



ROYAL SOCIETY OF SOUTH AFRICA STATUTES AND STANDING ORDERS

(Amended November 2016)

STATUTES

CHAPTER I

CONSTITUTION, AIMS AND OBJECTS

1. The Society shall, by Royal Charter, be called the Royal Society of South Africa.
2. The Society shall comprise:
 - a. Fellows and Honorary Fellows, elected solely on the basis of scientific standing;
 - b. Honorary Members, elected on the basis of their contribution to the furtherance of Science; and
 - c. Members and Student Members, admitted on the basis of their interest in the aims of the Society.
3. The Office of the Society shall be in Cape Town and Branches shall be established in such regional centres as Council allows.
4. Council of the Society shall comprise the President, Vice-President, General Secretary, Treasurer, Editor, News Bulletin Editor, one Representative from each Branch, and a maximum of five ordinary members. Among the members of Council at least eight shall be Fellows and a sufficient number shall reside in the Western Cape Province to ensure a quorum at ordinary meetings of Council.
5. The aim of the Society shall be the furtherance of Science. To this end it shall:
 - a. recognise and reward excellence in research and scholarship;
 - b. promote international contacts and collaboration;
 - c. provide independent expert advice on significant issues that require scientific analysis;
 - d. initiate debate on matters of public importance that affect science or arise from its application;
 - e. foster science education;
 - f. encourage the study of the history of science in South Africa;
 - g. arrange lectures and symposia on appropriate topics;
 - h. publish scientifically valuable work; and
 - i. maintain a library of scientific value.

CHAPTER II

ELECTION AND ADMISSION OF FELLOWS

1. Fellows shall be elected from persons who have done outstanding work in the furtherance of science in South Africa as evidenced by original publications, whether or not they are permanently resident in South Africa.
2. When not permanently resident in South Africa Fellows shall be required to have a full, current interest in South African Science and its advancement, to the country's and the Society's benefit.
3. The total number of Fellows on the Register at any time shall be limited to such figures as shall be decided from time to time by Council, mindful of the intent of the Charter, and written into the Standing Orders.
4. Candidates for Fellowship shall be proposed and recommended by a written Certificate, which shall be signed by four or more Fellows or Members, of whom two shall certify their recommendation from

personal knowledge. Where one or more Members propose a Candidate, two or more of the supporting signatories shall be Fellows in good standing.

5. The Certificate shall specify the name, degrees, profession, qualifications and usual place of residence of the Candidate. It shall include a brief but comprehensive statement of the Candidate's achievements. The Certificate, together with the Candidate's *curriculum vitae*, shall be delivered to the Office of the Society before a date to be communicated three months in advance of the election. Electronic Certificates shall be acceptable provided that confirmatory emails are received from individual signatories. All pertinent documents shall be delivered both by email and by post.
6. All Certificates submitted to the Society by a previously announced date shall be circulated to an Adjudication Panel comprising Members of Council who are Fellows and whose duty it shall be to determine which of the Candidates are worthy of admission to Fellowship and to submit the list of such Candidates to Council for ratification.
7. A Candidate who has not been selected may be considered for selection in the following year, provided that the Certificate shall be updated as necessary. Prior to reconsideration the General Secretary shall obtain from one or more of the proposers an improved citation, updated *curriculum vitae* with a list of any further degrees, qualifications, appointments or achievements of the Candidate.
8. Thereafter the General Secretary shall ascertain the willingness of the selected Candidates to be elected to Fellowship before sending by email a ballot paper to all Fellows of the Society containing the names of selected Candidates, stating their degrees, professions, qualifications and citations.
9. Fellows shall be entitled to return by email to the General Secretary one ballot paper indicating the names of all Candidates they wish to elect according to the instructions contained therein.
10. After the closing date for return of ballot papers, Scrutineers, who are neither Candidates nor members of Council, shall report the results to the President.
11. The President shall then announce as Elected Fellows of the Society those Candidates who have obtained the votes of at least three-fourths of the Fellows voting.
12. Upon election and payment of the ruling subscription required by the Statutes, new Fellows shall be inducted at the Annual Dinner or on a suitable occasion at any Branch of the Society. At the Induction ceremony the President shall say, "I do, by the Authority and in the Name of the Royal Society of South Africa, admit you a Fellow thereof".
13. Every person elected a Fellow of the Society shall, before admission, subscribe to the Obligation in the following words: *We who have hereunto subscribed, do hereby promise each for himself, that we will endeavour to pursue the good of the Royal Society of South Africa, and to pursue the ends for which the same was founded; and that we will be present at the Meetings of the Society as often as conveniently we can, especially at the Anniversary Meeting and upon extraordinary occasions; and that we will observe the Statutes and Orders of the said Society. Provided that whensoever any of us shall signify to the President under his hand, that he desires to withdraw from the Society, he shall be free from this Obligation for the future.*
14. Thereafter the new Fellow shall sign the Fellows' Register. Fellows who are inducted on an occasion other than the Annual Dinner shall sign the Fellows' Register on another convenient occasion.
15. The Election and Admission of every Fellow shall be recorded in the Minute Book.
16. Fellows may use the lettering FRSSAf to attest to their Fellowship.
17. A Candidate who has not been selected may be reconsidered for selection within the following five years, provided an updated Certificate is provided by the proposers, who shall confirm their intention to resubmit the nomination.

