1. Name
The name of the Branch is the Gauteng South Branch of the Library and Information Association of South Africa, hereinafter referred to as “the Branch” and “the Association” respectively.

2. Establishment
The Branch is established in terms of Article XIV of the Constitution of the Association. The Constitution of this Branch is subordinate to the Constitution of the Association and in case of any conflict between them; the Constitution of the Association shall prevail. The powers of the Branch are as circumscribed by the Constitution and Rules of the Association.

3. Branch Area
The Branch Area comprises of the following boundaries;
- Kyalami District: from the R512 to the R50 road
- Thembisa, Modderfontein, Kempton Park and Edenvale
- East Rand and West Rand
- The rest of the area South of Midrand and the far South of Gauteng

4. Membership
Members of the Association in good standing, who reside or work in the Branch Area are automatically members of the Branch. Members residing or working in areas bordering the Branch area may apply to become members of the Branch.

5. Purpose
The purpose of the Branch is to contribute to the achievement of the vision, mission, and aims of the Association as set out in Article III, Article IV and Article V respectively of the Constitution of the Association. It does so by promoting library and information service, and library and information science within the Branch Area, and by representation and participation in the national structures of the Association as provided for in Article XI and elsewhere in the Constitution of the Association.

6. Governance
The members of the Association in good standing who are members of the Branch in terms of clause 4 constitute the highest decision-making authority of the Branch. The rights of members of the Branch in respect of voting, nominating and eligibility for election are set out in Article X of the Constitution of the Association. These rights are expressed at properly constituted meetings of the Branch.
7. Branch meetings

7.1 Annual General Meeting

7.1.1 The Branch shall have one Annual General Meeting (AGM) before the AGM of the Association.

7.1.2 The AGM shall be scheduled to leave sufficient time before the Annual Conference of the Association to enable the Branch to comply with the requirements for the election of members of the Representative Council of the Association as set out in Article XI of the Constitution and the relevant Rules of the Association.

7.1.3 The AGM shall receive and adopt the minutes of the previous AGM.

7.1.4 At the AGM the following reports shall be presented and adopted for reporting to the Representative Council of the Association:

7.1.4.1 Report of the Chairperson of the Branch on the activities and membership of the Branch.

7.1.4.2 Report of the Treasurer of the Branch on the accounts and financial situation of the Branch in the most recently completed financial year.

7.1.5 In the years in which elections are held, the elections for members of the Branch Committee and the Branch representative on the Representative Council of the Association shall be concluded at the AGM.

7.1.6 At the AGM the following business may also be concluded:

7.1.6.1 Motions of the Branch to the AGM of the Association.

7.1.6.2 Proposals for the amendment of the Branch Constitution may be submitted to the Representative Council of the Association.

7.1.7 Members of the Branch shall receive written notice of the meeting, together with an agenda of its business and the text of motions and proposals referred to in clause 7.1.6.1 and clause 7.1.6.2, from the Branch Secretary at least twenty one days before the AGM.

7.1.8 All voting at meetings shall be by means of a show of hands unless a vote by secret ballot is called for and is supported by a show of hands by at least twenty percent of the members present and entitled to vote.

7.1.9 Voting by proxy: Members choosing to do so may instruct another member attending a meeting to vote on their behalf on specific matters. Such instructions must be given in writing and shall be the responsibility of the Chairperson to determine the validity, including the specificity of such instructions.

7.2 Extraordinary General Meetings

7.2.1 The Chairperson shall, on the recommendation of the Branch Committee or upon receipt of a written request from at least ten members convene an Extraordinary General Meeting of the Branch to consider and decide upon any urgent and important matter affecting the Branch.

7.2.2 Members of the Branch shall receive written notice of the meeting, together with an agenda of its business and the text of motions to be tabled.
from the Branch Secretary at least fourteen days before the Extraordinary General Meeting.

7.3 Ordinary Branch Meetings
7.3.1 The Branch shall hold at least two Ordinary Branch Meetings in every calendar year.
7.3.2 An Ordinary Branch Meeting shall receive and adopt the minutes of the previous Ordinary Branch Meeting.
7.3.3 At an Ordinary Branch Meeting the Branch shall receive a report from the Branch Chairperson, assisted by the representative of the Branch on the Representative Council of the Association (elected in terms of clause 8.1.1.3 below), on the activities of the Representative Council and its Executive Committee since the previous such report.
7.3.4 At an Ordinary Branch Meeting the Branch may;
    7.3.4.1 Receive any communications from the Chairperson of the Branch
    7.3.4.2 Discuss any matters submitted to it by the Branch Secretary
    7.3.4.3 Participate in professional, educational or social activities
7.3.5 Members of the Branch shall receive written notice of the meeting, together with an agenda of its business from the Branch Secretary at least fourteen days before the meeting.

7.4 Provisions applicable to all Branch Meetings
7.4.1 The Branch Secretary shall keep minutes of the proceedings at all Branch meetings.
7.4.2 Ten members or ten percent of the members of the Branch shall constitute a quorum at any Branch Meeting.
7.4.3 At the discretion of the Chairperson non quorate meetings may continue to deal with business other than elections and the consideration of motions and proposals.
7.4.4 All voting at meetings shall be by means of a show of hands unless a vote by secret ballot is called for and is supported by a show of hands by at least twenty percent of the members present and entitled to vote.

