

INSTITUTE of CERTIFICATED and CHARTERED STATISTICIANS of SOUTH AFRICA (ICCSSA) CONSTITUTION

2021



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INTRODUCTION

This document sets out the Constitution and Bye-Laws for the Institute for Certificated and Chartered Statisticians of South Africa (ICC SSA). The Constitution and Bye-Laws are important regulations, which govern the organisation and provide guidelines for meetings. These basic documents are also important because they state the rights and responsibilities of the members, officers and committees, which comprise the organisation. The Constitution is formally governed and approved by the General Assembly (GA), while the Bye-Laws are managed and approved by the Board of Institute (BoI).

CONSTITUTION AND BYE-LAWS

There is often confusion over the use of the terms of reference "Constitution" and "Bye-Laws". However, there are important differences between the two that should be recognised. The *Constitution* contains the fundamental principles of an organisation and determines the responsibilities and rights of its officers and members. The *Bye-Laws* deal with the detailed procedures and working guidelines of the organisation and determine the routine operations of the organisation. Both the Constitution and Bye-Laws are divided into parts, called *articles*. As necessary, the articles can then further be divided into *sections* and *subsections*.

WHY HAVE A CONSTITUTION?

By definition an organisation is a "body of persons organised for some specific purpose, as a club, union or society". The process of writing the Constitution will serve to clarify the purpose of ICC SSA, delineate ICC SSA's basic structure and provide the cornerstone for building an effective group. It also allows members and potential members to have a better understanding of what the ICC SSA is about and how it functions.



ICC SSA CONSTITUTION 2021

WHY HAVE BYE-LAWS?

The Constitution covers the fundamental principles but does not prescribe specific procedures for operating within ICC SSA. Bye-Laws detail the procedures members must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs of ICC SSA change.



ICC SSA CONSTITUTION

ARTICLE I – NAME

The Institute shall be known as the INSTITUTE of CERTIFICATED and CHARTERED STATISTICIANS of SOUTH AFRICA herein referred to as ICC SSA or as Institute. ICC SSA is a private non-denominational, apolitical, non-racial body and was registered as a non-profit company (Reg. No. 2012/034629/08) during 2012. ICC SSA is registered as “Chartered Statisticians of South Africa”. It is competent to act in its own name (as body corporate) as plaintiff and defendant in court. Furthermore, ICC SSA has a marketing or branding name, namely “Institute for Practising Statisticians”. The time duration of ICC SSA is unlimited.

ARTICLE II – COMPANY ORIGIN

ICC SSA, managed by the Board of the Institute (BoI), was founded in Johannesburg, province of Gauteng, Republic of South Africa and launched on the 13 June 2011 by means of a Charter from the Hon. Minister Trevor Manuel.

ARTICLE III – AFFILIATIONS

ICC SSA has been recognised since 19 February 2014 by the South African Qualifications Authority (SAQA) as the statistical professional body in SA for the purposes of the National Qualifications Framework (NQF) Act, Act 67 of 2008 and SAQA has approved the registration of the Chartered Statistician (ChM) and Certificated Statistician (CeM) for professional designations on the NQF. ICC SSA

is also a voluntary association of the South African Council for Natural Scientific Professions (SACNASP). ICC SSA's Constitution and Bye-Laws pledge alignment with the regulations and directives of SAQA and SACNASP. ICC SSA will build relationships and affiliations with organisations that promote the field of statistics.

ARTICLE IV – PLACE OF BUSINESS

The Bol actions its operations from venues provided by sponsors. These would be updated from time to time in the Bye-Laws.

ARTICLE V – PURPOSE

V. THE PURPOSE OF ICC SSA IS:

- V.1. To promote the status of professional Statisticians in the South African private and public sectors.
- V.2. To provide a forum for the exchange of Statistical knowledge among members, for the benefit of South Africa.
- V.3. To promote publications and other works pertaining to practicing Statisticians and to recognise merit in such publications and works.
- V.4. To lead, direct and influence policy in Statistics for the public, private and educational sectors.
- V.5. To promote and advance education and training of Statistical Sciences in South Africa.

- V.6. Through effective financial management, ensure that maximum feasible short, medium and long-term advantages accrue to the Members of the Institute in the form of its stability, facilities, benefits and activities.
- V.7. To preserve the rights of statisticians of Professional status, by means of working closely with appropriately legislated affiliated bodies, in the publication of statistics (e.g. data, forecasts, estimations, confidence intervals) and statistical models utilised in the derivation of statistics.
- V.8. To forge alliances with similar International entities.

ARTICLE VI – VISION AND MISSION

VI.1. ICC SSA VISION:

ICC SSA is the essential body for practising statisticians. It establishes a united and collaborative environment through recognising, empowering, providing true representation and continuously improving the competency of statisticians with the aim to be a respected, professional and well governed organisation.

VI.2. ICC SSA MISSION:

ICC SSA will provide an operational function to:

- Get buy-in from business, science councils, government departments and universities to support the statistical profession
- Implement a process for application and recruitment of members
- Ensure financial sustainability
- Create market awareness

- Engage with stakeholders to establish a Continuous Professional Development (CPD) programme
- Organise activities to unite, attract and empower members

ARTICLE VII – MEMBERSHIP

VII.1. ELIGIBILITY

Membership shall be open to any persons regardless of race, colour, religion, sex, nationality, age, sexual orientation, gender identity and/or gender expression, marital status, veteran status or disability, but restricted to persons who have an active interest in the objectives of the Institute and meets the respective criteria of the membership category applied for. Every member is required to uphold the dignity of the profession of Statistician in a strictly ethical manner.

Disclaimer: Membership of the Institute does not entitle any individual or affiliated organisation to any claim to the assets of the Institute. No member or affiliated organisation shall, as a consequence of membership, incur any liability in respect of any claim or action against the Institute.

VII.2. SELECTION

VII.2.1 New members are expected to apply as per the ICC SSA Constitution and Bye-Laws.

VII.2.2 The appointed Adjudication Review Committee (ARC) will review applications and decide on membership.

VII.2.3 The decisions taken by the ARC must be tabled at the next Bol meeting for notification purposes.