CHAPTER III

ELECTION AND ADMISSION OF HONORARY FELLOWS

1. Honorary Fellows shall be elected from persons who have done scientific research of exceptional distinction in South Africa, whether or not they are ordinarily resident in South Africa.

2. The total number of Honorary Fellows on the Register at any time shall be limited to such figures as shall be decided from time to time by Council, mindful of the intent of the Charter, and written into the Standing Orders.
3. The procedure for nominating and electing Honorary Fellows is the same as that given for Fellows in Chapter II.
4. Honorary Fellows shall be exempted from the payment of annual subscriptions.
5. Honorary Fellows may use the lettering Hon. FRSSAf to attest to their Honorary Fellowship.

CHAPTER IV

ADMISSION OF MEMBERS

1. A Candidate for Membership shall submit to the Office of the Society an application form, which shall include either the supporting signatures of two Fellows or Members of the Society or a short motivation by the candidate.
2. Membership applications shall be approved by Council before names are forwarded for reading at the next Branch meeting of the Society.
3. The Admission of every Member into the Society shall be recorded in the Minute Book upon payment of the ruling subscription.
4. Members may use the lettering MRSSAf to attest to their Membership.

CHAPTER V

ADMISSION OF STUDENT MEMBERS

1. Any full-time student may apply to become a Student Member upon provision of certified evidence of status.
2. Student Membership shall be for a maximum of five years and shall be dependent upon yearly confirmation of status.
3. The procedure for admission of Student Members shall be the same as that for Members.
4. The Admission of every Student Member into the Society shall be recorded in the Minute Book.

CHAPTER VI

ELECTION AND ADMISSION OF HONORARY MEMBERS

1. Honorary Members shall be elected from persons who have made an outstanding contribution to the furtherance of science in South Africa other than as prescribed in Chapter III.
2. When not permanently resident in South Africa Honorary Members shall, at the time of their election, have a full interest in South African science and its advancement, to the benefit of the country and the Society.
3. The total number of Honorary Members on the Register at any time shall be limited to such figures as shall be decided from time to time by Council and written into the Standing Orders.
4. The procedure for nominating and electing Honorary Members is the same as that given for Fellows in Chapter II, except that they shall not be required to sign the Fellows' Register.
5. Persons elected as Honorary Members shall be exempted from payment of annual subscriptions.
6. Honorary Members may use the lettering Hon. MRSSAf to attest to their Honorary Membership

