



**CONSTITUTION AND BYE-LAWS OF THE
INSTITUTE OF PACKAGING SA
(As Amended 29 May 2015)**

INDEX

TITLE	PARA GRAPH	PAGE	TITLE	PARA GRAPH	PAGE
Absenteeism	13	7	Invalidation	36	10
Ad hoc chairman	11	7	Jurisdiction	3	3
Affixes		12	Legal personality	4	3
Amendments	30	9	Payment of annual subscriptions	22	8
Annual general meetings – national	21	8	Not for gain	35	10
Annual general meetings – regional	20	8	Objectives	5	3
Annual subscriptions	22	8	Other committees	7.5.3	5
Audit / Review of Accounts	19	8	Patron	15	7
Bye-laws – General reference - Specific (detail)	12	7 12	Powers	6	3
Certificates	37	12	Power to co-opt	9	7
Committee procedures	7.5.4	6	Committee Procedures	7.5.4	6
Composition of National Executive Committee	7.3	4	Proxies	17	8
Composition of Regional Committees	7.4	4	Membership Grade Structure		12
Definitions and interpretation	2	2	National Annual General Meetings	21	8
Dissolution	32	10	Qualifications of office bearers	8	7
Election of National and Regional committees, meetings and procedures	7.5	4	Qualification for Various Classes of Membership	27	9
Failure to raise a quorum	10	7	Regional annual general meetings	20	8
Financial year	18	8	Regional committees	7.4 7.5.2	4 5
Funding of national executive	14	7	Removal from office	34	10
General meetings, Special	16	7	Resignation as a member	31	9

TITLE	PARA GRAPH	PAGE	TITLE	PARA GRAPH	PAGE
Gold Pack Awards Programme		14	Special General Meetings	16	7
Income Tax Act Provisions	38	11	Special Services Awards		14
Indemnity	28	9	Subscriptions, and Subscriptions split		14
Interpretation	29	9	Tenure of office	7.5.5	6
Guidelines for Upgrading of Membership		13	Voting	33	10

(A) FOUNDING PROVISIONS

1. CONSTITUTION

This is the Constitution of THE INSTITUTE OF PACKAGING SA with effect from May 2015.

2. DEFINITIONS AND INTERPRETATION

The words and phrases set out in this paragraph shall be read as having the meanings set out below for the purposes of this Constitution.

- 2.1 The Institute: The Institute of Packaging (SA)
- 2.2 The National Executive: The National Executive Committee of the Institute of Packaging (SA), as elected in terms of this Constitution
- 2.3 Region: A geographic region as defined by the National Executive from time to time
- 2.4 Regional Committee: A committee elected by the members of a Region for the purpose of this Constitution
- 2.5 Financial Statements: Such statements of account or financial statements as the Institute may produce annually or where appropriate at any other time at the instance of the National Executive and which shall be certified by a firm of Chartered Accountants or Registered Auditors as may be decided by the National Executive.
- 2.6 The firm of Chartered Accountants or Registered Auditors referred to in 2.5 shall be appointed annually by the National Executive.
- 2.7 The National Secretary and National Treasurer shall be that person or persons, or firm or firms appointed as such, from time to time, by the National Executive Committee.
- 2.8 Paragraph: Any reference to a numbered paragraph shall be reference to the paragraph of that number in this Constitution.
- 2.9 Packaging Education Board: that body of members responsible for the conduct of the Institute's educational programmes.
- 2.10 Student Gold Pack: that member or those members responsible for the conduct of the Institute's annual Student Gold Pack Awards, appointed in terms of 7.3.1.
- 2.11 Gold Pack Awards Committee- that committee as referred to in bye-law 4.

3. JURISDICTION

- 3.1 The Institute shall be entitled to carry on its business and to further its objectives in the Republic of South Africa and surrounding territories.
- 3.2 The National Executive shall have the power to extend the Institute's jurisdiction to include any foreign country.

4. LEGAL PERSONALITY

The Institute has legal personality and may sue and be sued in its own name.