VII.2.4 A candidate for election to membership of the Institute or for transfer to another grade of membership or transfer to another field of practice (FoP) shall be duly notified of the

ARC decision, in writing (including email), by the Institute Secretary or Administrative Officer regarding their application.

VII.3. CLASSES / TYPES OF MEMBERSHIP

There shall be three membership categories: Chartered Members, Certificated Members, and Associated Members. Only Certificated and Chartered Members have the right to vote on matters concerning the affairs of the Institute.

Only a member of the Institute shall be entitled to use the authorised letters, as set out in the Constitution (ref VII.3.1), designating their type of membership in the Institute.

All Members should participate during the life of ICC SSA and must be compliant to the Constitution, Bye-Laws and the deliberation of the Assemblies, co-operating materially and morally at the operations of ICC SSA.

Applicants who graduated from non-South African Universities will be assessed based on SAQA recommendation (ref VII.2).

VII.3.1 Chartered Members (ChM):

VII.3.1.1 ChMs must at least be in possession of an Honours Degree (SAQA approved NQF level 8) or a Postgraduate Diploma (SAQA approved NQF level 8) from a South African University or an equivalent qualification from an international university with SAQA NQF Level 8 approval, with a major in Statistical Sciences.

VII.3.1.2 Must have fulfilled at least one approved Internship (refer to VII.3.4).

VII.3.1.3 ChMs can be represented at Assemblies physically or by proxy (by means of signed delegated form).

VII.3.1.4 ChMs should participate during the life of ICC SSA and must be compliant to the Constitution and Bye-Laws and the deliberation of the Assemblies, co-operating materially and morally to the operations of ICC SSA.

VII.3.1.5 A Chartered Member, for relevant services or support or meritorious conduct towards ICC SSA, can be nominated by an ICC SSA member for Honorary Membership and acceptance of such membership would be decided upon by the Bol.

VII.3.2 Certificated Members (CeM)

VII.3.2.1 Members not being part of VII.3.1.1 above.

VII.3.2.2 CeMs must be in possession of at least a 360 credit Bachelor Degree or Diploma or an equivalent degree from a University, with a major in Statistical Sciences. The minimum requirement would be SAQA approved NQF level 6; hence the Degree should be on SAQA approved NQF Level 7 and National Diploma on SAQA approved NQF Level 6.

VII.3.2.3 Must have fulfilled at least one approved Internship (refer to VII.3.4).

VII.3.2.4 CeMs can be represented at Assemblies physically or by proxy (by means of signed delegated form)).

VII.3.2.5 CeMs should participate during the life of ICC SSA and must be compliant to the Constitution and Bye-Laws and the deliberation of the Assemblies, co-operating materially and morally to the operations of ICC SSA.

VII.3.2.6 A Certificated Member, for relevant services or support or meritorious conduct towards ICC SSA, can be nominated by an ICC SSA member for Honorary Membership and acceptance of such membership would be decided upon by the Bol.

VII.3.3 Associated Members (AsM)

VII.3.3.1 Members having fulfilled a partial requirement mentioned in VII.3.1 and VII.3.2 above.

VII.3.3.2 AsMs forms a broad category that incorporates individuals who are either in training as a statistician or related fields as deemed by the Bol (Trainee), individuals currently studying in related fields or in line with the statistics profession (Student), individuals studying at school level (Scholar), individuals practicing in related fields as deemed by the Bol (Support), entities or individuals that have contributed to ICC SSA either financially or with the relevant services or support (Beneficiary).

VII.3.3.3 These Members or Entities require special membership fees (could include no membership fees) and do not enjoy the right to vote. These Members enjoy reduced fees at events organised or in affiliation with other Organisations.

VII.3.3.4 These Members or Entities must be compliant to the Constitution and Bye-Laws.

VII.3.3.5 An Associated Member, for relevant services or support or meritorious conduct towards ICC SSA, can be nominated by an ICC SSA member for Honorary Membership and acceptance of such membership would be decided upon by the Bol.

VII.3.4 Internship

The Internship by a Member would be in the following fields of Statistical Sciences:

VII.3.4.1 **Technometrics:** Physics, Engineering

VII.3.4.2 **Chemometrics:** Chemistry, Chemical Engineering

VII.3.4.3 **Econometrics:** Economics, Accounting, Finances

VII.3.4.4 **Psychometrics:** Psychology, Human Resources

VII.3.4.5 Environmetrics: Environmental Sciences, Pollution Studies

VII.3.4.6 Biometrics: Biostatistics, Biometry, Medical and Pharmaceutical Studies

VII.3.4.7 Business Sciences: Performance, Benchmarking, Derivatives, Insurance Studies

VII.3.4.8 Decision Sciences: Mathematics, Computer Sciences, Operations Research, Engineering, Artificial Intelligence, Data Sciences, Data Mining, Machine Learning, Big Data Analytics

VII.3.4.9 Geometrics: Spatial, Geological, Geographical Studies

VII.3.4.10 Official Statistics: Census Studies, Governmental Indices

VII.3.4.11 Forensics: Auditing, Investigational, Police Science Studies

VII.3.4.12 Statistical Sciences Facilitation: Teaching and promulgation of the knowledge in the Statistical Sciences, specifically for educators, course facilitators and lecturers

VII.3.4.13 General: in at least 3 of the above mentioned fields

VII.3.4.14 Others: deemed acceptable by the Bol

The time window for the internship will be decided by the Bol and will be in concordance with the applicant's qualifications and the fields mentioned above.

VII.4. MEMBERSHIP FEES

Fees for all classes of membership shall be determined annually by the Bol and any changes must be ratified by members at the General Assembly (GA). No application or membership fees shall be refunded to a member who resigns or who is suspended as a member of the Institute.



VII.5. REVOKING MEMBERSHIP

Members may lose their membership status by means of:

VII.5.1 Resignation

A member may resign from the Institute by sending their resignation in writing (this includes a written email) to the Secretary or Administrative Officer of the Institute for submission to the Bol. Any debt / money due by the member shall be settled / paid forthwith. The Certificates or Charter thereby becomes null and void and cannot be used for any purposes thereafter.

