULATION/STANDING ORDER 5

THE SYDNEY BRENNER FELLOWSHIPS

Award of fellowships

- 5.1 The Sydney Brenner Fellowships shall be awarded for scholars engaged in post-doctoral studies in the molecular and cellular biosciences conducted at an advanced level within South Africa.
- 5.2 Candidates should be a maximum age of 45 years on 31 December of the application year and should have received their PhDs within the last five years.
- 5.3 The Fellowships shall be awarded for a two-year period, on a competitive basis, to nationals of any country, primarily or only as a stipend (for living expenses) for high-level research work in a suitable department, unit or institute of a South African institution.
- 5.4 The Fellowship should be held as a primary fellowship towards the research study and the successful candidate should primarily be known as a Sydney Brenner Fellow.
- 5.5 Fellowship-holders must not hold full-time salaried employment during the tenure of the award.
- 5.6 The Fellowship should be taken up within six months of the offer and may not be deferred or delayed unless approval has been sought and granted by the Academy.

Selections procedures

- 5.7 The selection process shall be conducted by ASSAf and shall comprise public advertisement; short listing and selection by a selection committee; and appointment in the particular institution where the Fellowship is held, as an externally funded post-doctoral Fellowship.
- 5.8 The ASSAf Council shall appoint the selection committee for the Fellowships after a call has been issued by no later than 15 April in any year, for volunteers from the full ASSAf Membership.
- 5.9 The committee shall have no more than four members, and shall be chaired by an ASSAf Member who is a specialist in the molecular biosciences.
- 5.10 Applications may be submitted as nominations by institutions or directly by individuals, and must provide full details of preceding doctoral work and publications; a description of the rationale and methodology of the proposed project, including evidence of operational funding, facilities and equipment that does not depend on the Fellowship award; and the names of at least three contactable referees.
- 5.11 The emphasis in the selection criteria shall be on the excellence of the academic track record; evidence of unusual creativity and ingenuity in addressing scientific problems; both the novelty and the feasibility of the proposed approach; and the quality, adequacy and appropriateness of the host environment.
- 5.12 The selection committee shall draw up a shortlist of candidates, and will interview them, and submit and motivate its recommendation for the award, no later than 15 August in any year.
- 5.13 The number of Sydney Brenner Fellowships awarded shall depend on available funding, but shall be not less than one individual every two years.
- 5.14 Dr Sydney Brenner shall for as long as this is feasible, be kept informed of awards made in his name, and he may, at his discretion, make contact with the Fellow(s) and, with some assistance from ASSAf, provide mentoring and encouragement as far as this is possible and convenient for him.

- 5.15 Media coverage shall be arranged with a view to ensuring that the Fellowship becomes recognised nationally and internationally, and serves as a stimulus and incentive for creative and excellent research in the molecular and cellular biosciences in South Africa and Africa generally.
- 5.16 Additional funders of the Fellowships shall be recognised as such in the annual advertisements, including the website notice, as well as media releases as under the above item. Periodic progress reports submitted by the Fellows shall also be supplied to such funders.

Renewals of award

- 5.17 Continuation of the grant for the second year of the award shall be subject to the submission of a satisfactory progress report on the first year's work. This is to be submitted through the research administration of the host institution concerned (at least two months before the start of the second year), considered and approved by the chairperson of the selection committee in consultation with other members.

Transfer of funds

- 5.18 The funding for the Fellowship will be transferred to the host institution which will manage the funds that shall be paid to the candidate in equal quarterly instalments. A separate memorandum of understanding shall be entered into between the Academy and the host institution concerned.
- 5.19 In the case of early termination of the Fellowship agreement, the host institution shall reimburse to the Academy, on a pro rata basis, any amount still held in its possession for the research. The candidate shall also submit a progress report up to where his/her research supported by the funds provided has ended.

