



Institute of Waste Management of Southern Africa

GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF INTEREST GROUPS

1. Introduction

- 1.1 The Institute Constitution makes provision for the establishment of Chapters, Branches or Groups, in areas where these would be viable in the opinion of the Council (Clause 3.2.12).
- 1.2 The Institute supports the establishment of Groups as an important strategy to achieve its objectives (Clause 3.1) of promoting the science and practice of waste management.
- 1.3 The Group will be regional and will operate under the patronage of a Branch of the Institute. More than one Group, with the same objectives, may be established at more than one Branch with the permission of the Council of the Institute in which case the Council may decide on the establishment of a Group Co-ordinating Committee to control and supervise the activities of the conjoining Groups. The memberships, duties and powers of such a Group Co-ordinating Committee shall be as determined by the Council of the Institute.

2. Establishment

- 2.1 Any Corporate Member or Branch of the Institute may apply to Council for the establishment of Groups.
- 2.2 If the application is by a Corporate Member it must be supported by the relevant Branch in which it plans to operate.
- 2.3 The application must not be for the duplication of an existing Interest Group in the same Branch.
- 2.4 The application must contain:
 - 2.4.1 The name of the proposed Group;
 - 2.4.2 Details of area of specialisation;
 - 2.4.3 Geographical area of operation;
 - 2.4.4 Motivation for the establishment of the proposed Group;
 - 2.4.5 Objectives and scope of interest;
 - 2.4.6 List of names, addresses and signatures of at least 10 Institute Corporate Members (in good standing), who are



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residing in the area and who support the establishment of the Group;

2.4.7 List of names of prospective members of the group, to indicate to Council the support of the proposed Group;

2.4.8 Recommendations for the first committee (at least half of whom shall be Corporate Members) as well as the name(s) of the Chairman and office bearers, if any.

2.5 Council approval will constitute the formal recognition of the establishment of the Group including the ratification of the first Committee. The inaugural meeting of the Group may only be held thereafter.

2.6 The formation of the Group may be publicised in official Institute publications and such publications may also be used to promote the Group.

2.7 The activities and membership of the Group may be extended beyond the boundaries of the relevant Branch subject to any conditions or regulations to the contrary.

3. Membership

3.1 Membership of the Institute is not a prerequisite for membership of the Group although it is strongly recommended.

3.2 Membership is open to all grades of members of the Institute. Non-members must have an interest in the functional field of the Group.

3.3 Members of the Group, who are not members of the Institute, shall not be entitled to any of the privileges and benefits of the Institute membership nor shall they describe themselves as members of the Institute.

3.4 Members shall pay such fees as may be determined from time to time by the Group Committee before 1 July of each year.

4. Affiliations

4.1 Groups or the Group Co-ordinating Committee, as the case may be, may seek affiliation with other national and international Institutions and Associations having similar objectives and interests subject to the approval of the relevant Branch(es) and Council.



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5. Committee

- 5.1 The term of office of the Committee shall commence on 1 July and shall not exceed 24 calendar months.
- 5.2 On 1 March of the second year following the election of the Committee in office, the Chairman or his duly appointed representative, shall invite written nominations from the members of the Group in good financial standing, to fill the vacancies caused by the automatic retirement of all the members of the Committee.
- 5.3 No member of the Group may be nominated without his/her consent. Nominations will not be received after 31 March of the election year.
- 5.4 Should the number of candidates nominated exceed the maximum number of vacancies on the Committee, the Chairman or his duly nominated representative, shall cause a postal /electronic vote to be held in accordance with the procedure described by the Institute Constitution.
- 5.5 All office bearers (e.g. Chairman, Secretary and Treasurer) of the committee must be Institute Corporate members in good standing.
- 5.6 The Committee shall comprise of at least three persons but not more than seven.

6. Objectives

- 6.1 The objectives of the Group must not be in conflict in any way with the Constitution, Regulations or Bylaws of the Institute.

7. Powers and Responsibilities

- 7.1 The Group will have the power to draft or amend its objectives in consultation with the relevant Branch Committee and with the approval of Council.
- 7.2 The Group must comply with the provisions of the Constitution of the Institute and will have the power to draft rules and guidelines subject to the approval of Council.
- 7.3 The Group will be responsible for carrying out its objectives.



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8. Activities

- 8.1 The activities of the Group and frequency thereof, shall be planned, arranged and controlled by the Group Committee. Such activities could include meetings, workshops, seminars, training sessions and plant tours.

9. Finances

- 9.1 The Group should as far as possible be self-financing. Assistance for administration may be provided by the Branch concerned. If required the Group Committee must request financial assistance from the Branch by not later than 31 May each year.
- 9.2 The Group Committee may levy a membership fee if so decided.
- 9.3 The Group Committee have the right to levy fees or to obtain sponsorship for organising event such as meetings, workshops, seminars, symposia, trade fairs and training courses.
- 9.4 The Group Committee may open an account with recognised financial institutions in the name of the Group if required or alternatively may operate from the branch account.
- 9.5 Audited Financial statements must be submitted to the Branch Committee and to Council before the end of August each year.

10. Submissions of Annual Reports

- 10.1 In addition to the annual financial statement, the Group Committee must submit the following to the Branch Committee and Council by the end of August each year.
- Composition of the Group Committee.
 - An annual report of activities of the Group for the previous year.
 - Proposed budget for the ensuing year.
 - Proposed activities for the ensuing year.

11. Representation

- 11.1 The Group shall be represented on the relevant Branch Committee by its chairman or his duly nominated representative.



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- 11.2 The Council may if required, request attendance of the Group chairman at specific Council meetings.

12. Assistance

- 12.1 The Group Committee may seek assistance from the relevant Branch(es) and/or Council for the following:

- Distribution of announcements with regular mailings;
- Publications of information in Newsletters, Journal or other publications;
- Provision of postal addresses and handling of enquiries;
- Inclusions of special sessions at the Biennial Conference

13. Stationery

- 13.1 The Group Committee may design its own letterheads which must incorporate the Institute logo.
- 13.2 Announcements, programmes and publications should, where appropriate and practical, follow the basic Institute format.

14. Language

- 14.1 The official language of the Group will be English provided that any other official language may be used if deemed necessary by the Group Committee.

15. Dissolution

- 15.1 The Council shall have the power, after consultation with the Group and the Branch, to dissolve the Group if such action is considered to be in the interest of the Institute and the Group.