VII.5.2 Failure to pay Membership fees

A member whose annual subscription is not paid by the stipulated date shall cease to be in good standing and shall no longer be entitled to exercise the rights and privileges of membership.

VII.5.3 Disciplinary action

The Bol shall have power to take such action, under the recommendation of the Disciplinary Committee (DC, see VIII.5 below), as it may consider necessary in the case of any member whose continued membership would, in its opinion, be contrary to the interests of the Institute, provided any such action shall be agreed upon by two-thirds of the board members present and voting at the Bol meeting at which such decision is taken. Notice of intention to consider the matter at a particular Bol meeting shall be given to all voting members of the Board.

VII.6. RE-ADMISSION TO MEMBERSHIP

The Bol may re-admit a candidate to Chartered, Certificated or Associated, after reviewing the cause for termination and provided that the Bol is satisfied that the re-admission would be in the interests of

the Institute. The Bol may decide to refuse admission in any particular case which would be communicated with the candidate.

VII.7. CODE OF ETHICS

Members shall subscribe to a professional Code of Ethics. The Code of Ethics forms part of ICCSSA's Constitution (see Article XIV).

VII.8. RECOGNITION OF PRIOR LEARNING (RPL)

Provision for Recognition of Prior Learning (RPL) is inclusive for the assessment of applicants wherever possible. ICCSSA determines whether the person claiming recognition and credits towards qualifications has achieved the applied knowledge according to the Field of Practice (FoP) descriptors, its purposes, its learning outcomes and assessment criteria of qualifications thereof. ICCSSA will do so in concordance with the SAQA RPL Policy Document. If a qualification is required in the respective FoP, ICCSSA will engage with formal National Institutions to provide such, if possible. The Adjudication Review Committee (ARC) will then determine the level of certification and submit the report to the Bol. The purpose of the RPL policy is to facilitate the recognition of prior learning. It should recognise the diversity in learning within South Africa, and support this within the context of ICCSSA designations.

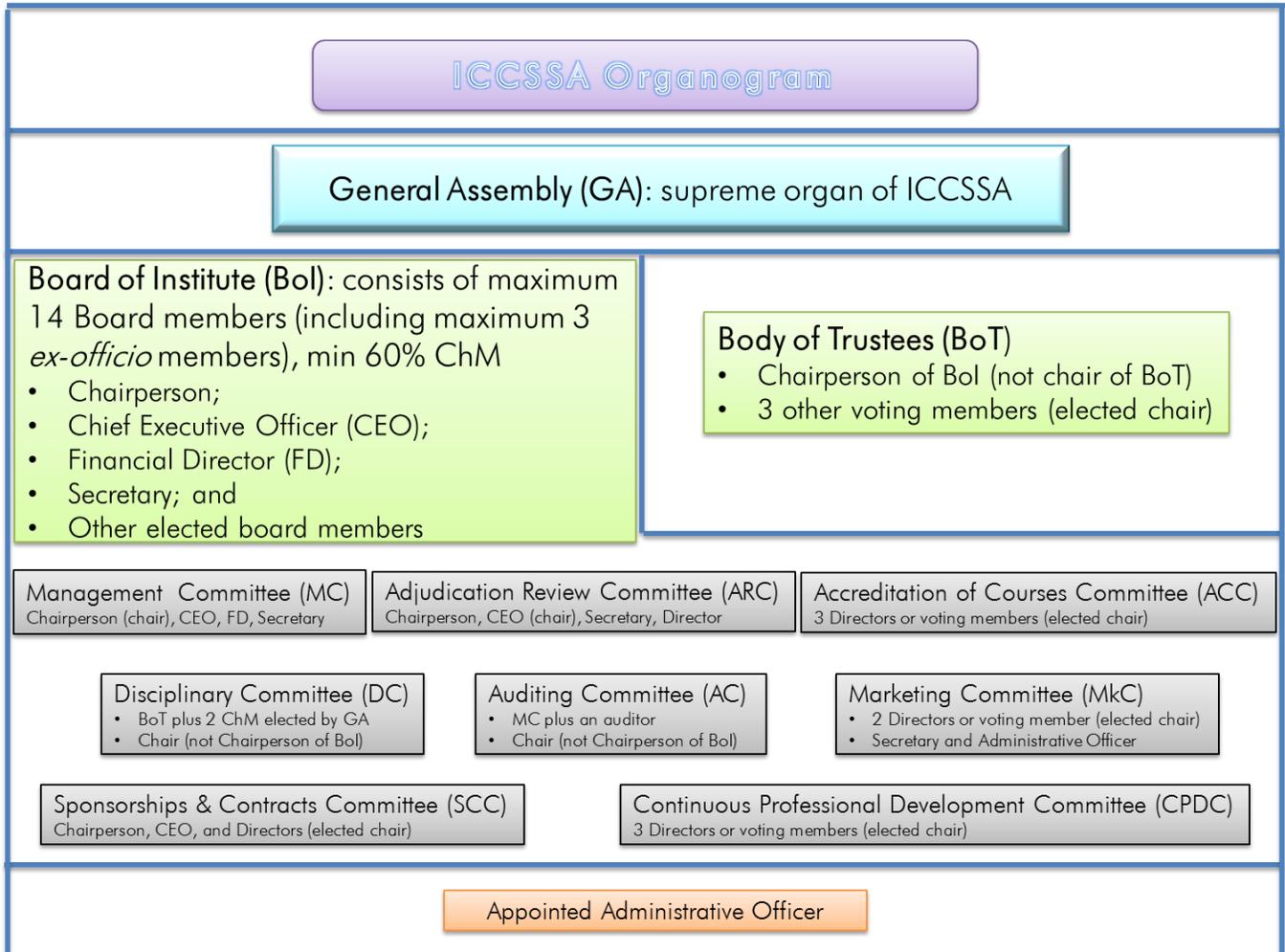
VII.9. VOTING

Voting rights will be restricted to paid up members belonging either to Chartered or Certificated classes of membership.