REGULATION/STANDING ORDER 6

ASSAf ANNUAL DISTINGUISHED VISITING SCHOLARS

- 6.1 ASSAf shall annually invite a distinguished, internationally known scholar who is an inspirational speaker, and can bridge the divides between disciplines, to visit South Africa for the purpose of giving public lectures and interacting with local scholars, in various metropolitan centres. Scholars from the humanities disciplines will be invited in alternate years. The Council shall, however, reserve the right not to invite a visiting scholar in any given year.
- 6.2 The Council of ASSAf shall extend the invitation through its President, and appoint an ASSAf Member to be the national host of the visiting scholar, who shall in turn appoint ASSAf Members and other scholars to act as regional hosts. A general brief for optimising the benefits of the lecture visit shall also be approved by the Council to help direct the work of the hosts.
- 6.3 The selection of the visiting scholar by the Council shall be assisted by a prior call to all ASSAf Members (issued no later than 15 March in any year, with a closing date of 15 April) to nominate persons known to them, and to provide short motivations as to why the persons concerned would be suitable.
- 6.4 The national host, with the help of the regional hosts, shall be responsible for drawing up a detailed schedule of lectures and other scholarly events in each metropolitan area, and for submitting budget estimates to the executive officer by no later than 15 June in any year, to be approved by the Council.
- 6.5 Each lecture or other presentation offered by the ASSAf's distinguished visiting scholar shall be chaired either by an office-bearer or member of the ASSAf Council or by a nominee of the President, who from the chair shall ensure that the nature and vision of the Academy is presented to the audience together with the introduction of the speaker.
- 6.6 Every effort shall be made by the hosts to facilitate interactions between the distinguished visiting scholar, on the one hand, and ASSAf Members and other scholars, including young scholars, post-doctoral fellows and graduate students, on the other. Where the lectures have national policy implications, efforts shall be made to facilitate productive contacts between policy-makers and the distinguished visiting scholar concerned.
- 6.7 No honorarium shall be paid to the ASSAf distinguished visiting scholar, but all personal expenses arising from the visit shall be covered or reimbursed; business-class air travel shall be permissible. Expenses incurred by the national and local hosts shall also be covered or reimbursed.
- 6.8 The national host shall draw up a report on the visit after its completion, including comments by the distinguished visiting scholar and by regional hosts.
- 6.9 Each ASSAf distinguished visiting scholar will be presented with a certificate by the Academy, recognising his or her contribution as appropriate

REGULATION/STANDING ORDER 7

QUORUMS AT MEETINGS OF THE COUNCIL AND THE ACADEMY/MEMBERSHIP

Council meetings

- 7.1 The quorum for a meeting of the Council is a simple majority of its 13 members.
- 7.2 If a quorum is not established at the beginning of a meeting of the Council but becomes established in the course of the meeting, the chairperson shall inform the latecomer(s) of any decision(s) already proposed, and obtain assent for considering those decision(s) to have their support. If a meeting loses its quorum while in progress, the rest of the meeting shall be treated as specified in 7.3 below.
- 7.3 If a meeting of the Council has no quorum, or it loses its quorum while in progress, the chairperson may adjourn the meeting in question, or ask the members present for permission to proceed with the agenda. In this case, all decisions shall be regarded as provisional, until the full minutes have been drafted, approved by the chairperson, and circulated to all members of the Council. The latter shall be requested to indicate in writing, and with reasons, within no more than two weeks after the date when the minutes are circulated, whether they object to any of the decisions provisionally taken. If the number who objects in respect of any one decision is greater than the number of Council members who actually attended the meeting, that decision shall be null and void; if it is not greater, the chairperson shall have the discretion to defer the decision on the matter to the next meeting, or to regard it as taken.

Meetings of Academy Members

- 7.4 A quorum for a meeting of the Academy is one quarter of its Members.
- 7.5 If a quorum is not established at the beginning a meeting of the Academy but becomes established in the course of the meeting, the chairperson shall inform the latecomer(s) of any decision(s) s already proposed, and obtain assent for considering it/them to have their support. If a meeting loses its quorum while in progress, the rest of the meeting shall be treated as specified in 7.6 below.
- 7.6 If a meeting of the Members of the Academy has no quorum, or it loses its quorum while in progress, the chairperson may adjourn the meeting in question, or ask the Members present for permission to proceed with the agenda. In this case, all decisions shall be regarded as provisional, until the full minutes have been drafted, approved by the chairperson, and circulated to all Members of the Academy. The latter shall be requested to indicate in writing, and with reasons, within no more than four weeks after the date that the minutes are circulated, whether they object to any of the decisions provisionally taken. If the number who objects in respect of any one decision is greater than the number of Members who actually attended the meeting, that decision shall be null and void; if it is not greater, the chairperson shall have the discretion to defer the decision on the matter to the next meeting, or to regard it as taken. Exercise of the chairperson's discretion will be reported at the next meeting of the Academy.