5. OBJECTIVES

The objectives of the Institute are:

- 5.1 To promote and to maintain the recognition of packaging as a profession.
- 5.2 To inform the public of the benefits to be derived from effective packaging.
- 5.3 To educate people in all matters relating to packaging.
- 5.4 To promote the status of persons employed in packaging.
- 5.5 To establish such educational standards, examinations, bursaries and qualifications as may seem appropriate from time to time for the promotion of packaging and matters related to it.
- 5.6 To publish and disseminate educational and training information about all matters which relate to packaging.
- 5.7 To hold conferences, exhibitions, seminars and other functions calculated to promote the interests of packaging.
- 5.8 To affiliate or to associate itself with any person or body having common interests and objectives with those of the Institute.
- 5.9 To encourage research and development in packaging.
- 5.10 To serve as a forum for discussion and exchange of knowledge between persons interested in packaging.
- 5.11 To promote the interests of packaging and the interests of members in that field by every appropriate means.
- 5.12 To act in any way calculated to promote the profession and business of packaging.
- 5.13 To promote the interests of its members.

6. POWERS

The Institute shall have all of the powers which are reasonably necessary to enable it to carry out its objectives including without limitation the following:

- To invest monies.
- To borrow monies.
- To lend monies.
- To open and conduct banking accounts and to perform all acts necessary in relation thereto.
- To employ staff.
- To sell, exchange, or otherwise deal in its assets as may be in its best interests from time to time.
- To establish offices.
- To enter into contracts.
- To purchase and sell immovable property.

(B) MANAGEMENT OF THE INSTITUTE

7. NATIONAL EXECUTIVE, REGIONAL AND OTHER COMMITTEES

- 7.1 For the purposes of the daily management of its affairs, the institute shall be divided up into that number of geographical regions which the National Executive deems appropriate from time to time.
- 7.2 The Institute shall be managed by the National Executive on a national basis, and by Regional Committees on a regional basis.

7.3 COMPOSITION OF NATIONAL EXECUTIVE COMMITTEE

- 7.3.1 The National Executive shall consist of the following:-

National Chairman) elected nationally
National Vice-Chairman) elected nationally
Regional Chairmen) elected regionally
Immediate Past National Chairman	
National Education Officer (who shall be automatically serve as Chairman of the Packaging Education Board)) appointed
Additional members as the National Executive may consider necessary from time to time) appointed).

7.4 COMPOSITION OF REGIONAL COMMITTEES

- 7.4.1 Each Regional Committee shall consist of not less than six members except by dispensation of the National Executive, and shall consist of the following office bearers:

Regional Chairman
 Regional Vice-Chairman
 Secretary)
 Treasurer) which positions may be combined
 Additional Members as the Regional Committee may consider necessary including but not limited to –
 Education Officer
 Activities and Functions Officer
 Industry and Public Relations Officer
 Any other position which may prove necessary for satisfactorily conducting the affairs of the Region.

7.5 ELECTION OF THE NATIONAL EXECUTIVE AND REGIONAL COMMITTEES, MEETINGS AND PROCEDURES.

7.5.1 NATIONAL EXECUTIVE COMMITTEE

- 7.5.1.1 The National Secretary shall call for nominations for the offices of National Chairman and Vice Chairman at least 30 days before the election, which must be submitted at least 7 days prior to the Annual General Meeting, and he shall thereafter notify the members of the National Executive Committee of such.
- 7.5.1.2 Persons nominated for the positions of National Chairman and the National Vice-Chairman must be members of the Institute in good standing in their own right.

- 7.5.1.3 Voting shall be by secret ballot of the members of the National Executive provided that Regional Chairmen shall act on mandates from their Regional Committees.
- 7.5.1.4 In the event of a deadlock upon voting then the matter shall be put to the vote again when each Regional Chairman shall represent so many votes as there are members in his/her Region.
- 7.5.1.5 The National Chairman may not serve simultaneously as a current Regional Chairman nor a current office bearer on a Regional Committee. The National Vice-Chairman may simultaneously be an office bearer on a regional committee.
- 7.5.1.6 The National Chairman, National Vice-Chairman and Regional Chairmen shall together appoint a suitable person to the office of National Education Officer of the Institute, who shall automatically be appointed also as the Chairman of the Packaging Education Board
- 7.5.1.7 The National Chairman or his nominee shall serve as the Institute's representative on any other official body where such representation is invited.
- 7.5.1.8 The National Executive shall meet three times per year, but the frequency may be reduced at the discretion of the National Executive Committee.
- 7.5.1.9 It shall be the responsibility of the National Executive to ensure that each Region elects a Regional Committee.