ARTICLE VIII – OFFICERS

The management of the institution shall be the responsibility for the following Bodies of ICC SSA: Board of Institute (BoI), Body of Trustee (BoT), Management Committee (MC), Disciplinary Committee (DC), Auditing Committee (AC), Marketing Committee (MkC), Adjudication Review Committee (ARC), Accreditation of Courses Committee (ACC), Sponsorships and Contracts Committee (SCC), Continuous Professional Development Committee (CPDC). All Bodies of ICC SSA, excluding the General Assembly (GA), are elected for three years and the vote of simple majority applies, unless otherwise stated.

Below is ICC SSA’s organogram



VIII.1. THE GENERAL ASSEMBLY (GA)

The GA is constituted by paid up ChMs and CeMs (refer to VII.3). **The GA is the supreme organ of ICC SSA.**

VIII.2. THE BOARD OF THE INSTITUTE (BOI)

The Board of the Institute (BoI) is constituted by a Chairperson, Chief Executive Officer (CEO), a Financial Director, a Secretary and a number of Directors as deemed fit for the operations of the Board (with a total maximum of 14 [fourteen] Board members including the Chairperson). A maximum of three Directors being *ex-officio* members of affiliated societies, such as SAQA, SASA and SACNASP. At least 60% (sixty percent) of the BoI are Chartered Statisticians (ChMs). All, except the Chairperson and CEO, are re-selectable for maximum one further term (each term is a three year period) in a specific position. All Board members enjoy the right of a Board-vote except *ex-officio* members. In the case of a tie, the Chairperson has the deciding vote.

The new BoI is constituted every three years, preceding the GA, in the following manner:

VIII.2.1. The outgoing BoI's CEO becomes the incoming BoI's Chairperson.

VIII.2.2. The outgoing BoI nominates representatives for the other three positions on the Management Committee, namely, CEO, Financial Director and Secretary. These nominations are drawn from the current BoI members (excluding *ex-officio*). Should multiple nominations be made for the same position, the election is put to the BoI (excluding *ex-officio* and the nominated candidates for the position being considered) via a confidential ballot/survey preceding the GA.

VIII.2.3. The remaining Directors are drawn from nominations by the voting members (see VII.9). Should there be the required number or fewer nominations, all are considered to be elected. If more than the required maximum number is nominated, all nominated are then put to the voting members for the election of the maximum to serve on the new BoI via a confidential ballot/survey preceding the GA. Vote of simple majority applies while maintaining the

requirement that at least 60% of board members must be Chartered Statisticians, a maximum of 14 board members serve on the Bol and a maximum of three Directors being *ex-officio* members of affiliated societies.

If the Chairperson cannot serve out the full three year period for any reason, the current CEO will become the Chairperson and will serve out the previous Chairperson's term and then a further three year term unless the Chairperson served less than 18 months in which case the CEO will serve out the remaining Chairperson's term. In this situation, a nomination is drawn from the current Board members (excluding *ex-officio*) for the new CEO position. Should multiple nominations be made for the CEO, the election is put to the Bol (excluding *ex-officio* and nominated candidates for the CEO position being considered) via a confidential ballot/survey.

Aside from the Chairperson, if any other member of the Management Committee cannot serve out the full 3-year period for any reason, the active Board nominates a new representative, drawn from active Board members (excluding *ex-officio*). Should multiple nominations be made for the same position, the election is put to the Bol (excluding *ex-officio* and nominated candidates for the position being considered) via a confidential ballot/survey. The new representative will serve out the remaining term of the active Bol, which may be less than three years.

If any other Bol member cannot serve out the full three year period for any reason, the active Bol may decide to elect a new Bol member. The option of replacing such a member is left to the Bol and depends on the resource requirements for optimal functioning of the Bol.

VIII.3. THE BODY OF TRUSTEES (BoT)

A new Body of Trustees (BoT) is constituted every three years at the first new Bol meeting. The BoT is constituted by four effective Members, of which the Chairperson of the Bol is part of the BoT but may not chair the Body of Trustees. The Bol (see VIII.2) nominates voting members (see VII.9) as the BoT and if there are more than three members nominated then a simple majority vote is applied to select the three other BoT members via a confidential ballot/survey. At the first meeting, the BoT will nominate and elect the Chairperson of the BoT. The BoT will be ratified at the GA.

If any BoT member cannot serve out the full three year period for any reason, the active Bol may decide to elect a new BoT member. The option of replacing such a member is left to the Bol and depends on the resource requirements for optimal functioning of the BoT.

VIII.4. THE MANAGEMENT COMMITTEE (MC)

The Management Committee consists of the elected Board members by the Bol (see VIII.2), namely the Chairperson, CEO, Financial Director and Secretary. The purpose of the Management Committee will be to deal with urgent matters within the provisions of the Constitution and Bye-Laws and to represent the Institute as plaintiff or defendant in a court action. The decisions taken by the Management Committee must be tabled at the next Bol meeting.

VIII.5. THE DISCIPLINARY COMMITTEE (DC)

The Disciplinary Committee (DC) is formed every three years by the Trustees (all members of the BoT) plus two Chartered members, not on the Bol, nominated by the voting members (see VII.9). The DC follows the Code of Ethics (CoE – see Article XIV) and makes recommendations for action to the Bol on infringement(s) of the CoE by a member.

VIII.6. THE AUDITING COMMITTEE (AC)

The Auditing Committee (AC) consists of the Chairperson, CEO, Financial director, a Director that does not form part of the management committee (preferably the Chair of the Body of Trustees) plus an external auditor. The Bol nominates the auditor of ICCSSA, with the following requirements and purpose:

VIII.6.1. Ensuring independence and that the auditor is a Registered Auditor.

VIII.6.2. Ensuring that the appointment of the auditor complies with all relevant legislation.

VIII.6.3. Determining the nature and extent of non-audit services that the auditor can provide.

VIII.6.4. Receiving and dealing with complaints relating to accounting practices and internal audit, auditing of the financial statements, internal financial controls, and related matters.

VIII.6.5. Commenting on financial statements, accounting practices and the internal financial controls.

VIII.6.6. Make submissions to the board on accounting policy, financial control, records and reporting.

The Chair of the Body of Trustees chairs the Auditing Committee and submits reports to the Bol.