REGULATION/STANDING ORDER 8

APPOINTMENT OF ADVISORS TO THE COUNCIL

- 8.1 The elected members of Council may in pursuit of the objectives defined in Section 3 of the (ASSAf) Act co-opt up to five Academy Members to be standing advisors to Council.
- 8.2 Such standing advisors shall individually be invited to attend and to participate in Council meetings at the discretion of the chairperson, shall be permitted to generate and present proposals to Council and shall receive all agendas and minutes of Council meetings; they shall, however, not be entitled to vote on any matter. Individual standing advisors shall recuse themselves when a decision on a proposal presented by them is decided by vote in the Council.
- 8.3 Expenses incurred by standing advisors in attending meetings or otherwise engaging in approved business for the Council shall be covered by the Academy as though they were Council members.
- 8.4 Standing advisors shall serve for the full term of the Council which appointed them, unless their appointment is revoked by a decision of the Council.

REGULATION/STANDING ORDER 9

PAYMENT OF ANNUAL SUBSCRIPTION FEES

- 9.1 The Academy requires every Member to pay an annual subscription fee as a tangible contribution to its work and a sign of commitment to its objectives and the achievement of its vision and mission.
- 9.2 Membership shall (therefore) be subject to the requirement that any annual subscription fee set by Council has been paid as prescribed.
- 9.3 Council shall annually review the level of the subscription fee, generally in the light of the Academy's budget and specifically with reference to the cost of the benefits directly received by Members.
- 9.4 Subscriptions shall apply to calendar years and not to the financial years of the Academy.
- 9.5 Subscriptions shall be invoiced to Academy Members no later than the end of April in any year, indicating available payment options and a due date of the end of August in the year concerned. Defaulting Members shall be invoiced a second time no later than the end of October in that year, and a final due date of the end of the following December indicated to them.
- 9.6 The Council shall review the list of Academy Members who are in arrears of subscription payments by no later than the end of June each year, and shall at its discretion provide a written notice of grace which shall normally be no longer than 6 months, but shall never be more than 12 months.
- 9.7 Academy Members who remain in default of subscription payments after the period of grace provided by the Council shall be reminded that a motion to terminate their Membership will be presented by the Council to the next following annual general meeting of the Academy, which if carried shall end their Membership with immediate effect. No Member who is more than 3 years in arrears shall remain a Member irrespective of these provisions, however.
- 9.8 Any member of the Council wishing to resign his or her membership of that body must tender his or her resignation in writing to the president; all outstanding subscriptions (in terms of ASSAf Membership) shall remain due.
- 9.9 Membership of Council lapses if all subscription fees due, as prescribed, have not been paid by the end of the first year of service on this body.

REGULATION/STANDING ORDER 10

INVOLVEMENT OF THE ACADEMY IN CONFERENCES AND SIMILAR INITIATIVES

- 10.1 For the Academy to bring about the realisation of its objectives, it may, by itself or in partnership with recognised organisations, hold conferences, workshops, symposia and seminars in various centres in South Africa, and in each case the objectives of the Academy shall specifically be borne in mind during the design and planning phases concerned.
- 10.2 Partnerships are a means through which the objectives outlined in 10.1 can be realised; they can also lower the costs to the Academy of bringing outstanding scholars to the country, hiring venues, printing programmes, etc.

Criteria for Academy support

- 10.3 ASSAf shall accordingly, at the Council's discretion and subject to the availability of the requisite funds, co-sponsor conferences and similar meetings only if the following criteria are met:
- (a) The nature of the conference or other form of meeting in terms of the topic and presentation are in line with the interests and objectives of the Academy;
 - (b) The Academy is able to assist in a significant way with design and planning, and can withdraw if its reputation or activities are, or could be negatively affected or ignored;
 - (c) The attributed and approved costs to ASSAf are affordable in terms of ASSAf's budgets and other resources;
 - (d) ASSAf is suitably recognised in the promotional materials and especially in the programme of the meeting concerned;
 - (e) ASSAf officers and nominees are accorded co-responsibility for official functions, welcomes and thanks, chairing of sessions, and the like;
 - (f) The proposal for co-sponsorship is submitted to ASSAf sufficiently early for appropriate planning by the Academy to be done;
 - (g) The actual administration of the conference or other form of meeting does not put ASSAf at financial risk beyond its approved budgetary contribution, unless the Academy has agreed in advance to underwrite specified risks.

