

# The Pretoria Institute for Architecture

## By-laws 2022

### Contents

<b>FOREWORD</b>	<b>3</b>
<b>1. THE REGION - PIA</b>	<b>3</b>
<b>2. DEFINITIONS</b>	<b>3</b>
<b>3. OBJECTIVES</b>	<b>4</b>
<b>4. INCOME TAX</b>	<b>4</b>
<b>5. PROPERTY AND LIABILITY</b>	<b>4</b>
<b>6. MEMBERSHIP</b>	<b>4</b>
1. Membership categories	4
I. PIA Membership categories – SAIA national and PIA regional voting rights	5
II. PIA Membership categories –PIA regional voting rights	5
III. PIA Membership categories –nonvoting	5
2. Rights and Duties	5
I. Rights of Members	5
II. Code of Ethics	6
3. Letters of Designation	6
4. Application for Membership	6
5. Membership Fees and Subscriptions	7
6. Liability for Outstanding Fees and Subscriptions	7
7. Termination of Membership	7
8. Re-admission	8
<b>7. THE MANAGEMENT COMMITTEE AND OFFICE BEARERS</b>	<b>8</b>
1. The mandate of the Management Committee	8
2. The Composition of the Management Committee	8
I. President	8
II. Vice Presidents	8
III. Executive Secretary	8
IV. Treasurer	9
V. The Proctor	9
VI. Convenors of Sub Committees	9
VII. Additional Management Committee Members	9
3. Executive Committee	9
4. Sub-Committees	9
5. Chapters of the PIA	9
6. Electing the Management Committee	10
7. The term of the member on the Management Committee	10
8. Administration of the Management Committee	10

9.	Meetings of the Management Committee .....	10
10.	Administration during meetings .....	11
11.	Procedure for the AGM .....	11
12.	The Executive Officer.....	11
I.	The difference between the roles of the President/Management Committee and the Executive Officer	11
<b>8.</b>	<b>AWARD OF MERIT &amp; AWARD FOR EXCELLENCE .....</b>	<b>12</b>
1.	Types of applications for the bi-annual Awards of Excellence .....	12
2.	Conditions to members for entry .....	12
3.	The nomination of the Award Adjudication Committee .....	13
<b>9.</b>	<b>RELATIONSHIP BETWEEN THE REGION AND SAIA .....</b>	<b>13</b>
<b>10.</b>	<b>AMENDMENTS TO THE CONSTITUTION .....</b>	<b>13</b>
<b>11.</b>	<b>AMENDMENTS TO BY-LAWS.....</b>	<b>13</b>
<b>12.</b>	<b>INDEMNITY .....</b>	<b>14</b>
<b>13.</b>	<b>AMALGAMATION OR WINDING UP .....</b>	<b>14</b>
<b>14.</b>	<b>DATE OF BY-LAW COMING INTO OPERATION .....</b>	<b>14</b>

## FOREWORD

This By-Law has been written as an Annexure to the Pretoria Institute for Architectures Constitution under the provision in clause 7.5.5.3 that reads:

### **7.5 POWERS AND DUTIES OF THE COMMITTEE**

#### **7.5.5 The committee may:**

*7.5.5.3 Make, amend or rescind by-laws for the purpose of regulating matters connected with the committee provided that such by-laws shall not be inconsistent with this constitution or the constitution of the institute;*

## 1. THE REGION - PIA

The Pretoria Institute for Architecture (PIA) is a Voluntary Association recognised by the South African Council for the Architectural Profession (SACAP) and is a region of the South African Institute of Architects (SAIA).

The domain of this PIA as defined in the PIA Constitution under clause 1.3 shall be the territory which is known as the Gauteng Province of South Africa and shall comprise: The City of Tshwane Metropolitan Municipality [all regions], the City of Metsweding District Municipality, the West Rand District Municipality [region north of the N14] and the City of Ekurhuleni Metropolitan Municipality [region north of the N12]. However, members can be from the whole of Gauteng as this doesn't relate to the "territory". Furthermore, since July 2017, the PIA also includes the North West as their region was closed. Non-voting members may be from abroad, this includes Botswana, Swaziland, Namibia. A map needs to be drafted and maintained by the Management Committee for clarity.