VIII.7. ADJUDICATION REVIEW COMMITTEE (ARC)

The Adjudication Review Committee (ARC) serves for a three year term and consists of the Chairperson, CEO, Secretary and a Director. The Director is nominated by the Chairperson and approved by the Bol. The ARC is responsible for assessment of applicants. The committee reviews the applications and the CEO chairs and submits reports to the Bol. If the decision is not unanimous then the Bol reviews the application and makes a decision.

VIII.8. MARKETING COMMITTEE (MKC)

The Marketing Committee (MkC) consists of two Directors, the Secretary and Administrative Officer. The two Directors are nominated by the Chairperson and approved by the Bol. The MC is responsible for Marketing Initiatives of ICCSSA, including the website, social media and seminars, general assembly and conferences (could be part of SASA or ORSSA conference). The designated Director chairs this committee and submits reports to the Bol.

VIII.9. SPONSORSHIP AND CONTRACTS COMMITTEE (SCC)

The Sponsorship and Contracts Committee (SCC) consists of the Chairperson, CEO and a Director. The Director is nominated by the Chairperson and approved by the Bol. The SCC is responsible for sponsor initiatives and contract engagements for ICCSSA. The designated Director chairs this committee and submits reports to the Bol.

VIII.10. CONTINUOUS PROFESSIONAL DEVELOPMENT COMMITTEE (CPDC)

The Continuous Professional Development Committee (CPDC) consists of three Directors or voting members (see VII.9). The three members of this committee are nominated by the Chairperson and approved by the Bol. The CPDC is responsible for managing the CPD programme of ICCSSA and ensures each Certificated and Chartered Member meets the basic requirements for CPD. The designated Director chairs this committee and submits reports to the Bol.

VIII.11. ACCREDITATION OF COURSES COMMITTEE (ACC)

The Accreditation of Courses Committee (ACC) consists of three Directors or voting members (see VII.9). The three members of this committee are nominated by the Chairperson and approved by the Bol. The ACC is responsible for managing the Accreditation of Courses Programme of ICCSSA. The designated member chairs this committee and submits reports to the Bol.

VIII.12. AD-HOC COMMITTEES

Ad-hoc Committees can be suggested by the Chairperson and approved by the Bol. Typical examples of such committees would be to revise the Constitution and Bye-Laws, a convention that the Institute is organising, seminars (coming from the Marketing Committee), ICCSSA business plan, Recognition of Prior Learning, etc. ICCSSA members can be chosen to be part of this committee. The chosen chair of this committee will hold meetings and submits reports to the Bol.

ARTICLE IX – ADVISOR

ICCSA will form strategic relationships with a number of related professional bodies, societies, institutions and organisations, both locally and internationally. A representative from each of these organisations will serve as an advisor to ICCSSA.

ARTICLE X – MEETINGS

The meetings of the Institute shall normally be held in Gauteng, but may be held at such other places as the Bol may decide and depending on sponsorships for venues. The Bol may hold the following types of meetings:

X.1. ANNUAL GA MEETING

The Annual GA Meeting of the Institute shall be held on a date decided by the Bol (at least once a year and preferably organised as part of an ICC SSA event or at the annual SASA or ORSSA Conference), to receive and consider the report of the Bol, the audited Income Statement and Balance Sheet, the Report of the Auditing committee, on the election or performance of members of the Bol, and to conduct such other business as the Bol may decide.

X.2. ORDINARY BOL MEETINGS

Ordinary Meetings of the Board of Institute (Bol meetings) shall be held at times and on dates decided by the Bol. There should be a minimum of three ordinary Bol meetings per annum. For the Bol meeting, the Chairperson (or the fully delegated member) and three other Bol members constitute a Quorum. The Chairperson shall be obliged to convene a meeting of the Bol on receipt of a motivated written (including email) request from at least five board members.

X.3. SPECIAL MEETINGS (INFORMAL MEETINGS OF BOL PLUS MEMBERS, SPECIAL MEETINGS AND BALLOTS)

X.3.1 The Bol may, at any time, convene a Special Meeting or conduct a ballot to resolve any specified business other than an amendment to the Constitution.

X.3.2 The Bol may conduct a non-binding opinion poll on any matter on which it wishes to test the opinions of the membership.

X.3.3 The Bol shall, within 30 (thirty) days of the receipt of a written request of at least 50% (fifty percent) Chartered and Certificated paid up members, convene a Special General

Assembly or conduct a ballot to resolve any specified business other than an amendment to the Constitution.

X.4. NOTICE OF MEETINGS

Notices of convening Ordinary Meetings, the General Assembly and Special Meetings shall be sent to members not less than 14 (fourteen) days prior to the dates of such meetings. An agenda for the meeting would be sent to members not less than three working days prior to the dates of such meetings.

X.5. OMISSION OF NOTICE OF MEETINGS, VOTING BY PROXY AND GA QUORUM

X.5.1 Omission of Notice of Meetings

The accidental omission to give notice of any meeting of the Institute to any Chartered or Certificated member shall not invalidate any resolution passed at such meeting.

X.5.2 Voting by proxy

A paid up Chartered or Certificated member unable to be present at any meeting may vote by proxy; proxies may not be delegated more than twice for the same meeting. The persons appointed as proxies shall be a paid up Chartered or Certificated member of the Institute and such appointment shall be duly made in writing and signed. The proxy is to be received by ICC SSA not less than three working days prior to the dates of such meetings. A ChM or CeM may hold a maximum of five proxies.

X.5.3 GA quorum

The paid up Chartered or Certificated members present and representation by proxy at the GA will constitute a quorum if they are more than 50% of the total paid up Chartered or Certificated members, or if the number of members attending is at least the same as the number of board members attending, provided that notice was given accordingly in terms of X.4.

ARTICLE XI – QUORUM

Depending on the decision to be taken at meetings, different percentages apply.

XI.1. ANNUAL GA MEETING

For the General Assembly, the paid up Chartered or Certificated members present and representation by proxy at the GA will constitute a quorum if they are more than 50% of the total paid up Chartered or Certificated members, or if the number of members attending is at least the same as the number of board members attending, provided that the notice and agenda was sent to members not less than 14 (fourteen) days prior to the dates of such meetings (see X.4).