7.5.2 REGIONAL COMMITTEES (ELECTION)

- 7.5.2.1 A Regional Committee shall comprise those office bearers referred to in 7.4.1.
- 7.5.2.2 Each voting member in good standing in a region shall be entitled to vote in elections held for the purpose of appointing members to a Regional Committee which shall have jurisdiction over the Region in which that member is domiciled.
- 7.5.2.4 Persons nominated for appointment to Regional Committees must be members of the Institute in good standing in their own right, and if necessary due to an excess of nominations, will be elected by majority vote as hereinafter provided under paragraph 20, Regional Annual General Meetings.
- 7.5.2.5 Each Regional Committee shall represent the National Executive in the Region over which it has jurisdiction, and shall abide by the policies and decisions of the National Executive in all respects. Conversely, it shall be the duty of each Regional Committee to represent to the National Executive the views of the members within its jurisdiction.
- 7.5.2.7 When the members of the Regional Committee have been elected then they shall by majority vote fill the Regional Committee's offices.

7.5.3 OTHER COMMITTEES

The National Executive shall have the power to create committees for special purposes as necessary from time to time with such powers as the National Executive may decide upon. The members of each such committee shall be nominated by the National Executive. The term of office of each such committee shall be at the National Executive's discretion.

7.5.4. COMMITTEE PROCEDURES

Each committee created in terms of this Constitution other than a committee created in terms of paragraph 7.5.2, shall –

- 7.5.4.1 meet on a regular basis as determined by the National Executive
- 7.5.4.2 record its decisions in Minutes
- 7.5.4.3 be called to meet on not less than 7 days' notice
- 7.5.4.4 have a quorum consisting of not less than one half plus one of its voting members
- 7.5.4.5 have an agenda circulated to members at the time of giving notice of meeting
- 7.5.4.6 be presided over by a Chairman who shall have a casting vote
- 7.5.4.7 decide any matter placed before it on a simple majority of votes

The provisions of paragraph 7.5.4.2, 7.5.4.5, 7.5.4.6 and 7.5.4.7 shall also apply to each committee created in terms of paragraph 7.5.3.

7.5.5. TENURE

- 7.5.5.1 Subject to the provisions of paragraph 7.5.5.4 following, each officer elected to office on the National Executive or Regional Committees in terms of this Constitution will hold office with the time limits laid down in paragraph 7.5.5.3 and may thereafter be re-elected or re-nominated for a second successive period of office not exceeding the duration of the initial period of office aforesaid. Office shall be held until the last National Executive or Regional Committee meeting (as the case may be) before an Annual General Meeting.
- 7.5.5.2 After the lapse of a period of 365 days calculated from the termination of a period of re-election or re-nomination to office in terms of paragraph 7.5.5.1, the office bearer in question shall become eligible once more for election or nomination to any committee.
- 7.5.5.3 Office bearers shall be elected to the following initial periods of service:
 - 7.5.5.3.1 Patron: Two years
 - 7.5.5.3.2 National Chairman: Two years
 - 7.5.5.3.3 National Vice-Chairman: Two years
 - 7.5.5.3.4 All Regional office bearers: Two years
 - 7.5.5.3.5 The provisions of paragraph 7.5.5.3.1 through to 7.5.5.3.4 shall not apply to any officer appointed as an office bearer on any committee, where such person is in the paid employment of the Institute, provided that such person may be removed from office at any time by majority vote of the committee upon which he or she serves, nor shall they apply to persons appointed in terms of paragraph 7.5.1.6 who may be removed from office at any time by majority decision of the National Chairman, National Vice Chairman, and Regional Chairmen.
- 7.5.5.4 Provided that, in the case of office bearers on a Regional Committee, the serving committee members may, notwithstanding the foregoing provisions, again be nominated in the absence of any new nominations, and their term of office shall in such circumstances be extended for a further period as stipulated. The provisions of paragraph 34 shall however apply, if appropriate.

8. QUALIFICATION OF OFFICE BEARERS

No person may hold any office in terms of this Constitution at any time when he or she is not a member in good standing, except in the circumstances envisaged in paragraph 7.5.5.3.5 where such an office bearer is an employee of the Institute.

9. POWER TO CO-OPT

Any committee may co-opt additional members to that committee.

10. FAILURE TO RAISE A QUORUM

Should a quorum not be raised at any meeting then that meeting shall be adjourned for a period of two weeks and provided that members have been advised of the time, date and venue of the adjourned meeting then those members present at that adjourned meeting shall constitute a quorum.