Publications, costs and partnerships

- 10.4 ASSAf shall normally seek to publish (or co-publish) the Proceedings of a conference or other kind of meeting it has sponsored or co-sponsored, in an appropriate vehicle, amongst which shall be the South African Journal of Science, subject to the Editor's normal discretion; funding (or co-funding) of such publication shall be included in the agreed ASSAf contribution to the budget of the conference concerned.
- 10.5 ASSAf shall normally share in the fund-raising activity to support an approved conference or similar meeting, subject to the stipulations under 10.3 (c) and (g) above.
- 10.6 ASSAf shall where possible and appropriate seek the support and involvement of national academies abroad in South African conferences and similar meetings, in order to enhance the content, quality and value of the programme.

REGULATION/STANDING ORDER 11

ELECTION OF HONORARY FOREIGN ASSOCIATES OF THE ACADEMY

- 11.1 A member of Council may nominate a person to be considered for election as an honorary foreign associate. The nomination should consist of a citation, full curriculum vitae and have the support of at least two other Council members. The Council may, by consensus and in a confidential process, normally elect up to three scientists/scholars in each year as honorary foreign associates of the Academy.
- 11.2 Nominees shall be outstanding scientist/scholars, currently based in a foreign country, who were either born in South Africa, AND/OR have performed a significant part of their work here, AND/OR have contributed significantly to science and scholarship in the country, especially where this has been turned to public benefit.
- 11.3 Elections made by the Council shall confidentially be made known to all ASSAf Members at least two weeks before they are made public or before the successful candidates are informed. Any comments received from Members shall be taken into consideration by the president in deciding whether to proceed with announcing the election.
- 11.4 Honorary foreign associates shall not pay subscriptions but shall participate in all Academy activities other than those that are by Statute and Regulation reserved for elected Members of the Academy. Specifically, they may be appointed advisors to the Council as per Regulation 8.
- 11.5 Termination of the honorary foreign associateship of any person shall require a proposal to this effect from a Council member, supported by at least two other Council members. The Council shall terminate the associateship only if there is a two-thirds majority of the Council in favour of the proposal, acting on evidence of a demonstrable lack of fitness for the honour.

REGULATION/STANDING ORDER 12

COMPOSITION AND TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE OF COUNCIL

- 12.1 The Executive Committee of Council shall consist of the President, the two Vice-Presidents, the General Secretary and the Honorary Treasurer. The Executive Officer shall be in attendance at meetings of the Committee, and other staff members of the Academy may also be requested to attend meetings if matters related to their portfolios are to be discussed.
- 12.2 The Committee shall be chaired by the President. Should the President not be available to chair a meeting, he or she shall delegate this duty to one of the two Vice-Presidents.
- 12.3 A quorum for a meeting of the Executive Committee shall be any three members of the Committee.
- 12.4 Meetings shall be held either by calling all members together at a specific venue or by means of a telephonic or electronic means of communication.
- 12.5 The Committee shall meet when necessary between regularly scheduled meetings of the full Council in order to transact any urgent business that may arise between Council meetings or any business which Council delegates to it for implementation.
- 12.6 Meetings shall be called at the request of any member of the Executive Committee or of the Executive Officer, subject to the approval of the President.
- 12.7 The terms of reference of the Committee shall be that it may transact any business that is delegated to it by the Council. In addition, it may meet to deal with matters that arise between regularly scheduled Council meetings and are considered by the President to be urgent, but decisions taken at these meetings need to be reported to and noted by the Council at its next regularly scheduled meeting.
- 12.8 The minutes of the meetings of the Executive Committee shall be circulated to all Council members within two weeks of a meeting.
- 12.9 The Executive Committee of the Council shall only act within the mandate of the delegated authority given to it by the Council. This delegated authority shall be reviewed by the Council on a biennial basis and either confirmed or revised.