XI.1.1 Changes to the Constitution

Changes made to the Constitution will be deemed acceptable if more than two-thirds (2/3) of the members forming the quorum vote in favour of the changes.

XI.1.2 Changes to the Bye-Laws

Changes made to the Bye-Laws will be deemed acceptable based on majority vote in favour of the changes by board members of the Bol, but must abide by ICCSSA's Constitution. The Bye-Laws are the procedures and operations of the Constitution and will therefore be a living document with regular updates. The most recent update of the Bye-Laws will be placed on ICCSSA's official website, namely, <http://www.iccssa.org.za>.

XI.1.3 Membership fees (ratified by members at the Annual GA).

XI.2. ORDINARY BOI MEETINGS

For the BoI meeting, the Chairperson (or the fully delegated member) and three other BoI members constitute a Quorum, provided that the notice was sent to members not less than 14 (fourteen) days prior to the dates of such meetings (see X.4). An agenda for the meeting would be sent to members not less than three working days prior to the dates of such meetings.

XI.3. SPECIAL MEETINGS

For the Special Meetings, the members present at these meetings will constitute a quorum, provided that the notice was sent to members not less than 14 (fourteen) days prior to the dates of such meetings (see X.4). An agenda for the meeting would be sent to members not less than three working days prior to the dates of such meetings.

ARTICLE XII – FINANCE

This section describes the business of the organisation. It is important to ensure that ICCSSA remains financially sustainable. This can be achieved through annual membership fees, fund raising events, donations, sponsorships, accreditation of courses, investments and revenue from other ICCSSA projects. The BoI is authorised to manage the finances of ICCSSA in accordance with policies and procedures decreed by the GA.

XII.1. BANKING ACCOUNT

ICCSA will open a business account in the name of the ICCSSA at a recognised financial institution, approved by the BoI, and to authorise signing rights. The financial director and one specified additional person (preferably the chairperson) are to sign all cheques and approve all electronic payments.



XII.2. INVESTMENT

ICC SSA is to invest any funds deemed to return value towards ICC SSA, approved by the Bol.

XII.3. AUDITORS

ICC SSA will appoint a reputable audit company, approved by the Bol, to ensure good financial governance.

ARTICLE XIII – RULES OF PROCEDURE

XIII.1. MEETINGS

Refer to Article X

XIII.2. ATTENDANCE

Members of Bol, BoT, DC, AC, MC, ARC, MkC, SCC, CPDC and ACC: apologies required if unable to attend. Failure to attend three (3) consecutive committee or sub-committee meetings, without a formal written justified explanation to the Board of Institute (Bol), will result in the dismissal of the board member from the Bol.

XIII.3. AMENDMENTS

The Constitution may be revised every three years or if there is a justification and approval from the Bol to revise sooner. Any recommendations by ICC SSA members to amend ICC SSA's Constitution are to be submitted to the Secretary in writing (including email) at least eight weeks before a GA for debate. Any amendments to ICC SSA's Constitution by the Bol are to be submitted by the Secretary to the members in writing (including email) at least four weeks before a GA for debate. Responses from ICC SSA members regarding the changes to ICC SSA's Constitution by the Bol should be received by the Secretary at least seven working days, in writing (including email), prior to the GA.

The Bye-Laws are the procedures and operations of the Constitution and will therefore be a living document with regular updates. The most recent update of the Bye-Laws will be placed on ICC SSA's official website, namely, <http://www.iccssa.org.za>.

ARTICLE XIV – CODE OF CONDUCT AND CODE OF ETHICS

The purpose of Code of Conduct and Code of Ethics is:

- To provide the statistical fraternity with a set of guidelines and principles in order to assist individual practising statisticians to go about their legitimate business within bounds of behaviour which are accepted by their fellow peers.
- To articulate shared values and experience that can contribute to the member's individual ethical judgments and decisions. These individual judgments and decisions arise within a variety of academic, economic, cultural, legal and political settings. In fields such as education, economics, psychology, sociology, medicine, whose practitioners have adopted ethical conventions, those conventions may also influence the conduct of members of the Institute within those endeavours.
- To offer a background against which a member of the Institute may make informed and deliberative choices, especially when imperatives appear to be in conflict. The Code does not seek to impose any particular set of actions or priorities that take no account of context.
- To enable explicit, balanced and sensitive competence, characterised by respect, integrity, expertise and accountability.

Members shall subscribe to a professional Code of Conduct and abide to ICC SSA's Code of Ethics. It should be acknowledged that a practicing statistician has to abide by several Codes of Conduct, depending on the field of practice. It is also acknowledged that a number of ICC SSA members are SASA and SACNASP members and since each of these organisations have their own Code of Conduct

or Code of Ethics, ICCSSA needs to ensure members abide by these organisations Code of Conduct and Code of Ethics. Guidelines for Code of Conduct (taken from SASA Constitution 2010 & 2015) and Code of Ethics (in concordance with SACNASP's Natural Scientific Professions Act No.27 of 2003, with particular reference to Section 27) are provided below.

XIV.1. CODE OF CONDUCT

XIV.1.1 Society and the Public Interest

XIV.1.1.1 Members of the Institute seek to ensure that within their chosen fields of work or specialisation, they have appropriate knowledge and understanding of relevant legislation, regulations and standards governing those domains. Members also seek to comply with such requirements wherever relevant in their work.

XIV.1.1.2 Members of the Institute in their professional practice will have regard to basic human rights and avoid any actions that adversely affect those rights.

XIV.1.1.3 Members of the Institute consider and explore any likely consequences of collecting and disseminating various types of data. Members make efforts to guard against predictable misinterpretation or misuse of data and findings of any study.

XIV.1.1.4 Members of the Institute seek to promote and preserve the public confidence in statistical sciences. Members ensure accurate and correct description of their results, including both the inherent uncertainty and explanatory power of their data. Members alert potential users of the results to the limits of the reliability and applicability of those results.

XIV.1.1.5 Members of the Institute communicate findings to the benefit of the widest possible community, yet attempt to ensure no harm to any population subgroup. Adequate information is provided to permit a wider public to assess the methods, procedures, techniques, and findings independently.