11. AD HOC CHAIRMAN

Should the Chairman of any committee be absent from any of its meetings then the elected Vice-Chairman shall serve or in the absence of the Vice Chairman then those members present shall elect an Ad Hoc Chairman to serve during the course of that meeting.

12. BYE-LAWS

- 12.1 The National Executive shall have the power to create Bye-Laws for itself and for the Regional Committees provided that those rules are consistent with the Constitution.
- 12.2 A record shall be kept of the date upon which each new Bye-Law was first circulated.
- 12.3 The National Executive shall ensure that Bye-Laws created in terms of Clause 12.1 are suitably recorded and made available to members on demand.

13. ABSENTEEISM

Should any member of any committee absent himself/herself from the meetings of that committee on two or more occasions without prior notice to the Chairman or be absent from three consecutive meetings, notwithstanding such notice having been given, then he/she shall, at the discretion of the Chairman according to the circumstances, cease to be a member of that committee, provided that such member has been forewarned of such possible sanction in advance.

14. FUNDING OF NATIONAL EXECUTIVE, AND REGIONAL COMMITTEES

The National Executive shall be funded by the Regional Committees. The Regional Committees shall, other than as provided for in Bye-law 3, be self funding by way of fund raising activities and income from the Institute's educational activities.

15. PATRON

The National Executive may nominate to the office of Patron of the Institute a person of standing in the field of packaging or any related industry. No administrative duties, subscriptions or responsibilities shall devolve upon the Patron who shall be the Institute's highest office bearer.

16. SPECIAL GENERAL MEETINGS

- 16.1 Any member wishing to raise a matter shall do so in the first instance with the Regional Committee which has jurisdiction over him/her.

- 16.2 If after acting in terms of paragraph 16.1 the member remains dissatisfied then provided that he/she acts in concert with ten or more other members he/she shall have the right to call for a special general meeting of the Institute for the purpose of raising the subject in question.
- 16.3 The National Secretary shall ensure that so far as it is possible each member of the Institute is given notice of the meeting in question and is advised of its agenda and of each issue to be discussed at the meeting.
- 16.4 A quorum for the meeting aforesaid shall consist of not fewer than 5 percent of the membership of the Institute.

17. PROXY

Any member of the Institute may be represented at any meeting by a proxy provided:

- 17.1 that the proxy is a member of the Institute in good standing, and
- 17.2 that his/her authority is recorded in writing and exhibited to the Chairman of the meeting in question.

18. FINANCIAL YEAR

The Institute's financial year shall be from the first day of January each year to the 31st day of December in the same year.

19. CONFIRMATION OF ANNUAL FINANCIAL STATEMENTS

- 19.1 The National Executive shall cause the firm of Chartered Accountants or Registered Auditors referred to in 2.5 and 2.6 to report, in their professional capacity, on the financial statements of the Institute as at the end of each financial year.
- 19.2 Those financial statements shall thereafter be circulated to the Institute's members not later than the Annual General Meeting of the Institute after the end of each financial year, for confirmation at that meeting.

20. REGIONAL ANNUAL GENERAL MEETINGS

Each Region shall hold its annual general meeting not later than the month of February each year. Notwithstanding anything to the contrary contained herein a quorum for the purpose of that meeting shall be no fewer than 5 percent voting members in that region present in person or by proxy.

21. NATIONAL ANNUAL GENERAL MEETINGS

The Institute shall hold its national annual general meeting not later than the month of May each year and notwithstanding anything to the contrary contained herein a quorum for the purposes of that meeting shall be no fewer than 5 percent voting members present in person or by proxy.

22. ANNUAL SUBSCRIPTIONS

- 22.1 Upon first joining the Institute each member shall be deemed to have undertaken to make an annual subscription payment in full to it in advance for each year of membership, in terms of this paragraph. No pro-rata subscriptions shall be applied.
- 22.2 Where the subscriptions due by an applicant member (as referred to in 22.1) are not paid in full within three months of the date of submission of application for membership, such application will be considered as withdrawn and cancelled.
- 22.3 Due date for payment of subscriptions upon renewal of membership annually shall be the 30th January of each year
- 22.4 The National Secretary shall post invoices for subscriptions due directly to members by the 31 December of each year, and shall bring to the attention of Regional

Committees from time to time thereafter for investigation those members within each region who have failed to renew timeously.