REGULATION/STANDING ORDER 13

ELECTION OF A NEW COUNCIL

- 13.1 All Members of the Academy shall be eligible to serve on the Council, except for emeritus Members as defined in Regulation/Standing Order 1.
- 13.2 As Councils serve for four years at a time, elections for new Councils shall be held during the four months preceding the assumption of duty of a new Council, which shall be the end of the day on which the last meeting is held of the outgoing Council in the year concerned.
- 13.3 If the office of a member of the Council becomes vacant before the expiration of the term of office of that member, the Minister must, within 60 days appoint a person nominated by the Council to fill the vacancy for the unexpired portion of the period for which the member who has vacated office was appointed.
- 13.4 The President shall request the Executive Officer in writing to initiate the Council election no later than 4 months before its expected assumption of service, and to act as election officer.
- 13.5 The President shall privately consult each member of the outgoing Council to ascertain the latter's willingness and availability to serve for another term, and shall endeavour to identify six members who are so willing and available, in the interests of continuity. In the event that more than six serving members of Council wish to relinquish their positions, the number of vacancies for which nominations are sought will be increased.
- 13.6 No Member shall serve on more than two successive Councils, but may be re-elected to Council after a period of absence from the Council.
- 13.7 The Executive Officer shall not be eligible to serve on a prospective Council; if an ASSAf Member, he or she may elect to resign in order to stand for such election.
- 13.8 The full Membership shall be invited by means of a personal communication as well as a website notice, no later than three months before the date of assumption of service of the new Council, to nominate individuals for election to six (or more) places on the Council.
- 13.9 Each candidate nominated by a Member shall be seconded in writing by at least two other Members; no Member may be thus associated with the nomination of more than two candidates.
- 13.10 Candidacies shall be submitted to the election officer no later than two months before assumption of service of the new Council.
- 13.11 The election officer shall draw up a ballot paper listing all candidates in alphabetical order, and shall circulate this in confidence to each Member for voting purposes, specifying a closing date and the means by which the ballots may secretly be cast; no Member may vote for more candidates than the number of vacancies existing at the time of the ballot.
- 13.12 The election officer shall arrange for two independent witnesses to oversee the fair counting of the votes cast in the election. Each vote shall be equal, and the total gained by each candidate shall be determined and certified by the election officer and by the two witnesses.
- 13.13 The six (or more) candidates obtaining the most votes shall be considered elected to the incoming Council.
- 13.14 At the first meeting of the newly reconstituted Council, to be held for this purpose only, immediately after the last meeting of the outgoing Council, the election officer shall

call for nominations, from amongst their number, for each of the offices of President, two Vice-Presidents, General Secretary and Treasurer. Each nomination shall be seconded by at least one other Council member. Nominees will have no vote and shall recuse themselves for each election. If an absolute majority is not attained by any nominee, the candidate with the lowest number of votes shall fall away, and a repeat vote called, applying the same procedure until an absolute majority is attained by a particular candidate for the office concerned.

- 13.15 The elected members of the new Council shall subsequently be presented to the Minister of Science and Technology as prescribed by ministerial protocol, for eventual appointment as prescribed by the ASSAf Act.
- 13.16 The Minister shall also then appoint the additional (thirteenth) member of the Council from amongst the members of the National Advisory Council on Innovation (NACI).
- 13.17 All the stipulations of the ASSAf Act concerning service on the ASSAf Council shall be followed as written into law by Parliament.