The PIA has its origins in the Pretoria Architectural Society, which was founded in 1945 and was created to: Serve the interests of architects in the capital city, further good architecture, take care of Pretoria's unique architectural heritage. Well known architects including Norman Eaton, Tobie Louw, Adriaan Louw, Ivan Sive, Ian Alexander, Peter Kuhn and Thomas Honiball (to name only a few) served as architects, in various capacities in Pretoria through the Pretoria Architectural Society (PAS). The Transvaal Provincial Institute of Architects, having existed for the better part of a century, ceased to exist in the early 1990's and the South African Institute of Architects was established. The Pretoria Architectural Society became the new Pretoria Institute of Architects. However, subsequently changed the name to acknowledge and provide for other forms of membership, such as Technologists, Artists, Historians and Friends. Thus, the name changed to Pretoria Institute for Architecture.

## 2. DEFINITIONS

In these By-Laws unless the context indicates otherwise:

**"act"** means the Architectural Professions Act No 2000 (Act 44 of 2000) and any amendments thereto.

**"by-laws"** means the by-laws of the region including all modifications, alterations and additions thereto;

**"chapter"** means a sub-group of members of the region recognised as such in these by-laws.

**"Management Committee"** means the committee that established in terms of clause 7 of the PIA Constitution and subject to the By-Law herein. Elected to manage and control the affairs of the PIA

**"SACAP"** means the South African Council for the Architectural Profession

**"executive officer"** means the person appointed to administer the day to day business of the PIA under the direction of the committee;

**"Income Tax Act"** means the Income Tax Act, 58 of 1962, as amended or replaced from time to time;

**“member”** means any person who is a member of the **PIA** by virtue of the provisions of clauses 6 of the PIA Constitution and subject to the By-Law herein.

**“president”** means the president of the PIA elected in terms of clause 7.3.1 PIA Constitution

### 3. OBJECTIVES

- Promote the discipline of architecture and our members to the public
- Strive to uphold the dignity of the profession
- Host events, exhibition, and conferences
- Create a network for members
- Assist in practice and site challenges
- Distribute important and relevant information
- Liaise with local authorities and government departments on behalf of the profession
- Safeguard the heritage of the profession

### 4. INCOME TAX

As per PIA Constitution

### 5. PROPERTY AND LIABILITY

As per PIA Constitution

### 6. MEMBERSHIP

#### 1. Membership categories

Membership classes are set out in the PIA Constitution under clause 6. However, PIA regional membership are prescribed under clause 6.1.5 that states:

#### **6.1 Membership classes:**

6.1.5 Notwithstanding the classification in 6.1.2 of non-voting members, voting rights on regional specific issues only for these categories of members may be described in the by-laws, subject to clause 5.6 and provided that such rights are not in conflict with the constitution and objects of the region or the institute.

The membership categories below take the following in account:

1. Professional and candidate categories as per SACAP. In terms of section 18 (1) of the Architectural Profession Act No 44 of 2000. SACAP has 3 categories of registration in which a person may register in the architectural profession. These are: Categories of professionals, Categories of Candidates, and Specified categories prescribed by the Council. The intention is to review and adjust this to align with SACAP on a regular basis.
2. Historical registration categories that pre-exist this by-law.
3. Categories that are prescribed by SAIA.

## **I. PIA Membership categories – SAIA national and PIA regional voting rights**

- **Architect Full Member:** registered architect in terms of the Act, who is the director/owner of an Architectural Practise as set out in the SACAP Code of Conduct rule 5. This category requires members to be active in the profession of architecture,
- **Architect Salaried Member:** registered architect in terms of the Act. This category requires members to be active in the profession of architecture.
- **Life member:** an architect member on whom the honour of life membership has been conferred by the committee in its own discretion.
- **70/40 Members:** Members that are 70 or over and have been part of the institute for 40 years.