CHAPTER VII

SUBSCRIPTIONS PAYABLE BY FELLOWS, MEMBERS AND STUDENT MEMBERS

1. All Fellows and Members shall pay an entry fee upon being admitted to the Society.
2. All Fellows, Members and Student Members shall pay the ruling subscriptions to the Society, due in advance for each year on the first day of January, except as is provided in Statutes 3–5 of this Chapter.
3. The entry fees and ruling subscriptions shall be decided by Council and the Standing Orders shall be updated accordingly.
4. The ruling subscriptions payable by a Fellow or Member for the year of admission shall be reduced *pro rata* based on the date of admission.
5. The ruling subscriptions payable by a Fellow or Member shall be reduced by one half for those Fellows and Members who have reached the age of 65 years in the year preceding the year for which the subscription is due, or who have retired from income-earning employment and who notify the General Secretary accordingly.
6. Upon receiving applications, Council shall have the authority to adjust annual subscriptions in the case of:
 - a. illness or other distress, Fellows and Members may pay one quarter of the ruling subscription while continuing to receive the normal privileges of the Society;
 - b. special distress any requirement to pay fees shall be waived until further notice, the name remaining on the Society's Register; and
 - c. residence in other countries with weak currencies, Fellows and Members may have their subscriptions adjusted, taking into consideration the prevailing foreign currency handling fee.
 - d. Fellows and Members who have paid subscriptions continuously for a period of 30 years shall be entitled to a waiver in fees thereafter.
7. If, after notice sent to them in March and again in August, Fellows, Members or Student Members fail to pay the annual subscription before the 31st day of December their names shall be reported to Council as being in arrears and shall have their subscription to the *Transactions* suspended.
8. The Fellowship, Membership or Student Membership of those who are in arrears for two consecutive years shall cease by order of Council.
9. A person who has so ceased to be a Fellow, Member or Student Member may be reinstated, provided that Council approves, and that all arrears to the date of suspension have been paid.

CHAPTER VIII

DEATH, RESIGNATION OR EJECTION OF FELLOWS, HONORARY FELLOWS, MEMBERS AND STUDENT MEMBERS

1. The death, resignation or ejection of any Fellow, Honorary Fellow, Member, Honorary Member or Student Member of the Society shall be recorded in the Register.
2. Any Fellow, Honorary Fellow, Member or Student Member who has resigned from the Society may be reinstated with the consent of Council
3. Any Fellow, Honorary Fellow, Member, Honorary Member or Student Member who acts in a manner likely to defame, damage or dishonour the Society may be ejected from the Society by a majority decision of Council. Such ejection shall be recorded in the Minutes and the ejected person's name shall be read at the next Anniversary meeting.

CHAPTER IX

MEDALS

1. The John F.W. Herschel Medal shall be awarded on the basis of life-time meritorious achievement in more than one discipline or branch of a discipline, as evidenced by original publications.

2. The Meiring Naudé Medal shall be awarded to outstanding early career scientists, who have already made a mark in their field and who are poised to become scientific leaders. Candidates shall either be under 35 years of age or have been awarded their doctorate within five years of nomination.
3. The Marloth Medal shall be awarded to an individual deemed to have had a highly distinguished career and to have made a significant contribution to advancing his or her discipline through writings, service to science, nurturing younger professionals and fostering the public understanding of science.
4. The John F.W. Herschel, the Marloth and Meiring Naudé Medals shall be awarded annually, provided that suitable candidates are nominated.
5. Council may, at its discretion and from time to time, award special Medals for outstanding service to the Society.
6. The process for nomination and awarding of the Medals shall be the same as that for Fellows, and shall occur at the same time.
7. Medals shall be presented at the Annual Dinner wherever possible or, otherwise, on some suitable occasion.
8. The names of the Medallists shall be entered into the Register.

CHAPTER X

ELECTION OF PRESIDENT, OFFICERS AND COUNCIL

1. Elections for Members of Council, apart from Branch Representatives, who shall be appointed by their respective Branches, shall be held biennially before the Anniversary Meeting.
2. Members of Council shall normally be eligible for re-election twice.
3. The outgoing President shall remain on Council as the Immediate Past President *ex officio* for one term of two years.
4. At least two months before the election, the General Secretary shall obtain nominations for members of Council for the ensuing term from Fellows, Members and Student Members in good standing.
5. At least one month before the election the General Secretary shall cause a ballot paper to be sent to all Fellows, Members and Student Members in good standing.
6. Each Fellow, Member and Student Member shall be entitled to email or post to the General Secretary one ballot paper completed according to the instructions contained therein.
7. After the closing date for the return of ballot papers, two Scrutineers, who are neither Candidates nor members of the existing Council, shall report to the President the names of the eleven Candidates who have obtained the highest number of votes, and the President shall announce those names as Members of Council for the ensuing term.
8. In the event of there being fewer than eleven nominations, all nominated persons shall be considered elected without the need for an election, provided only that there shall be an election at least every six years.
9. From among the elected candidates the outgoing Council shall recommend persons for the offices of President, Vice-President, General Secretary, Treasurer, Editor of the *Transactions* and News Bulletin Editor for the ensuing term.
10. In the event of any vacancy by death, ejection or resignation of any Officer or Member of Council the Executive Committee may fill such vacancy in consultation with the Council.