REGULATION/STANDING ORDER 14

CONSTITUTION AND FUNCTIONS OF BROAD DISCIPLINE SUB-COMMITTEES

- 14.1 Broad Discipline Sub-committees (BDS) shall be constituted to enable the Academy to draw systematically on the special knowledge and skills of its Members and of eminent scholars outside the Academy.
- 14.2 The Council shall at all times ensure that the system of Broad Discipline Sub-Committees does not erode the intentional multi-disciplinary character of the Academy.
- 14.3 The broad discipline areas to be used shall be reviewed from time to time by the Council, but shall initially be: Earth Sciences; Economic Sciences; Education; Health Sciences; Humanities and Social Sciences; Life Sciences; Mathematical Sciences; Physical Sciences; Technological Sciences and Engineering.
- 14.4 Only Members of the Academy may serve on Broad Discipline Sub-Committees.
- 14.5 Each Member of the Academy shall be assigned to a single broad discipline area, unless the Council has approved additional inclusion in a second or even a third area; this shall require consideration of a full motivation to justify such a multiple categorisation.
- 14.6 The assignment of individual Members to particular areas shall normally be done on the basis of self-categorisation at the point of election of each Member, which self-categorisation shall be annually renewed as part of the updating of contact and other details of each Member.
- 14.7 Broad Discipline Sub-Committees shall be elected for the duration of the term of each Council, and shall each comprise six members of whom one shall be appointed chairperson by the Council.
- 14.8 Each Broad Discipline Sub-Committee shall be elected following a call for nominations within the area concerned, and a secret ballot conducted involving the casting of unranked votes for up to six candidates conducted amongst Members assigned to the area concerned; the Members drawing the most votes shall be declared elected to the Sub-Committee.
- 14.9 Broad Discipline Sub-Committees may themselves initiate proposals, but shall respond as promptly as possible to requests for advice or action from the President and/or Council; in this they shall be supported by Academy staff and resources at the discretion of the Executive Officer.
- 14.10 Broad Discipline Sub-Committees may seek advice or action from the Members in their area or another area, and from relevant national disciplinary associations, and may form appropriately constituted Working Groups as deemed necessary, but only with the approval of the Council after submission of draft terms of reference and a work plan/budget.
- 14.11 Each Broad Discipline Sub-Committee shall be encouraged to work with other Sub-Committees to ensure adequate coverage of matters assigned to it.
- 14.12 Broad Discipline Sub-Committees shall participate in the election of new Academy Members as specified in Regulation/Standing Order 1.

REGULATION/STANDING ORDER 15

STANDING COMMITTEES OF THE ACADEMY

- 15.1 The Council may create and constitute Standing Committees on any topic where it expects a continuing focus of Academy activities. A Standing Committee may be disbanded upon the recommendation of the Committee or of Council after due consideration of the Committee's contribution to ASSAf activities.
- 15.2 The terms of office of individual members on Standing Committees shall be 3 years, renewable for further 3-year terms at Council's discretion. At the end of their 3-year term of office, members shall stand down and indicate whether they wish to make themselves available for re-election to the Committee. In appointing members to a Standing Committee, Council shall endeavour to ensure continuity, new membership and balance in terms of expertise, race, gender, age and institutional affiliation in its periodic appointments.
- 15.3 Standing Committees shall be afforded written terms of reference. The Standing Committee, subject to the approval of Council, and/or Council may wish to review the terms of reference.
- 15.4 Standing Committees may operate autonomously within their terms of reference, having due regard for the overall control of Academy affairs by Council, but their Chairpersons shall timeously consult the President and/or the Executive Officer of any contemplated action or actual situation that may affect the reputation, statutory responsibilities or other legal interests of the Academy.
- 15.5 Each Committee shall be chaired by a Member of ASSAf, unless decided otherwise for good reason; a Deputy Chairperson shall also be designated, with powers to act as Chairperson whenever requested to do so by the Chairperson or by Council.
- 15.6 Committees shall normally comprise between 5 and 10 persons. Subject to approval by Council, ASSAf Members may volunteer or be nominated by Council or other ASSAf Members to serve on Standing Committees. Other persons with particular expertise as deemed appropriate, and subject to the approval of Council may be proposed as members of or co-opted by Standing Committees to provide additional skills and knowledge.
- 15.7 A quorum for a meeting of a Standing Committee shall be half its membership.
- 15.8 Meetings of Committees shall ordinarily be called by the Chairperson, but may also be called at the request of more than half the membership.
- 15.9 Meetings may be held either by calling all members together at a specific venue or by means of a telephonic or electronic means of communication.
- 15.10 The minutes of the meetings of a Standing Committee shall be circulated to all members as soon after the conclusion of a meeting as is possible for noting and actioning as agreed and specified.
- 15.11 Standing Committees shall be serviced by a specified member of the Academy's staff.
- 15.12 The Executive Officer shall allocate a budget to a Standing Committee, and this shall be managed by the serving officer; Committee members shall not be remunerated for their service, but shall be reimbursed according to the Academy's approval procedures for all expenditures incurred in relation to the Committee's work.
- 15.13 Standing Committees shall report on their activities to Council annually in writing, or when requested to do so for review of their work and activities and timely delivery of outputs.