

only one-half of a year's subscription shall be payable on such election or admission;

- (ii) if the date of election or admission of an Associate be not later than 1st October then the first year's subscription shall be reduced by the amount of the subscription for the current year paid as a student of the Institute.

THE COUNCIL AND OFFICERS.

Nomination  
of Officers

9. Forms of nomination for the election of officers of the Institute shall be forwarded by the Secretary to the members not later than 28th February in each year. Each member shall be entitled to nominate as many persons as there are vacancies to be filled and no more. No nominations will be effective unless received by the Secretary on or before 31st March in each year. Any nomination paper containing a greater number of names than there are vacancies to be filled shall be null and void.

Election  
of Officers.

10. The voting for the election of Officers of the Institute shall be by postal vote (if there are more valid nominations than vacancies to be filled) provided that the first officers shall be elected in such manner as the Inaugural Conference may decide. Each member shall be entitled to vote for as many candidates as there are vacancies to be filled and no more. Scrutineers shall be appointed by the Council to determine any question as to the validity of nomination papers and to ascertain the result of an postal vote held under the provisions of this By-Law. If only one person be nominated to hold an office he shall be automatically elected.

Remunera-  
tion and  
Duties of  
Secretary.

11. Except where the Secretary acts in an honorary capacity the Council shall appoint and from time to time determine the remuneration (if any) and prescribe the duties of the Secretary.

Minutes of  
Council.

12. (a) Minutes of the proceedings of every meeting of the Council and of the attendance of members thereat shall be recorded by the Secretary in a book kept for that purpose and if a correct record such minute shall be confirmed and signed by the Chairman of the meeting at which they are read.

(b) Every such minute when so signed shall in the absence of proof to the contrary be deemed a correct record of the proceedings of the Council.

PROCEEDINGS OF THE INSTITUTE.

Report of  
Proceedings.

13. The Council may from time to time take such steps as may be desirable to secure correct reports of the proceedings of the Institute and each member of the Institute not in arrears with his subscription, and each honorary member, shall be provided annually by the Secretary with a copy of the transactions and a list of the names and addresses of the members.

Papers to be sent to Secretary.

14. All papers to be read before the Institute shall be sent to the Secretary at such time and subject to such conditions and regulations as the Council may determine.

All publications to be copyright of Institute.

15. Any reports or other publications printed and issued by the Council or any of its committees or officers shall be deemed to be the copyright of the Institute, and any reprinting or publication or subsequent republication shall only be carried out by or with the authority of the Council and subject to the condition that the Printer and Publisher shall record such authority upon the face of any such publication or reprint.

EXAMINATION COMMITTEE.

Election of Examination Committee.

16. The Council shall, at its first meeting and thereafter at its first meeting after each examination, appoint not less than four members of the Institute to be the Examination Committee for the ensuing year, of whom three shall form a quorum.

Powers and Duties of Examination Committee.

17. The Examination Committee shall have such powers and duties in addition to the powers and duties hereby conferred in reference to the examinations as may be from time to time delegated to them by the Council, including the power, where deemed necessary, to appoint an External Board of Examiners and to make the necessary financial arrangements with such Board; provided that the powers and duties so delegated shall not be inconsistent with the provisions of the Articles of Association and the By-Laws.

Examination Committee to issue Regulations.

18. The Examination Committee, with the approval of the Council, may from time to time issue Regulations for holding the examinations.

Report of Examination Committee and issue of Certificates.

19. The Examination Committee shall report to the Council the result of each examination and upon the adoption by the Council of the report of the Committee, the following procedure shall be observed:-

In respect of the Intermediate and the final Examinations, certificates shall (unless withheld for any reasonable cause) be issued to every person who has passed such examinations.

SEAL REGISTER.

Seal Register.

20. A separate book shall be kept by the Secretary in which there shall be entered the names of persons who shall have passed the exams of the Institute and such entries shall be signed by the President and the Secretary, or such other person as the Council may appoint for the purpose.

DUTIES OF OFFICERS.

Duties of Secretary.

21. The Secretary shall be responsible for the executive work of the Institute, as well as the

/books, records and.....

books, records and documents of the Institute, and under the control of the Council and Committees, shall conduct all the correspondence of the Institute and of the Council and Committees, attend all their meetings, keep a correct record of their proceedings, and see that the applications for admission and the recommendations accompanying the same are in the form prescribed and that all the prescribed notices are duly sent to the members of the Institute and of the Council and Committees.

Duties of Treasurer.

22. The Treasurer shall receive all monies payable to the Institute, shall pay the same to a separate banking account, and shall make all payments on behalf of the Institute. He shall keep a proper account of the income and expenditure of the Institute and prepare a Balance Sheet and Statement of Accounts made up to the 31st March in each year; and shall submit such Balance Sheet and Statement of Accounts, together with all vouchers, to the Auditors.

ADMISSION AND QUALIFICATION OF STUDENTS.

Admission of Students.

23. Any person who shall have passed the intermediate examination of the Institute shall within six months from the date of the examinations apply for admission as a student of the Institute, and in the event of his failing so to do he shall be ineligible to sit for the final examination of the Institute.

Qualifications of Students.

24. No person shall be admitted or remain a student of the Institute unless he has passed the intermediate examination of the Institute nor unless he holds and continues to hold an administrative position in the Non-European Affairs Department of a Municipal Corporation or other similar authority.

Entrance Fee.

25. A student shall pay an entrance fee of ten shillings.

Annual Subscription.

26. A student shall pay a subscription of ten shillings on election and not later than 30th June in each succeeding year.

Application for Admission.

27. All applications for admission as a Student of the Institute shall be made to the Council in such form as the Council may from time to time prescribe, provided that when the applicant is employed in the office of a member of the Institute the form of recommendation shall be signed by such member. The Council shall at its discretion, subject only to the Articles and these By-Laws, determine as to the admission of the applicant, and its decision not to admit any applicant shall be final, and the Council shall not be bound to give any reason for its refusal.

Students to sit for final examination.

28. The Council may call upon any student of the Institute who has been a student for a period of not less than two years to sit for his final examination within a further period of one year, and in the event

/of any student ....

of any student not passing his final examination when called upon as aforesaid, or failing, after having passed such final examination, to apply for election by the Council as an Associate then and in either case the Council may call upon such student to resign his studentship, or on his failing to do so, may remove his name from the list of students.

Removal of  
Students.

29. If, in the opinion of the Council the conduct of a student has been such as prejudicially to affect the welfare of the Institute it may, by a vote of three-fourths of the members thereof present and voting at any meeting, either require the student to resign or remove his name from the list of students.

Resignation  
of Students.

30. If any student shall leave at or send by post to the registered office of the Institute a notice in writing signed by himself and addressed to the Secretary stating that he wishes to resign, he shall thereupon cease to be a student of the Institute as from the date when such notice shall be received, but he shall remain liable to pay his subscription for the current year and any other monies due from him to the Institute.

Students to  
be elected  
as members  
when qualified.

31. No person shall be admitted to remain a student who shall be qualified for election as a member of the Institute.

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**Collection Number: AD1715**

**SOUTH AFRICAN INSTITUTE OF RACE RELATIONS (SAIRR), 1892-1974**

**PUBLISHER:**

*Collection Funder:- Atlantic Philanthropies Foundation*

*Publisher:- Historical Papers Research Archive*

*Location:- Johannesburg*

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