CHAPTER XI

THE PRESIDENT AND VICE-PRESIDENT

1. The President shall preside at meetings of the Society and of Council whenever possible, and shall represent the Society on public occasions.

2. Either the President or the Vice-President, but not both, shall be resident in the Western Cape Province.
3. The Vice-President shall act on behalf of the President in the event of the absence, death, resignation or ejection of the President.

CHAPTER XII

THE TREASURER

1. The Treasurer, or some person appointed with the approval of Council, shall be responsible for the collection and safe keeping of all sums of money due or payable to the Society and shall disburse sums due or payable by the Society.
2. The Treasurer or a duly appointed representative shall maintain the accounting records, which shall record all payments, receipts and investments.
3. The Treasurer shall submit to Council for approval an annual account prepared by an independent firm of accountants summarising the financial affairs of the Society for the previous financial year. Thereafter, the approved account shall be presented at the Anniversary Meeting.
4. The Treasurer may make payments for rents, taxes, salaries and regular annual sums without specific order of Council; payment of every other sum above an amount agreed by Council and entered into the Standing Orders shall require the agreement of Council.
5. All sums of money, which are not needed for immediate use by the Society, shall be invested in such securities as shall be approved of and directed by Council.
6. The Treasurer shall ensure that each Branch receives an annual subvention, the amount of which shall be based on the number of Fellows and Members belonging to that Branch.

CHAPTER XIII

THE GENERAL SECRETARY

1. The General Secretary shall be responsible for:
 - a. the general conduct of the Society's correspondence except that which relates to finance and the editing of the *Transactions* or the *News Bulletin*;
 - b. maintaining the Minutes and Orders of meetings;
 - c. submitting a report of the work of the Society during the preceding year, at the Anniversary Meeting of the Society;
 - d. the conduct of elections; and
2. The General Secretary shall, as far as possible, attend all Meetings of the Society and Council.

CHAPTER XIV

THE EDITOR AND PUBLICATIONS

1. The Editor of the *Transactions* shall:
 - a. be responsible to Council for maintaining the standard of the *Transactions* by scrutinising, accepting or returning of all manuscripts submitted to be considered for publication;
 - b. appoint, with the agreement of Council, an Editorial Board of Fellows or Honorary Fellows covering different scientific disciplines, who shall advise the Editor on the selection of reviewers and the adjudication of their comments when so requested;
 - c. appoint Book Review and Associate Editors as necessary, with the agreement of Council; and
 - d. represent the Society in discussions with the Publishers.
2. The *News Bulletin* Editor will be responsible for publishing a Bulletin from time to time for the information of members.
3. Fellows and Members of the Society in good standing and Honorary Fellows and Members shall be entitled to a copy of the *Transactions* and access to the *News Bulletin*.

4. Student Members shall be entitled to access the online version of the *Transactions* and to the *News Bulletin*.

CHAPTER X

THE LIBRARY

1. The Library shall comprise:
 - a. such periodicals, volumes, pamphlets and manuscripts as the Society shall acquire; and
 - b. such publications of the Society as have not been distributed, sold or otherwise disposed of.
2. The contents of the Library and all Society property pertaining thereto shall be adequately:
 - a. housed in such buildings and under such care as Council shall decide; and
 - b. insured at a valuation to be decided upon from time to time by the Treasurer and Council.
3. All Fellows, Honorary Fellows, Members, Honorary Members and Student Members of the Society shall be entitled to consult any volume in the Library without extra charge and to enjoy such other privileges of the Library as Council shall from time to time decide.