## **II. PIA Membership categories –PIA regional voting rights**

- **Senior Technologist:** registered senior technologist in terms of the Act. This category requires members to be active in the profession of architecture.
- **Technologist:** registered technologist in terms of the Act. This category requires members to be active in the profession of architecture.
- **Draughtsperson:** registered draughtsperson in terms of the Act. This category requires members to be active in the profession of architecture.
- **Paying Retired Members:** Members who are retired, but still active in the industry.
- **Members on sabbatical:** Professional Members on sabbatical, study leave and/or extended maternity leave on application for consideration. These members pay a much-reduced membership fee in order for there PIA and SAIA memberships not to lapse. Currently at SAIA they pay but do not have voting rights.

## **III. PIA Membership categories –nonvoting**

- **Candidate Architect:** a registered candidate architect in terms of the Act.
- **Candidate Senior Technologist:** a registered candidate senior technologist in terms of the Act.
- **Candidate Technologist:** a registered candidate technologist in terms of the Act.
- **Candidate Draughtsperson:** a registered candidate draughtsperson in terms of the Act.
- **Retired member:** a member who has ceased being registered as a professional and who is no longer engaged in the profession of architecture nor has a financial participation in an architectural practice in South Africa and who has applied in writing to be transferred to this class of membership.
- **Honorary Member:** a person who is not eligible to be registered in the professional categories, but is a person of distinction whom the Management Committee wishes to honour
- **Student:** a student in the architectural disciplines at a SACAP accredited tertiary institution within its territory. Tshwane University of Technology and University of Pretoria.
- **Friend:** a person not eligible to be registered in the professional categories above, but who wishes to be associated with the PIA and whose application is accepted by the Management Committee. However, a paid-up member of another provincial institute may be admitted in this category of the PIA.
- **Building Control Officer :**a registered building control officer in terms of the SACAP registration provision under “Specified categories prescribed by the Council”.
- **Business Affiliates:** a business operating in the built environment recognised by the management committee at its own discretion. Rights and obligations will be determined by the management committee.

## **2. Rights and Duties**

### **I. Rights of Members**

Every member shall be entitled to attend any general meetings of the PIA. Management Committee meetings require an application through the Management Committee Secretary, before attending.

Professional members shall be entitled:

- to take part in any discussion on any matter at any general meeting

- to vote on any resolution put to the membership, except that non-architect shall not be entitled to vote on national SAIA matter and the limitations as set out in the PIA Constitution.
- to nominate and vote for members to serve on the Management Committee.
- to be nominated and elected to serve on the Management Committee and to hold any office.

Life members, 70/40 members and honorary members shall be exempt from the payment of the annual subscription and levies.

Non-Professional Members shall be entitled to take part in any discussion at a general meeting but shall not have voting rights

Membership changes can be made by all members via their profiles on the PIA Website. The Website notifies the staff at the PIA Office in order for all changes to be effected on all platforms.

The liability of each member is limited to the amount of any subscription, fine, levy or other debt owing by him/her to this Institute

Membership of the PIA shall not confer upon any member any rights whatever to a share or a participation in any asset belonging to this Institute

## **II. Code of Ethics**

Ethics and integrity are essential to our work. PIA members are dedicated to the highest standards of professionalism, integrity, and competence.

The PIA Code of Ethics together with the SAIA Code of Ethics guide members' conduct in fulfilling those obligations. The Code applies to the professional activities of all members, regardless of their membership category.

## **3. Letters of Designation**

Members of this Institute shall be entitled to use the following letters of designation:

○ Architect	PIA
○ Senior Architectural Technologist	PIA
○ Architectural Technologist	PIA
○ Architectural Draughtsperson	PIA
○ Life Member	PIA (Life)
○ Candidate Architect	PIA (Candidate)
○ Candidate Senior Architectural Technologist	PIA (Candidate)
○ Candidate Architectural Technologist	PIA (Candidate)
○ Candidate Architectural Draughtsperson	PIA (Candidate)
○ Retired Member	PIA (Retired)
○ Honorary Member	PIA (Honorary)
○ Student Member	PIA (Student)
○ Friend Member	PIA (Friend)
○ Building Control Officer	PIA (BCO)
○ Business Affiliates	PIA (Business Affiliate)