XIV.1.2 Participants in experiments, surveys and observation

XIV.1.2.1 Members of the Institute are obliged to protect participants, individually and collectively, against harm that may arise from participation in a study. All forms of harm to participants, or to their relationships with their community or environments are to be avoided. This responsibility to minimise harm is not absolved by either a participant's consent or his/her legal obligation to participate in a study.

XIV.1.2.2 Enquiries involving human participants, as far as practicable, are based on the freely given informed consent of participants, prior to inclusion and data collection. Information which might affect willingness to participate should not be withheld from a participant.

XIV.1.2.3 The potentially intrusive nature of some forms of enquiry requires justification and prior notification of those participants likely to be affected.

XIV.1.2.4 The identities of all participants, whether cooperating or not, are kept confidential, whether or not confidentiality was pledged, unless prior consent for disclosure is explicitly obtained from specific participants.

XIV.1.2.5 Appropriate measures are used to prevent data being published or released in any form that would allow a participant's identity to be disclosed or inferred. The necessary measures will address possible disclosure during any of data generation, recording, capture, storage, analysis and reporting phases.

XIV.1.3 The Profession

XIV.1.3.1 Members of the Institute uphold their professional integrity without fear or favour, only selecting and using methods designed to produce the most pertinent correct and precise results. Members present all the findings openly, completely, and in a transparent manner regardless of the outcomes or consequences. Members are particularly sensitive to the needs arising when findings that challenge a preferred outcome must be presented.

XIV.1.3.2 Members of the Institute seek to uphold the reputation of the profession and regularly upgrade their professional knowledge and skills, and maintain awareness of technological developments, procedures, and standards which are relevant to their field.

XIV.1.3.3 Members of the Institute encourage and support colleagues in their professional development and, where possible, provide opportunities for the development of new entrants to the profession.

XIV.1.3.4 Members of the Institute act with integrity towards colleagues and fellow members and towards statisticians of other professions with whom they collaborate in a professional capacity. Members avoid engaging in any activity which is incompatible with their professional status.

XIV.1.3.5 Members of the Institute only offer to do work or provide service which is within their professional competence and do not lay claim to any level of competence which they do not possess. Any professional opinion which a member is asked to give will be objective and reliable.

XIV.1.3.6 Members of the Institute accept professional responsibility for their work and for the work of subordinates and associates under their direction.

XIV.1.3.7 Standards of integrity required of a professional statistician do not normally conflict with the interests of a client or employer. Members of the Institute aim to avoid any such conflict and will clearly advise an employer or client of any such potential or actual conflict. If the conflict cannot be resolved satisfactorily, the public interest and professional standards must be paramount.

XIV.1.3.8 Members of the Institute acting in private practice, or acting independently of salaried employment, have the right of disengagement in the face of a dilemma involving professional standards or conscience. In such a case, ICCSSA will not hold the member responsible for the disengagement but also the client has no right to hold ICCSSA

responsible for the member's disengagement and no legal claim can be held against ICCSSA by the client.

XIV.1.3.9 Members of the Institute in salaried employment, who are in serious conflict with their employer over a matter of professional standards or conscience, notify the employer in writing of the contentious circumstances. If members are unable to resolve the conflict to their satisfaction, they are advised to refer the matter to ICCSSA, which will advise and take such action as seems appropriate.

XIV.1.3.10 Members of the Institute seek to advance public knowledge and understanding of statistics and to counter false or misleading statements which are detrimental to the profession.

XIV.1.3.11 Members of the Institute do not make any public statement in their professional capacity unless properly qualified and, where appropriate, authorised to do so, having due regard to the likely consequences of any such statement on others.

XIV.1.3.12 No member will cast doubt upon the professional competence of another statistician without good cause.

XIV.1.3.13 Members of the Institute do not speak in the name of the ICCSSA without the authorisation from the Bol.

XIV.1.4 Employers, Clients, and Funders

XIV.1.4.1 Members of the Institute conduct their work with due care and diligence in accordance with the requirements of the employer or client. If any professional scientific judgement is overruled, members will explicitly indicate likely consequences of such decisions.

XIV.1.4.2 Members of the Institute do not disclose, nor authorise to be disclosed, nor use for personal gain nor to benefit a third party, any confidential information acquired in the course of professional practice, except with prior written permission of the employer

or client, or at the direction of a court of law. Members seek to avoid being put in a position where they may become privy to or party to activities, or information concerning activities, which would conflict with their responsibilities to uphold the public interest, as in XI.1.1.1 and XI.1.1.2 above.

XIV.1.4.3 Members of the Institute do not purport to exercise independent judgement on behalf of an employer or client on any product or service in which they knowingly have any interest, financial or otherwise.

XIV.1.4.4 Members of the Institute do not allow any misleading summary of data to be issued in their name. In particular, explicit statements will generally be provided about the assumptions made when selecting a method of analysis. Subsequent statistical analysis may need to be amplified by a description of the way the data were selected, and the way any apparently erroneous data were corrected or rejected. Views or opinions based on general knowledge or belief are clearly distinguished from views or opinions derived from the statistical analyses being reported.

XIV.1.4.5 The respective obligations, roles and responsibilities of employer, client, or funder and member of the Institute should be specified explicitly and fully understood in advance. In providing advice or guidance, members should take care to stay within their area of competence, and seek advice, as appropriate, from other statisticians with the relevant expertise.

XIV.1.4.6 Members of the Institute will consider available methods and procedures for addressing a proposed inquiry and provide an impartial assessment to the employer, client, or funder of the respective merits and limitations of alternatives, along with the proposed method.

XIV.1.5 Colleagues, Mentors and Students

XIV.1.5.1 Members of the Institute acknowledge the precedence of earlier work of other scholars or writers in their own research publications, communications and teaching.

XIV.1.5.2 Members of the Institute acknowledge all contributors to journal publications, and where appropriate contributions warrant co-authorship, invite colleagues, mentors or students to accept that status.

XIV.1.5.3 Members of the Institute make opportunities available to newer or younger students or practitioners of the discipline.