CHAPTER XVI

MEETINGS OF THE SOCIETY, COUNCIL AND BRANCH COMMITTEES

1. The Office Bearers of Council and Branch Committees shall constitute an Executive.
2. Council meetings shall be held in Cape Town except as stated under Statute XVI4.
3. The Anniversary Meeting of the Society shall normally take place in Cape Town.
4. In so far as it is feasible, Branches shall host the Annual Plenary meeting of Council on a rotational basis to coincide with the Annual Dinner and Induction Ceremony for new Fellows, Honorary Fellows and Honorary Members.
5. Branch Committee meetings shall take place at least three times a year.
6. The quorum for Council meetings shall be five persons and for Executive, and Branch Committee meetings, three persons. It shall be at the Chair's discretion to permit the recording of unanimous resolutions of meetings at which less than a quorum is present. The Minutes shall then be circulated to all Members of Council before action is taken.

CHAPTER XVII

STANDING ORDERS OF THE SOCIETY

1. Council may from time to time make Standing Orders for the regulation of minor matters of procedure or items liable to frequent change, provided that such Standing Orders are not contrary to anything contained in the Charter or Statutes of the Society.
2. Standing Orders may be made, amended or repealed at any Meeting of Council, provided that notice of any proposed new Standing Order, amendment or repeal shall be given in advance.

CHAPTER XVIII

THE MAKING, AMENDING, AND REPEALING OF STATUTES

1. Fellows, Honorary Fellows and Members may bring before the Society any motion affecting its Administration and Welfare, at any of the Society's Meetings, provided that notice of such Motion has been given to the General or Branch Secretary.
2. Such Motion, if carried by a majority, shall be conveyed as a recommendation to Council.
3. Notice of proposals to make new Statutes of the Society, or to amend or repeal existing Statutes, shall be given at a Meeting of Council. Such notice shall specify clearly the proposed new Statute, amendment or repeal and show that it is not contrary to anything contained in the Society's Charter.

4. Council shall inform the Society of any intention to change the Statutes and cause the General Secretary to conduct a ballot on the proposed changes.
5. All Fellows and Members in good standing shall be entitled to vote on proposed changes to the Statutes.
6. A two-thirds majority of ballots received in favour of the proposed changes shall be required before such changes are ratified.
7. Fellows and Members may bring before the Society a motion proposing changes to the Statutes, provided that notice of such motion has been given to the General Secretary and announced at the previous Meeting. Such a motion, if carried by a majority, shall be conveyed as a recommendation to Council.

CHAPTER XIX

WINDING UP OF THE SOCIETY

1. In the event that a majority of the members votes at a General Meeting to wind up the Society:
 - a. Council shall deposit all documentation of the Association in a formal repository acceptable to the Fellowship and Membership;
 - b. the Treasurer shall close, or cause to be closed, the books of the Association after preparation of the final accounts.
2. Any funds remaining in the accounts of the Association shall be donated to an organization with similar aims, as determined by the Committee in consultation with the membership.
3. No Fellow, Honorary Fellow or Member shall benefit financially from the winding up of the Society.

STANDING ORDERS

SECTION 1

MEMBERSHIP

1. While those who are professional pure or applied scientists are invited to apply for membership, other candidates for membership are welcome and need only demonstrate their interest in the furtherance of science.
2. The number of Fellows will not exceed two hundred and fifty and the number of Honorary Fellows shall not exceed twenty at any one time.
3. All Fellows, Honorary Fellows, Honorary Members and Medallists are entitled to attend the Annual Dinner at which they are inducted or presented with their medal as guests of the Society. The Society will also bear the costs of accommodating all such guests as reside outside the region where the Induction centre is held.
4. Fellows or Members who are in arrears with their annual subscriptions for one year or more will not receive copies of the *Transactions* but may receive notices of meetings. Student Members who are in arrears will not be able to access the electronic *Transactions*.
5. Fellows are entitled to attend and vote at open meetings of the Society and to participate in the election of new Fellows.
6. Members and Student Members are entitled to attend and vote at open meetings of the Society but not to participate in the election of new Fellows.
7. Honorary Fellows and Honorary Members are entitled to attend, open meetings of the Society but neither to vote nor to participate in the election of new Fellows.
8. Where Fellows or Members bring successful motions affecting the administration and welfare of the Society, Council is obliged either to act upon the motion or to submit the motion to the Society as a whole.
9. If a majority of not less than two thirds of the valid votes cast by the Society as a whole accepts the motion, Council must act accordingly.