## **4. Application for Membership**

- An Applicant shall have conducted and shall continue to conduct him/herself in such a manner that his/her membership will not detract from the dignity and standing of this Institute.
- A person who is desirous of becoming a member or of changing his/her category of membership shall be required to satisfy the conditions as set out by the Management Committee
- All applications are done online via the PIA Website.
- Applications for Architects and Candidate Architects includes; A fully completed membership application form, Copy of SACAP Registration, Copy of qualification, Copy of the completed SAIA Membership Application Form if applicable, Proof of payment. The Management Committee shall be informed of all

new membership application and be supplied with the relevant documents to establish if there are any known concerns to be address before the member is admitted to the institute. Vetting is accepted to be done by SACAP should a SACAP certificate be provided. The Management Committee may reject an application if there are objections, known breaches of the code of conduct or the Applicant's particulars do not conform to the category of membership applied for.

- Where an application is incomplete or the information provided is not clear or raises doubts or where u an objection or adverse comment is received, the Executive Officer shall call for such additional information as they consider necessary. It may furthermore request the Applicant to give additional information or explanation by means of a personal interview with the Management Committee.
- Application to be transferred to the Retired category of membership may be considered by the Management Committee without reference to the members.
- Individual application may not be made for the Honorary, Life and 70/40 membership categories. The Management Committee shall consider Honorary, 70/40, and Life membership, the latter applicable to Architects only, of the PIA only upon nomination by at least five members. The Management Committee shall make known such an application to the membership. Comment from membership for the consideration the Management Committee may be submitted in writing within four weeks of the particulars being made available. Should no adverse comment be received within that period the Management Committee may, in its discretion, admit the Applicant as a member in the applicable category.
- Members shall be issued with evidence of membership. The cards or certificates issued shall remain the property of the Institute and shall be surrendered on demand. Members are issued with a membership certificate on joining and annually when their membership is paid. The name of every member is entered in the PIA Database, which also serves as the Roll of Members.

## **5. Membership Fees and Subscriptions**

The Management Committee shall determine New Member Fees for all categories each year, subject to the approval at a general meeting.

These shall include:

- an amount determined as per the approved budget of this Institute
- an amount for affiliation to the South African Institute of Architects, and/or other affiliated bodies if applicable to that member.
- the Management Committee may further introduce a differentiated subscription for salaried members
- Business Affiliation fees will be determined by the Management Committee.

The financial year of this Institute shall commence on the first day of July and annual subscriptions and levies shall be due on that day.

## **6. Liability for Outstanding Fees and Subscriptions**

As per PIA Constitution

## **7. Termination of Membership**

Termination of membership for whatever reason shall entail forfeiture of all rights of membership including the right to the use of the letters of designation referred to in the by-laws

No pro-rata reduction of a subscription will be refundable for any curtailment of membership.

When transferring to another SAIA Regional Institute, the membership of the present Regional Institute needs to be fully paid up before a member can be transferred. No additional membership fee is levied for that financial year. No pro-rata payments are refunded or paid to the Institute transferring to.

A member shall cease to be a member:

- upon receipt by the Management Committee of his/her written resignation from membership
- should the Management Committee decide to terminate such member's membership after such member has been found guilty of improper conduct by a disciplinary tribunal of the SACAP

## **8. Re-admission**

Should the member fail to pay the annual subscription within two months after the same has become due. Application for alternative forms of payment may be considered by the Management Committee. Should the outstanding amount be paid the same year, the re-enrolment fee as prescribed will be waived.

# **7. THE MANAGEMENT COMMITTEE AND OFFICE BEARERS**

## **1. The mandate of the Management Committee**

The management of the affairs of the PIA shall be vested in the Management Committee, whose members shall be elected out of and by the professional members of the PIA and who shall hold office for such periods as provided for herein. The members of the Management Committee, office bearers, employees and executive officer shall be deemed exonerated and indemnified from all liabilities, costs, losses, and expenses in the discharge of their duties, in their personal or professional capacity.