- 22.5 If, notwithstanding any investigations as contemplated in 22.3, a member fails to renew membership by 30th June of the year in which the subscription falls due, that person will automatically be removed from membership.
- 22.6 The National Executive shall have the power to fix the amount of the subscription payable by each class of member in each financial year, and such subscription shall be advised to members as contemplated in paragraph 22.3.
- 22.7 The annual subscription of any persons accepted for membership after 30th September in any year will be waived in respect of the current year and any monies paid will be credited towards the following year's membership subscription.
- 22.8 Where membership is terminated through non-payment of subscriptions as contemplated in paragraph 22.4, an ex-member shall either pay an extra year's subscription in order to re-instate membership, or shall re-apply as if a new member.

27. QUALIFICATION FOR VARIOUS CLASSES OF MEMBERSHIP, AND AFFIXES

- 27.1 The National Executive shall lay down from time to time the qualifications required for admission to the various classes of membership of the Institute. (Bye-Law 1 refers)
- 27.2 Each member of the Institute shall be classified in an appropriate class of membership as detailed in Bye-Law 1.
- 27.3 Should any person whether a member of the Institute or not make use of any affix aforesaid in circumstances where he/she is not entitled to do so then the National Executive shall take action to end that abuse.

(C) GENERAL PROVISIONS

28. INDEMNITY

The Institute hereby indemnifies each and any office bearer elected, nominated or employed in terms of this Constitution against any loss or damages which he/she may suffer as a result of going about the Institute's affairs in a proper and reasonable manner.

29. INTERPRETATION

Should any dispute arise as to the interpretation of this Constitution then the matter shall be referred to the Institute's attorneys whose decision shall be final and binding.

30. AMENDMENT

This Constitution may be amended at any time at a general meeting of the Institute provided:

- 30.1 that at least 30 days' notice of the meeting has been given in writing
- 30.2 that the notice specifies the amendment which is proposed
- 30.3 that the notice states the reason for the amendment
- 30.4 that the notice states the intended effect of the amendment
- 30.5 that notwithstanding anything to the contrary contained herein no fewer than two-thirds of those members present in person or by proxy at that meeting vote in favour of the amendment(s).

31. RESIGNATION

Should any member resign from the Institute during the course of any financial year he/she shall not be entitled to any refund of any portion of his/her subscription for that year and shall be required to return his/her membership Certificate to the Institute.

32. DISSOLUTION

In the event of the Institute's dissolution the National Executive shall apply its funds:

- 32.1 firstly in payment of its creditors
- 32.2 secondly, the assets remaining after the satisfaction of its liabilities will be transferred or given to such other institution or organisation with objectives similar to that of the Institute.

33. VOTING

Notwithstanding anything herein contained, the following general rules shall apply -

- 33.1 No member who is not in good standing shall be entitled to vote in terms of this Constitution, nor may he/she take part in the proceedings of any committee.
- 33.2 Save as may be otherwise provided for in this Constitution every vote conducted in terms hereof shall be decided by a simple majority.
- 33.3 Every issue to be decided by means of the vote of members whether regionally or nationally may be dealt with by means of a postal ballot which shall be presided over by the Regional Committee in question or by the National Executive as the case may be. Each body may nominate an electoral officer for this purpose.
- 33.4 No issue may be decided upon by means of a mixed postal ballot and personal vote.
- 33.5 No member of any committee shall have more than one vote irrespective of the number of offices which he/she holds on that committee.
- 33.6 The Chairman of every meeting held and committee constituted in terms of this Constitution shall have a casting vote.

34. REMOVAL FROM OFFICE

- 34.1 The holder of each office created by or in terms of this Constitution may be removed from office for good cause shown by the persons who or the committee which appointed or elected or nominated him/her in the first place.
- 34.2 Good cause for the purpose of this paragraph shall be a breach of trust or an act of dishonesty or conduct calculated to bring the Institute into disrepute, or because the need for that office no longer exists.
- 34.3 The provisions of paragraph 4 are repeated in this paragraph.

35. NOT FOR GAIN

The Institute will not be permitted to distribute any of its profits or gains to any person but will utilise its funds solely for investment or the objectives for which it has been established; it shall not engage in any trading activities, nor will it participate in any business, profession or occupation of its members, nor will it provide any financial assistance or any premises or continuous services or facilities to its members for the purpose of carrying on any business, profession or occupation by its members.

36. INVALIDATION

No proceeding in terms of this Constitution shall be invalidated by reason of the fact that a member who is entitled to receive notice of it did not receive that notice where such notice was dispatched to an address reasonably believed to be that member's address.