8. Branch Committee
8.1 Members
8.1.1 The Branch Committee shall consist of;
    8.1.1.1 The Branch Office Bearers, elected by the members of the Branch:
        (a) Branch Chairperson
        (b) Branch Chair-Elect
        (c) Branch Secretary
        (d) Branch Treasurer
        (e) Branch Public Relations Officer
    8.1.1.2 Four other members elected by the members of the Branch
    8.1.1.3 The Branch Representative on the Representative Council of the Association, if this person is not also a member of the Branch Committee in terms of clauses 8.1.1.1 (b) to (e) or 8.1.1.3 above
8.2 Election of Branch Committee
  8.2.1 Members of the Branch Committee shall be members of the Branch, Chapter or Provincial Interest Group, as appropriate, who are in good standing.
  8.2.2 The election of the Branch Committee shall take place in the years in which elections are held for the Representative Council of the Association.

8.3 Term of Office
  The Committee shall serve for two consecutive calendar years. Office bearers shall not serve for more than two consecutive terms in the same office. No member shall serve more than four consecutive terms.

8.4 Co-option of members
  The Branch Committee shall have the right to co-opt members who shall not have the right to vote.

8.5 Vacancies Branch Committee
  8.5.1 If the Chairperson vacates his/her office for whatever reason, the Chair-Elect shall succeed him/her as Chairperson.
  8.5.2 If the Chair-Elect vacates his/her office for whatever reason, a by-election to fill the position for the remaining period of office shall be held in terms of clause 8.2 above.
  8.5.3 All other vacancies shall be filled by co-option by the Branch Committee. Such co-opted persons shall have the right to vote. After four vacancies have occurred and been filled by co-option, further vacancies must be filled by means of a by-election, to be conducted following the same principles and procedures as regular elections.

8.6 Powers and duties of Branch Office Bearers
  8.6.1 The Branch Committee shall manage the affairs of the Branch
  8.6.2 The Branch Committee shall actively promote the Association
  8.6.3 The rules of procedure for the Branch Committee shall be as provided for in the Rules of the Association
  8.6.4 The Branch Committee is accountable to the Branch and to the Association’s Representative Council for the proper management of the Branch and its funds.

9. Financial Accountability
  9.1 The funds of the Branch consist of money allocated to the Branch from national funds by the Representative Council and money raised by the Branch itself.
  9.2 Memberships fees are levied as determined at the national level and are deposited to the national account.
  9.3 The Branch may not levy additional membership fees.
  9.4 The Branch shall open an account at a bank or other financial institution as decided by the Branch Committee into and from which all funds will be deposited and withdrawn.
9.5 The Branch Committee designates the signatories that are empowered to withdraw funds from the account. (Minimum 2 persons 1 of which must be the Treasurer).

9.6 The Branch Committee delegates the Branch Treasurer the responsibility for maintaining proper financial records of the Branch’s funds.

9.7 The accounts of the Branch shall be audited annually by an independent auditor.

9.8 Audited annual financial statements relating to the most recent completed financial year (coincide with the Association’s financial year) shall be submitted to the Branch AGM.

9.9 Following the approval of the financial statements by the Branch AGM, they must be submitted to the Treasurer of the Association by a date to be determined annually by the Treasurer of the Association.

10. Subcommittees of the Branch Committee

10.1 Subcommittees may be formed as deemed necessary by the Branch Committee and can either be Standing Subcommittees or Working Subcommittees of the Branch by analogy with the Committees of the Association’s Representative Council as provided for in Article XIII of the Constitution of the Association.

10.2 Members may request the Branch Committee to form a subcommittee

10.3 The Branch Committee shall appoint as members of a subcommittee one or more persons from its own number and such other members of the Branch as it deems necessary.

10.4 It is the prerogative of the Branch Committee to appoint the chairperson of a subcommittee.

10.5 All members of a subcommittee so appointed by the Branch Committee shall have the right to vote.

10.6 Subcommittees may co-opt persons to assist with their work provided that such co-opted persons have no vote.

10.7 The rules of procedure for subcommittees shall be as provided for in the Rules of the Association.

11. Interest Groups

11.1 Members of the Branch grouped together in such Interest Groups as may be approved by the Branch Committee in accordance with Article XV of the Constitution of the Association, may from time to time hold meetings and for such purposes shall appoint conveners and also other members to assist the said conveners.

11.2 Reports of all meetings of Interest Groups operating in the Branch shall be submitted to the Secretary of the Branch as soon as possible.

11.3 The decisions and actions of Interest Groups shall not be binding on the Branch and such Interest Groups shall not act for or on behalf of the Branch unless authorised to do so by the Branch Committee.

12. Geographically delimited Sub-branches
12.1 Members in any region of the Branch area as indicated in clause 3 above may group together to form sub-branch with the approval of the Branch Committee. Such Sub-branches may from time to time hold meetings and for such purposes shall elect conveners and also other members to assist the said conveners.

12.2 Reports of all meetings of Sub-branches operating in the Branch shall be submitted to the Secretary of the Branch as soon as possible.

12.3 The decisions and actions of Sub-branches shall not be binding on the Branch and such Sub-branches shall not act for or on behalf of the Branch unless authorised to do so by the Branch Committee.

13. Dissolution of the Branch

The Branch may only be dissolved in terms of Rules 8.8 and 8.9 of the Rules of the Association.