## **2. The Composition of the Management Committee**

The Management Committee as set out in clause 7.3 of the PIA Constitution. The scope of these members is identified but not limited to the list below:

### **I. President**

The President of the PIA shall attend all PIA meetings that engage directly with the public as the representative of the membership. They shall chair all Management Committee meetings with the assistance of the Executive Officer. The President should have oversight over all sub-committees in order to identify overall opportunities and weaknesses. The President should not serve on any sub-committees so as to ensure they are not biased towards any specific program, giving all issues presented by the sub-committee's equal attention. They shall review all documentation proposed for public or member circulation before publishing. The President shall regularly host events in order to get feedback and input directly from the PIA membership. They should author regular letters to the membership on important matters. The President of the PIA also serves as a SAIA Board of Representatives Member. Should the PIA President select not to take up the role at National Level, the Management Committee shall select a replacement from the Management Committee members, this member should have served for at least 1 term of 2 years to be eligible for the role.

### **II. Vice Presidents**

The Vice President is required to assist the President in all the tasks assigned to them. Should the President not be available for Management Committee or public meetings the Vice President shall attend on their behalf. The Vice President is encouraged to serve on at least 2 sub-committees during their office to familiarise themselves with a diversity of functions within of the PIA. The Vice President shall succeed the President after their 2-year term of office. Should the Vice President select not to take up the office of President the Management Committee shall select a replacement from the Management Committee members, this member should have served for at least 1 term of 2 years to be eligible for the role.

### **III. Executive Secretary**

The Secretary with the assistance of the Executive Officer will arrange Annual General Meetings and Management Committee Meetings. With the assistance of the Executive Officer prepare an Agenda for each meeting; ensuring that members, Management Committee members, and Sub-Committee member issues are included. Arrange for the minutes of these meeting be taken by the Executive Officer and ensure that they are circulated after the meetings to all attendees. Ensure that a record of these minutes is kept at the PIA office for perusal by members if requested. The Secretary shall monitor that the Management Committee adheres to the PIA Code of Conduct and these By-Law and advise of any infringement so that this can be remediated timeously. Keep up to date contact details and information of all Management Committee members and circulate these on a regular basis. As this role requires institutional knowledge it is recommended that the member appointed be either a past president or someone who has served a minimum of 2 terms of 2 years on the Management Committee.



#### **IV. Treasurer**

The role of the Treasurer is to have general oversight of the finances of the PIA. Overseeing and present budgets, accounts, and financial statements to the Management Committee. They are required to present the proposed budget for membership approval at the Annual General Meeting. Liaise with the Executive Officer and admin staff about financial matters. Ensure the Executive Officer has appropriate financial systems and controls in place. As this role requires institutional knowledge it is recommended that the member appointed be either a past president or the someone who has server a minimum of 2 terms of 2 years on the Management Committee.

#### **V. The Proctor**

The Proctor will act as a mediator for any complaints received by the PIA, referring them to the President, Vice President, Sub-Committee Convenors and Executive Officer as required. This role can fall under the Secretary should the Management Committee elect to have both roles be held by the Secretary for their term. As this role requires institutional knowledge it is recommended that the member appointed be either a past president or someone who has server a minimum of 2 terms of 2 years on the Management Committee.

#### **VI. Convenors of Sub Committees**

On formation of the sub-committees, as identified by the Management Committee, each sub-committee will nominate a convenor (leader) to co-ordinate the work of that sub-committee. This convenor will be required to give feedback to the Management Committee on the progress or status of the works done in the sub-committee at the Management Committee meeting. The Convenor of a sub-committee may not serve on more than one sub-committee to allow the member to focus on one program during their 2-year term. Should the Convenor of the Practice and Transformation sub-committee will be tasked with the additional role of representing the PIA on the SAIA sub-committees. Should the Convenor of these sub-committees not be a SAIA member they shall elect an appropriate representative from within their sub-committee.

#### **VII. Additional Management Committee Members**

Additional Management Committee members should be allocated to sub-committees as identified by the Management Committee. Members may serve on two sub-committee if they select to do so.

### **3. Executive Committee**

The Executive Committee shall consist of the President, Vice President, Executive Secretary, and Treasurer. The role of the Executive Committee includes:

- Meet and prepare motions and presentations for the Management Committees comments and approval, including pre-scrutinising of the budget.
- Meet with the Executive Officer on office related issues and assist in resolving such issues.
- Assist the President in formulating of the goals and objective of their term of office.
- No formal voting will be done within this sub-committee only at Management Committee meetings.