37. CERTIFICATES

Membership Certificates remain the property of the Institute and are issued by the National Executive. Upgrading of a member's status will result in the re-issue of a Certificate.

38. INCOME TAX ACT PROVISIONS

Notwithstanding anything to the contrary herein contained, the provisions of Section 30 of the Income Tax Act 58 of 1962 shall apply as follows

- i) the entity must have a committee, board of management or similar governing body consisting of at least three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of that entity;
- ii) no single person may directly or indirectly control the decision-making powers relating to that entity;
- iii) the entity may not directly or indirectly distribute any of its funds or assets to any person other than in the course of furthering its objectives;
- iv) the entity is required to utilise substantially the whole of its funds for the sole or principal object for which it has been established;
- v) no member may directly or indirectly have any personal or private interest in that entity;
- vi) substantially the whole of the activities of the entity must be directed to the furtherance of its sole or principal object and not for the specific benefit of an individual member or minority group;
- vii) the entity may not have a share or other interest in any business, profession or occupation which is carried on by its members;
- viii) the entity must not pay to any employee, office bearer, member or other person any remuneration, as defined in the Fourth Schedule, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered;
- ix) substantially the whole of the entity's funding must be derived from its annual or other long-term members or from an appropriation by the government of the Republic in the national, provincial or local sphere;
- x) the entity must as part of its dissolution transfer its assets to—
 - aa) another entity approved by the Commissioner in terms of this section;
 - bb) a public benefit organisation approved in terms of [section 30](#);
 - cc) an institution, board or body which is exempt from tax under section 10(1)(cA)(i); or
 - dd) the government of the Republic in the national, provincial or local sphere;
- xi) the persons contemplated in paragraph (b)(i) will submit any amendment of the constitution or written instrument of the entity to the Commissioner within 30 days of its amendment;
- xii) the entity will comply with such reporting requirements as may be determined by the Commissioner from time to time; and
- xiii) the entity is not knowingly and will not knowingly become a party to, and does not knowingly and will not knowingly permit itself to be used as part of, an impermissible avoidance arrangement contemplated in Part IIA of Chapter III, or a transaction, operation or scheme contemplated in section 103(5).

(D) BYE-LAWS

1. MEMBERSHIP GRADE STRUCTURE

MEMBERSHIP CATEGORY	VOTING STATUS	DEFINITION	AFFIX
1.1 PATRON	NON-VOTING	The National Executive may nominate to the office of Patron of the Institute a person of standing in the field of packaging or any related industry. No administrative duties, subscriptions or responsibilities shall devolve upon the Patron who shall be the Institute's highest office bearer.	PATRON.I.PKG(SA)
1.2 FELLOW (See bye-law 2)	VOTING	Fellowship of the Institute shall be awarded at the sole discretion of the National Executive to those persons who have rendered meritorious services to the Institute and have made a substantial contribution to the profession of packaging.	F.I. PKG(SA)
1.3 HONORARY LIFE MEMBER (See bye-law 2)	VOTING	Honorary Life Membership of the Institute shall be awarded at the sole discretion of the National Executive to those members who have rendered meritorious service to the Institute.	HON.M.I.PKG(SA)
1.4 GRADUATE MEMBER	VOTING	Any member who holds a Diploma or Certificate issued by the Institute upon successful completion of a course of study offered by the Institute, or a diploma or certificate in respect of a course of study recognised by the Institute.	M.I.PKG(SA) GRAD
1.5 MEMBER	VOTING	Any person actively engaged or who has an interest in the packaging industry and who qualifies for membership in the manner laid down by the National Executive from time to time, and who does not fall within any of the other membership categories recorded herein.	M.I.PKG(SA)
1.6 GRATUITOUS MEMBER (see bye-law 2.5)	NON VOTING	Shall comprise of – 1. An employee of the Institute; 2. Any member of the Institute who is not required to pay an annual subscription for any one or more years of membership by express decision of the National Executive, as provided for in bye-law 2.5 following.	NONE
1.7 STUDENT MEMBER	NON-VOTING	Any person who is enrolled with the Institute for the purpose of studying any course which it may prescribe.	NONE
1.8 MEMBER (RETIRED)	NON-VOTING	Any person who is no longer employed but retains an interest in the Institute. At the sole discretion of the Regional Committee, on application by the member, a member may continue to use the affix of his/her previous grade of membership.	See at left

