

INSURANCE INSTITUTE OF KWA ZULU-NATAL

BYE – LAWS

1. **NOTICES.** All meetings of the Institute shall be advised in the Newsletter
2. **CONSTITUTION.** All council members shall be entitled to a copy of the Constitution and Bye – laws shall be available at the Institute office for inspection and reference by Members.
3. **GUESTS.** Members are permitted to introduce guests to Meeting, subject to such regulations as the Council may prescribe.
4. **OTHER FUNCTIONS.** Notwithstanding Bye – law 3, participation in Institute functions other than Meetings shall be open only to Members unless the attendance of guests has been approved by Council prior to the dates of the functions.
5. **OTHER BODIES.** No body or organization shall be formed by Members under the name or auspices of the Institute unless permission of the Council so do has been sought and obtained in writing.
6. **SPONSORSHIPS.** Subject to the prior approval of Council, Meetings and functions (including sporting events) of the Institute or conducted under its auspices may be sponsored provided that:
 - i) no condition shall attach to such sponsorship save that of overall cost;
 - ii) any trophy shall be donated by the sponsor and shall only be awarded to a member;
 - iii) the Meeting, function or sporting event shall be:
 - (a) for the benefit of Members, and
 - (b) organized solely by the Council or its nominee whose decision in all matters shall be final;
 - iv) guests of the sponsor shall be permitted with the approval of Council or its nominee who shall have the final decision in respect of the total number of guests.
7. **CONFERENCE COSTS.** Unless payment and/or sponsorship from another source has been confirmed, the Institute shall pay all reasonable costs incurred by the President to attend:
 - (a) the Annual Conference of the Insurance Institute of South Africa, including social events thereat, and
 - (b) the half – yearly Council Meeting of the Insurance Institute of South Africa.

If the costs of the President are met from another source or in the event that the President is unable to attend either a) or (b) above, the institute shall pay for the Deputy President, failing which another delegate appointed by Council, to attend the events (s) in his stead.
8. **MEMBERSHIP FEES. Fourth quarter.** Membership fees shall not be due from new Members for the balance of the year with membership applications received or on after 1 October annually.
9. **MEMBERSHIP FEES. Senior Members.** Notwithstanding Article 8.6.3 of the Constitution, member fees due to the Institute from Senior Members shall be at the amount set by Council for all Members unless Senior Members provided proof of payment of their last – payable subscription to IISA.

10. COUNCIL. This is to consist of the 3 immediate Past Presidents (in accordance with Article 11.4 of the Constitution) plus a minimum of 10 and a maximum of 25 Council members (of whom a minimum of 10 must be elected and a maximum of 5 may be co-opted in accordance with Article 11.7 of the Constitution).

02 January 2009 (as amended on 05 March 2012)

11. COMMITTEES. The Council may each year establish, and appoint Council members to serve on, one or more or all of the following Council Committees: Education, Social, Sport, Membership, Newsletter, and Legal. The Council members who are appointed to each Committee shall ensure the efficient implementation and organization of the respective areas of responsibility. All Committees so formed shall report on their activities to Council. Council members may accept appointment to more than one Committee.

02 January 2009

12. INDEMNITY CLUB. The President, Deputy President and Vice- President are encouraged to apply for or retain their membership of the Indemnity Club (whichever is applicable). The cost of such membership (for the period commencing at the time of election to President, Deputy President or Vice-President of the Institute and ending on 31 December of that same year) shall be borne by the Institute, unless the Indemnity Club membership subscription is paid for by the office bearer's employer.

05 March 2012

13. PRESIDENT'S EXPENSES. No charge shall be levied on the President and spouse to attend the Institute's Annual Dinner, or on the President for attendance at his or her Inaugural Lunch. The Institute shall pay the reasonable transport and accommodation costs of the President (or of the Council member appointed by council to attend in the President's place) for meetings or functions at which the attendance of the President or of the alternate Council member is approved by Council.

06 March 2000 (as amended on 05 March 2012)

14. HONORARY AND LIFE MEMBERS. The Council may invite any Honorary or Life member of the Institute to attend, as a guest of the Council and at the Institute's expense:

- (i) the President's inaugural lunch;
- (ii) the annual gala dinner;
- (ii) any other Institute function.

14 April 2009