### **4. Sub-Committees**

- The incoming President shall present a proposed sub-committee structure at the first Management Committee meeting of their term. They should assess the needs of the PIA member and office and the resources available in preparation of this proposal. The Management Committee member should be given an opportunity to comment and vote on this list before it is implemented.
- In order to maintain PIA representation at a nation SAIA level the Practice and Transformation sub-committee need to be accommodated in any proposed sub-committee list. These 2 sub-committees require a min of 1 SAIA member to represent the PIA nationally.
- Sub-committees are required to have a minimum of 3 member so that no one member has the monopoly on decision making.
- No formal voting will be done within this sub-committee only at Management Committee meetings.

### **5. Chapters of the PIA**

- The Management Committee shall be entitled to recognise chapters within PIA. The relationship between chapter and PIA should be formally drawn up and agreed to, the document attached to these by-laws. A chapter is defined as a sub-group of PIA members who meet due to aligned goals/purpose.

PIA chapters may include a PIA Student Forum, or any other Forum proposed by the membership and approved by the Management Committee. Members who wish to establish a chapter or the PIA are required to prepare a formal letter identifying the goals and purpose of their chapter for the Management Committees review. All members of a Chapter need to be members of the PIA.

#### **6. Electing the Management Committee.**

- Any member with voting rights may nominate, in writing, a candidate or candidates for election to the Management Committee provided that each such candidate is a member with voting rights.
- Once formally nominated as per above, the Executive Officer will contact the nominated member to establish if they are willing to serve on the Management Committee.
- Should the member be willing to server on the Management Committee their names will be added to the list to be put to vote at the next Annual General Meeting.
- Vice President and Presidents are nominated by the Management Committee. Vice President nominations should be sent to the Executive Officer at least 3 months before the end of the current Presidents term, who will thereafter contact the nominated members for verification of acceptance of the nomination. The Secretary with the assistance of the Executive Officer will announce the list of nominations at a Management Committee meeting to be put to vote. All members of the Management Committee are entitled to vote apart from the members who have been nominated.
- The President and Vice President elected by the Management Committee shall be and announced at the Annual General Meeting.
- Should the President and the Vice President not be voting SAIA members an additional Vice President shall be elected from the Management Committee to represent the PIA on the SAIA Committee.

#### **7. The term of the member on the Management Committee**

- Clause 7.2 of the PIA Constitution sets out the term of office for each member of the committee to be a period of two years. The period may be extended by the Management Committee for a further period not exceeding twelve months. Committee members are eligible for re-election.
- The Vice President shall succeed the President unless the Vice President selects not take up the office.
- The President may, upon request by the Management Committee, serve one further term of office. The President shall not serve more than two consecutive two-year terms. A past President may again make himself/herself available for the presidency after a further lapse of four years

#### **8. Administration of the Management Committee**

- The members of the Executive Committee will be assigned formal PIA email addresses with the official logo for use during their term, in order that all communication related to PIA matters be recorded.
- Further to the above the Secretary will be assigned an additional email address to act as Proctor for complaints received by the PIA. [complaints@pia.org.za](mailto:complaints@pia.org.za).
- Official communication from Sub-Committee members should be through the Executive Committee, who may request this be done through the Executive Officer.
- Communication between the Management Committee members should not be shared with external parties unless otherwise agreed.
- Communications that have a financial impact should be communicated through the Executive Officer so that these can be considered while formulating the Budget. Including additional income; membership, business affiliates and sponsorship. Expenditure including Management Committee and Sub-Committee costs.
- Only formally appointed Management Committee members will have voting rights should a proposal be tabled that requires majority consensus. The Executive Secretary shall provide clarity on who has voting rights before any voting process commences.

#### **9. Meetings of the Management Committee**

- The Management Committee shall hold a meeting at least every two months at such time and place as it may determine and failing any determination by the committee: Provided that the purposes of such meeting are fully set out.

- The Executive Committee shall meet before Management Committee meetings to prepare for such. In the event that there are time constraints and/or no pertinent matters to be discussed, the Executive Committee may decide to only have a Management Committee Meeting.
- A special meeting of the committee may in cases of urgency be called by order of the President or at least 3(three) members of the committee: Provided that the purpose of such meeting is fully set out.
- Notwithstanding the above The Executive Officer may call for a meeting with Executive Committee should there be a need to discuss office specific issues. In order to resolve these issues without the need for a special Management Meeting.

