



## **CONSTITUTION OF THE SAOUG**

1. The Association is called the Southern African Online User Group, hereinafter called "the Association".
2. The Association aims to promote the development and use of online and other computerised information retrieval systems.
3. Specific aims and functions of the Association include:
  - 3.1. The provision of a forum, for users of online and other computerised information retrieval systems, to exchange experience and express alternative views. Activities aimed at promoting communication and co-operation between members of the Association include:
    - 3.1.1. Meetings to exchange experience in particular subject areas
    - 3.1.2. Seminars on broader issues related to computerised information retrieval
    - 3.1.3. Workshops to solve specific problems related to computerised information retrieval
    - 3.1.4. The publication of a newsletter (Online User News) to:
      - 3.1.4.1. disseminate information on systems, databases, data communication, meetings and training
      - 3.1.4.2. serve as a medium in which experiences and problems are shared
      - 3.1.4.3. act as a vehicle for the expression of members' opinions on all aspects of online and other computerised information retrieval systems
  - 3.2. The promotion, co-ordination and standardisation of training in the use of online and other computerised information retrieval systems. This includes:
    - 3.2.1. Training in the use of specific systems

3.2.2. Training in the use of specific databases

3.3. The representation of members of the Association in dealings with:

3.3.1. Online systems operators (vendors)

3.3.2. Database suppliers

3.3.3. Data communication authorities

3.3.4. Terminal equipment suppliers

3.3.5. Other official, professional and commercial organisations, both national and international

3.4. The monitoring of new developments in information technology (including computer technology and data communication technology) for possible application to online and other computerised information retrieval systems.

4. Membership is open to any individual or organisation with an interest in online or other computerized information systems. The Association shall have the following categories of membership:

4.1. Personal member

4.2. Corporate member (maximum number of persons = 3)

4.2.1. A person or organisation is admitted as a member of the Association on payment of the annual membership fee.

4.2.2. A person or organisation remains a member of the Association until resignation or non-payment of the membership fee.

4.2.3. Annual membership fees, which fall due on 1 April, are determined by the Executive Committee.

4.3. Student member

5. The activities of the Association are directed by an Executive Committee elected, for a period of two years, by the members.

- 5.1. The Executive Committee consists of the Chairman, Honorary Treasurer, Honorary Secretary, the Webmaster and three other Committee Members.
- 5.2. Four members of the Executive Committee form a quorum.
- 5.3. Vacancies are filled on a temporary basis by appointment by the Executive Committee which appointments will be valid until the next biennial general meeting.
- 5.4. The Executive Committee may co-opt members to serve on the Committee as needs dictate.
- 5.5. A chairperson may be appointed after having served for 2 years as a member on the executive committee. The chairperson may hold office in this position for two consecutive terms (four years) only. The outgoing chairperson shall serve on the Committee for a further two years of office in an ex officio capacity after which he/she may be re-elected as an executive committee member other than chairperson.
- 5.6. Members of the executive committee will serve for a period of 2 years and may be re-elected for further terms.
6. The Association can only be dissolved at a Special General Meeting, called for that purpose with prior notice given, by two thirds (2/3) of the paid-up membership of the Association present in person or by proxy.
  - 6.1. A proposal to dissolve the Association, with full reasons in writing for the proposal, may be made to the Executive Committee by a group of no fewer than two thirds (2/3) of the paid-up members. The proposal is to include the name, address and signature of each of the proposers.
  - 6.2. The Executive Committee shall within 60 days of making or receiving such proposal to dissolve, circulate the same together with the reasons, to all the paid-up members of the Association, together with a notice of the Special General Meeting.
  - 6.3. In the event of the requisite number of votes resolving to dissolve the Association, the Special General Meeting shall also decide on the disposal of all assets and monies after the debts and liabilities have been settled, provided that the remaining surplus may not be awarded to any member or members but to an Organization or body which has the same or similar aims, objectives or philosophies as the Association.

7. The Association shall keep and maintain proper records and accounts.

7.1. The financial year of the Association is from 1 April to 31 March or such other dates as the members in General Meeting may determine. Any reference to a year in this constitution means the Association's financial year.

7.2. The Secretary shall ensure that proper minutes of all meetings of the Committee are maintained and are kept in a suitably accessible and secure form. Any member of the Committee shall be entitled to inspect such records upon giving reasonable notice to the Secretary.

7.3. The Treasurer shall ensure that proper books and accounts of the business and affairs of the Association are kept in accordance with generally accepted accounting practices applicable to the Association. Such books and records shall be available for inspection by any member of the Committee upon giving reasonable notice to the Treasurer.

7.4. The annual financial statements of the Association shall be audited by a registered auditor at the end of each financial year. The audited accounts shall be tabled and presented to the members at each Biennial General Meeting.

8. This constitution may be referred to as "the 2004 Constitution".

9. Each member of the Association shall be entitled to a copy of this constitution.

February 2011