XIV.1.5.4 Members of the Institute advocate and defend ethical principles in all dealings with colleagues, mentors and students.

XIV.2. CODE OF ETHICS

XIV.2.1 Certified and Chartered Statisticians may not, without satisfactory reasons, destroy, or dispose of or knowingly allow any other persons to destroy or dispose of, any information within a period of 5 years after the completion of the work concerned. "Information" pertains to data (acquired or stored or used in electronic form or otherwise), processed data in forms of documents, reports, records, calculations, computations that form part of the work concerned. "Work" refers to any work pertaining to the statistical science normally carried out by a Certified or Chartered Statistician.

XIV.2.2 Certified and Chartered Statisticians may not divulge any information prepared by them for their employer without the latter's consent, unless decided by a Court of Law.

XIV.2.3 Certified Statisticians may not sign off reports of any sorts without the adjoined signature of a Chartered Statistician.

XIV.2.4 ICC SSA reserves the right to provide (or not) professional indemnity insurance cover for Chartered Statisticians, from time to time and this function will be managed by the Bol.

XIV.2.5 Chartered Statisticians must provide adequate mentorship towards Certified Statisticians, whenever possible.

XIV.2.6 The Charters and Certificates remain the property of ICCSSA and they may not be altered or destroyed.

ARTICLE XV – CONTINUOUS PROFESSIONAL DEVELOPMENT

XV.1. PREMISE

ICCSA recognises that the Chartered and Certificated Statisticians need to continuously develop themselves through various activities of professional development. The professional status in an industry is underpinned by a body of scientific knowledge and the application of that knowledge in the real world of work.

The Chartered and Certificated Statisticians sets an industry standard of professional competence gained through formal study and informal learning processes. The Chartered and Certificated Statisticians, therefore, must maintain their professional status through a process of continuous learning and professional development.

ICCSA defines Continuous Professional Development (CPD) as the systematic improvement and maintenance of knowledge and skills, as well as the development of personal qualities of the Chartered Statistician and Certificated Statistician necessary for the execution of the professional and technical duties throughout their careers in Statistics.

The CPD Program does not apply to Associated members.

The Continuous Professional Development Committee (CPDC) will manage and administer the CPD program of ICCSSA and maintain a set of minimum CPD program requirements which members should adhere to. The CPDC will provide feedback to the Bol regarding the compliance of members to the minimum requirements of the CPD Program of ICCSSA.

The CPD program procedural information is documented within the ICCSSA Bye-Laws.

The CPD Program will be managed within CPD cycles. A Chartered member will follow a three year CPD program cycle and should complete activities within the following categories:

- Category 1 : Active involvement in the Statistical profession and industry – this category covers statistical work activities that are performed when carrying out professional responsibilities in the course of normal daily work and also attending relevant conferences and seminars.
- Category 2: Membership to associated organisations.
- Category 3: Development – this category covers all developmental activities such as formal courses, workshops and colloquiums which have been validated and awarded CPD credits by the Course Accreditation Committee of ICCSSA. Courses supplied by accredited tertiary institutions (e.g. a university) are automatically validated in this category.
- Category 4: Transfer of statistical or specific related knowledge to the member’s Field of Practice – this category is to recognise the transfer of knowledge to both ICCSSA members and the general public through formal or informal processes. The knowledge transfer category also makes provision where the knowledge transfer was performed by means of acting as speakers or presenters at conferences and seminars.

A Certificated member will follow a two year CPD program cycle and should complete activities within the following categories:

- Category 1 : Active involvement in the Statistical profession and industry – this category covers statistical work activities that are performed when carrying out professional responsibilities in the course of normal daily work and also attending relevant conferences and seminars.
- Category 2: Membership to associated organisations.
- Category 3: Development – this category covers all developmental activities such as formal courses, workshops and colloquiums which have been validated and awarded CPD credits

by the Course Accreditation Committee of ICCSSA. Courses supplied by accredited tertiary institutions (e.g. a university) are automatically validated in this category.

The members are responsible for obtaining CPD program information from the ICCSSA website, ICCSSA Administrative Officer or Secretary to ensure they remain compliant to the CPD program.

ARTICLE XVI – ACCREDITATION OF COURSES

ICSSA accredits training courses in an effort to ensure the availability of professional courses of an appropriate technical quality. The Continuous Professional Development (CPD) program of ICCSSA depends on the availability of high quality training courses to facilitate the development of its members.

The Accreditation of Courses Committee (ACC) will manage and administer the Course Accreditation process of ICCSSA. The ACC will provide feedback to the Bol regarding Accredited Courses.

The nature of the accredited courses needs to be statistical and/or relevant to the statistician in its Field of Practice. The presenter of the course needs to have appropriate knowledge of statistics and be a registered Certificated or Chartered member with ICCSSA.

Course accreditation is done for a specific term as per the ACC approval which may not exceed 12 (twelve) months and will need to be renewed at the end of the term.

The accreditation of courses process and rules are explained in the ICCSSA Bye-Laws.

ARTICLE XVII – AMENDMENTS AND RATIFICATION

Amendments to the Constitution may be proposed by either the Bol or voting members of ICCSSA selected as a subcommittee representing the Bol. Consent by two-thirds (2/3) of the voting members forming the quorum (see XI.1) shall be necessary to approve amendments to this Constitution, provided

that the notice and agenda was sent to members not less than 14 (fourteen) days prior to the dates of such meetings (see X.4).

ARTICLE XVIII – DISSOLUTION OF ICCSSA

XVIII.1. ICCSSA may be dissolved by a Special GA for serious and proven motives. The Special GA would be constituted by the quorum of the GA (see XI.1) and ICCSSA will be dissolved if at least a 75% majority vote in favour of the dissolution.

XVIII.2. In the event of bankruptcy or insolvency, the GA would be responsible for the nomination of a liquidator of all assets in favour of an entity(ies) which pursue the same scopes as ICCSSA in South Africa and decided by the quorum of the GA (see XI.1) by means of two-thirds majority vote.

ICCSA Chairperson
Mr Philip Steyn

ICCSA Chief Executive Officer
Prof Inger Fabris-Rotelli