#### **10. Administration during meetings**

- A simple majority of all members of the Management Committee shall form a quorum at any meeting of the committee.
- Any person present at a meeting shall excuse themselves if any matter affecting them personal or professional interest is discussed.
- Not less than fourteen days' notice shall be given to each member for any regular meeting of the Management Committee.
- Not less than seven days' notice shall be given to each member at his for any special meeting of the Management Committee and the notice shall set out the grounds therefore
- A majority of the members present at a meeting shall decide on matters where there is a difference of opinion while the President not having a deliberate vote, shall exercise a casting vote in the case of an equal number of votes.

#### **11. Procedure for the AGM**

- One twentieth of the members with voting rights shall form a quorum necessary to constitute any general meeting or special general meeting, for which due notice has been given. The quorum shall be maintained throughout the meeting.
- If no quorum is present, the meeting shall be adjourned and shall be resumed twenty minutes later at the same place. The members with voting rights then present shall form a quorum, provided that no fewer than 10 members shall be present.
- The Management Committee shall call a special general meeting within twenty-one days of receipt of a written requisition signed by at least twenty members stating the grounds therefore.
- At least fourteen days' notice of the place, time and agenda for a special general meeting shall be given. The chairperson at such a meeting shall be, in order of priority: The President, Vice President, Committee member, A chairperson elected from among the members with voting powers present.

#### **12. The Executive Officer**

The Executive Officer is appointed by the Management Committee to administer the day to day business of the PIA under the direction of the committee.

##### **I. The difference between the roles of the President/Management Committee and the Executive Officer**

- The Executive Officer is the operational decision-maker at the PIA's administration office, while the President is the head of the Management Committee and responsible for protecting the members interests and for overseeing the PIA as a whole.
- The Management Committee sets goals and identifies areas requiring attention during management meetings. The Executive Officer is then tasks to achieve these goals and addressing the items, with the assistance of the PIA's office staff. The Executive Officer may request further volunteer assistance from members of the Management Committee and the general membership to complete these tasks. The Executive Officer will prepare progress reports for Management Committee meetings.
- Should a champion be identified and then tasked to achieve goals and address items directly. The PIA Executive Officer, with the assistance of the PIA's office staff will follow up on these goals/tasks with the "champions" in order to give feedback and ensure completion of the tasks.

- The Executive Officer, with the assistance of their staff and external service providers, prepare the financial records of the PIA for review by the Management Committee.
- Executive Officer cannot make major decisions without the approval of the Management Committee.
- The Management Committee should allow the Executive Officer the flexibility to running the PIA's office efficiently.
- All parties should work towards the common goals of the PIA and within the interest of the membership.

## 8. AWARD OF MERIT & AWARD FOR EXCELLENCE

### 1. Types of applications for the bi-annual Awards of Excellence

- PROJECTS COMPLETED
  - A new building or group of buildings.
  - A work of technological importance.
  - The conservation, restoration and/or rehabilitation (refurbishment) of existing buildings, historic precincts or areas.
- RESEARCH OR WORK OF SOCIAL IMPORTANCE