SECTION 2

FINANCE AND FEES

1. Receipts for subscriptions will not be provided unless specifically requested.
2. The entry fees and annual subscriptions for the following year will be determined at the final Council meeting of each year, and entered into the minutes accordingly.
3. A discount of five percent will be allowed on annual subscriptions paid on or before 31st March of the year for which they were due.
4. Fellows, members and Student Members admitted during the second half of the year will pay half the annual subscription for that year.

SECTION 3

COUNCIL

1. Council will meet at least three times a year in Cape Town, except as stated in Chapter XVI Statute 4.
2. The Society will meet the transport and accommodation costs of Council Members attending the Plenary Council Meeting as stated in Chapter XVI Statute 4 limited to an amount deemed appropriate by the Treasurer.
3. The Society will meet the transport and accommodation costs of a President who is not resident in the Western Cape.

4. Actions taken by the Executive Committee shall be reported at the next Council Meeting.
5. Council may co-opt other persons as necessary for specific purposes.

SECTION 4

TRANSACTIONS

1. Under the terms of the contract between the Society and Taylor & Francis, three issues a year, each of one hundred pages, will be published. Of these, no more than one will comprise a special issue, whether conference proceedings or commemorative issues, subject the approval of Council.
2. Scientific research papers, which will form the majority of the contents of the *Transactions*, will be subjected to a minimum of two peer reviews.
3. Items not requiring review may include winning essays from the School Essay Competition, solicited book reviews and obituaries.
4. The Editor will edit all manuscripts before publication and may ask for changes to be made. Minor changes of spelling, punctuation, grammar, etc., may be made without consulting the author, as may changes designed to further the consistent layout and presentation of the *Transactions*.
5. Copyright of all material accepted for publication in the *Transactions* shall remain vested in the Society.
6. Authors will be permitted to make a prescribed number of electronic or paper copies of their paper, as agreed with the publisher. Senior authors who are not Fellows, Honorary Fellows, Members or Honorary Fellows will receive a free copy of the issue in which their paper appears.
7. Manuscripts will normally be published in the order in which they are received, but the Editor has the right to alter this order for operational reasons.
8. At each Council Meeting, the Editor and Treasurer shall report to Council on the *Transactions*.
9. Donations in support of publication will be acknowledged in the *Transactions*.

SECTION 5

LIBRARY

1. The following items and documents will be held in safe-keeping be at the University of Cape Town:
 - a. The Minutes, records and correspondence of the South African Philosophical Society;
 - b. The Society's Charter of Incorporation;
 - c. The Society's Coat of Arms;
 - d. A copy of each Issue of its Statutes;
 - e. Photographs and other material relating to the Centenary;
 - f. Past and present Minute Books; and
 - g. Copies of the *Transactions of the Royal Society of South Africa* and the Society's Newsletter.

SECTION 6

MEETINGS AND SYMPOSIA

1. The quorum for Branch meetings of the Society will be six members.
2. Unless otherwise provided for in the Statutes or elsewhere in these Orders, all questions will be decided by a show of hands.
3. Branch meetings will be open to the general public.
4. Separate minute books will be kept by each Branch.
5. The Branch Committee will be elected biennially and have the authority to co-opt members when necessary.
6. Copies of notices and minutes of Branch Committees will be forwarded to the General Secretary.

7. An Annual Report on the activities of each Branch must be forwarded to the General Secretary by the end of February of the following year.
8. Council may authorise or initiate the holding of symposia in the name of the Society.

SECTION 7

MEDALS

1. Recipients of Meiring Naudé Medals and the John F.W. Herschel Medals need not be Fellows or Members of the Society.
2. There will normally be no more than one recipient of each medal in any year but Council may, at its discretion, award more than one medal in either category.
3. Special medals may be awarded by Council under exceptional circumstances to Fellows, Honorary Fellows, Members or Honorary Members of the Society.
4. Citations for medals awards and honours will be included in the Annual Report of the General Secretary.