MEMBERSHIP CATEGORY	VOTING STATUS	DEFINITION	AFFIX
1.9 COMPANY MEMBER	VOTING	<p>Any company formed in terms of the Companies Act No 61 of 1973 or in terms of any equivalent law or any partnership, which carries on business.</p> <p>A Company Member shall have the right to appoint a maximum of 10 members who shall be from amongst its employees. As a guide, this would preferably be on the basis of 2 members per each of the five regions of the Institute, but this shall be at the discretion of the Company Member. Each nominated member shall have a single vote.</p> <p>The Company shall have the right to withdraw a previously nominated employee as a member at any time, and to substitute a new employee to take his / her place, provided that the Institute shall upon each occasion be advised in writing of this intention.</p>	Company - NONE
1.10 INSTITUTION MEMBER	VOTING	An Institution or body operated on a non-profit basis with an interest in packaging.	NONE
1.11 NOMINATED MEMBER	NON-VOTING	A person who is not otherwise a member and is rendering a service, paid or unpaid, to the Institute.	NONE

2. GUIDELINES FOR UPGRADING OF MEMBERS TO FELLOWS AND HONORARY LIFE MEMBERS, AND APPOINTMENT AS A GRATUITOUS MEMBER.

- 2.1 Motivation for the upgrading of a member to Fellow or Honorary status shall be motivated by the Regional Chairman of a region, after this has been discussed and unanimously agreed by the regional committee concerned, and he / she shall thereafter raise the issue at the next meeting of the National Executive for debate and approval. Should the proposal be approved, the upgrading shall be announced at the Institute's Annual General Meeting next occurring.
- 2.2 Motivations from the Regions must be sufficiently detailed to enable Regional Chairmen who do not know the nominee to reach a decision.
- 2.3 Emphasis must be placed on the nominee's service to the Institute which should be over and above the normal call of duty.
- 2.4 The nominee should not be made aware that he/she has been nominated until formally announced.
- 2.5 Gratuitous Members shall be appointed only with the approval of the National Executive upon recommendation of a member of the National Executive. The continuation of such members in this grade of membership shall be reviewed at least once annually by the National Executive.

3. SUBSCRIPTIONS, AND SUBSCRIPTIONS SPLIT

3.1 Individual members' annual subscriptions shall be apportioned as follows:

GRADE (S)	NATIONAL EXECUTIVE	REGION
1.1, 1.2, 1.3, 1.6, 1.8 and 1.11	No subscriptions are due	
1.4, 1.5 and 1.7	70%	30%

3.2 Subject to 3.3. following, Company and institutional members' (1.9 and 1.10) subscriptions shall be apportioned at the discretion of the National Executive .

3.3 Where regional members are appointed by a company member in terms of 1.9 foregoing, the regions will receive an apportionment as shown, the balance to be apportioned at the discretion of the National Executive.

NO OF REGIONS WHERE DELEGATES NOMINATED	1	2	3	4	5
Regions (Each)	30%	20%	15%	12,5%	10%

4. GOLD PACK AWARDS PROGRAMME

4.1 The objectives of the Gold Pack Awards are:

- 4.1.1 To encourage the packaging fraternity to strive for excellence in packaging.
- 4.1.2 To create a yardstick against which the effectiveness of packaging can be measured.
- 4.1.3 To improve the credibility of the industry in the eyes of the consumer.

4.2 The awards programme shall be managed by an Awards Committee – the Chairman of which shall be appointed as provided in paragraph 7.3.1.

4.3 The awards shall be made at the sole discretion of the Awards Committee acting upon the advice of a Judging Panel appointed by the Awards Committee.

4.4 The Awards Committee may, at its discretion, institute new awards or make other recognition as it deems necessary from time to time.

4.5 The Awards Committee is empowered to obtain funding from sources external to the Institute and publicity to recognise sponsors in its promotions provided that the prime motivator of the Awards Programme is recognised as the Institute.

5. SPECIAL SERVICES AWARDS

5.1 A special service award may be awarded to a non-member of the Institute who has rendered exceptional service to the Institute of Packaging (SA).

5.1 The motivation of a special services award will require a two-thirds majority vote of approval of a Regional Committee. If so approved, it must then be forwarded with sufficient motivation to all Regional Chairmen for approval. If unanimity is achieved the motion will be presented at the next National Executive meeting for formal approval.

5.2 Special service awards will only be presented at the Institute's National Annual General Meeting.

Amended May 2015