### 2. Conditions to members for entry

- Only paid-up member of the PIA may submit work.
- No non-member may enter his/her work under the name of a member.
- No certificates or marketing material will be issued to reflect the name/names of non-registered professionals.
- Certificates will be issued under the names of Members who entered projects and not practices.
- The following categories of registration may enter projects for the PIA Regional Awards, Architects, Senior Architectural Technologists, Technologists, Draftspersons, Life Members.
- Only work submitted by Architects who are registered with SAIA are eligible for referral for a SAIA Award.
- Architect members who would like their work to be considered for a SAIA Award should limit their submission to projects completed within the PIA Region as set out in the PIA Constitution (Including North West as they joined the PIA after the constitution from 1 July 2017). All work outside this region's borders can only be considered for a PIA Regional Awards. Only projects which receive Regional awards may be forwarded to SAIA for consideration of a National Award.
- Projects for regional awards only, by SAIA or Non-Architect Members may include any National Project completed. These projects will only be adjudicated as PIA AWARDS and won't be eligible to go to national. Projects which are not in Gauteng or North-West will be adjudicated the same as all international projects.
- More than one project/work may be submitted.
- A project is defined as a building or group of buildings on one site. Therefore, one site one submission.
- International projects may be submitted but will be limited to Regional Awards unless SAIA confirms that the member is eligible for a SAIA Award. International projects which receive regional awards are almost always accepted by SAIA for national Awards.
- A non-refundable entry fee will be determined by the Management Committee, this fee needs to be made prior to submission.
- A list of required documentation will be provided with the application form. This may include a written brief of the work, posters, and drawings in printed or digital format.
- Should all the required documentation not be submitted for the work/project they will not be considered. Submissions remain the responsibility of the entrant.
- All built work should be made available for a site visit for adjudication.

### **3. The nomination of the Award Adjudication Committee**

- The adjudication committee should be established before the call for entries. The list of the panel should be published with the announcement.
- The adjudication panel for the built work category should consist of a minimum of the following:
  - Convener
  - Two Professional Architects
  - One Senior Architectural Technologist or Architectural Technologist, representative of the PIA membership.
  - One Architect from Academia
  - One Business Affiliate Members representative
- The adjudication committee for Research category should comprise of a minimum of the following:
  - Convener (same person as category above)
  - One Architects
  - Two Architect from Academia
- The Management Committee is required to select a Convenor from within its committee or failing this from the professional membership. This Convenor should be a SACAP registered Professional Architect. This Convenor with the assistance of the PIA Executive Officer will prepare a list of proposed adjudication committee members. The list should be presented to the Management Committee for review and comment. The Convenor should consider all comments before establishment.
- The members of the Management Committee and the Executive Officer are not eligible to sit on the adjudication panel. The Convenor will facilitate the process but will not have a vote on submissions.
- Any member of the management committee who has a project he/she wishes to enter or has a conflict of interest in any project which may be entered, has to recuse him/herself from the committee during any discussions.
- Members of the adjudication panel should not have any interest in any work/projects considered.
- Having made its decision, the adjudication committee with the assistance of the Convenor will prepare the adjudicators' report and citations. These remains highly confidential until the Awards are announced. Only the President or Vice President, if not participating in the Awards, sign the certificates and have knowledge of the information.
- The adjudicator panel members should ensure that no projects entered, or any information is discussed outside the panel prior to the announcement of the awards. Any breach in confidentiality will at the discretion of the convener result in removal from the panel.
- The adjudication committee with the assistance of the Convenor will arrange for the notification, receipt and forwarding of any additional documentation that may be required for national SAIA assessment if applicable.

## **9. RELATIONSHIP BETWEEN THE REGION AND SAIA**

As per PIA Constitution

## **10. AMENDMENTS TO THE CONSTITUTION**

As per PIA Constitution

## **11. AMENDMENTS TO BY-LAWS**

The Management Committee shall be empowered at any meeting to amend the by-laws, provided that:

Notice of the proposal to move an amendment of the by-laws be included in the notice convening the meeting of the committee

The amendments must be approved by a majority of the members of the committee present at such meeting to come into effect.

No withstanding the above, the By-Laws should be reviewed by the Management Committee at least every 6 years, 3 committee terms.

## **12. INDEMNITY**

As per PIA Constitution

## **13. AMALGAMATION OR WINDING UP**

The PIA may be amalgamated with any similar institute by a resolution adopted by a two thirds majority of members eligible to vote and who attend an annual general meeting or a special general meeting

The PIA may be wound up by a resolution adopted by a two thirds majority of members eligible to vote and who attend an annual general meeting or a special general meeting

The provisions of the Company's Act 1973 as amended, shall where applicable, govern the procedures applying to the winding up of the PIA

All surplus assets remaining after the satisfaction of all liabilities, shall be transferred to another society, association or organisation with objects substantially similar to those contained in this Constitution

## **14. DATE OF BY-LAW COMING INTO OPERATION**

This By-law was voted in during the Committee Management Meeting held on Thursday the 6<sup>th</sup> October 2022.