

SAIMC Operations Manual

Version 1.1 DRAFT

1 Financial

1.1 Contracts and Agreements

The SAIMC never enters into any verbal contracts or agreements and never participates in any verbal contracts or agreements.

- No member of the SAIMC may enter into a verbal contract or agreement involving the SAIMC or its branches and other structures.
- All contracts in the name of the SAIMC must be written, in line with the South African laws and signed by the SAIMC General Treasurer AS WELL AS any of SAIMC's Directors.
- The SAIMC does not obtain the services of any consultant unless signed by the SAIMC General Treasurer and at least one director of the SAIMC.

1.2 Bank Accounts

- Each branch is authorised to open their own bank account, the details of which must be shared with the Administrator
- Three signaturees must be registered with the bank of which any two can sign for a transaction.
- No overdraft facilities are allowed

1.3 Payments to the SAIMC

- All payments to the SAIMC must be initiated by a Quote (where required) and an Invoice.
- Each payment to the SAIMC needs to be matched to the invoice and Purchase Order (where applicable)
- In cases where the SAIMC receives cash (like at Technical evenings, Golf Days etc.) the money must be deposited in the bank during the next business day or as soon as possible after.
- No member of the SAIMC may unnecessarily carry cash that is meant for the SAIMC. This puts the individual's life at risk as well as the cash.

1.4 Payments by the SAIMC

- All payments by the SAIMC must be accompanied by an Invoice or a receipt.
- Each payment by the SAIMC needs to be matched to the invoice or receipt.
- Petty cash is not allowed

1.5 Reporting

All branches will provide the Administrator (on a monthly basis before the 7th of the next month) with the following documents:

- A Bank statement from the bank in PDF
- A report in the format of the Excel spreadsheet provided by the Administrator in which the bank transactions are matched to the evidence provided via Invoice / Receipt. The report will also place the transaction in the appropriate GL account. The GL Accounts will be provided by the Administrator.

1.6 Membership Invoices

- Membership invoices is the responsibility of EXCO. Invoices may only be sent out by the Administrator and collected in the National bank account

1.7 Branch Finances

- Branches to establish a budget and approved by the Branch Committee at a formal Branch Meeting. Minutes needs to be kept and forwarded to the Administrator of the SAIMC.
- Branch budgets needs to be presented to EXCO for information and / or comments
- Branches need to send out formal invoices for payments and submit copies to Admin.
- Invoices needs to be consolidated with the branch bank account which also needs to be submitted to Council.
- All expenses not included in the budget needs to be formally approved and a copy of the approval (in the minutes) needs to be forwarded to Admin

2 Public Media

2.1 Branch Websites

- Branch websites that are not part of the SAIMC NPC website are not allowed. Exceptions must be approved by EXCO.

- Should such a website be established, it must be linked to the SAIMC NPC website and the same security procedures must be implemented.
- The SAIMC NPC webmaster must, together with the branch website, be a Webmaster of the branch site
- The same software used to produce the SAIMC NPC website must also be used for the branch website
- No additional programming except for what comes standard with the plugins are allowed.
- All related costs will be for the branch
- Branch news and photos has to be loaded on the SAIMC NPC website regardless of whether it was loaded on the branch website.

2.2 Social Media

- The SAIMC has provided SAIMC NPC areas on Social media that must be used. Additional areas can be established with approval from EXCO.

3 Technical Evenings

- Costs for technical evenings are carried by the speaker of the evening.
- Speakers may not sponsor an open bar. Attendees still need to drive home and having an open bar does not present the image that the SAIMC would like to portray.
- Technical evenings may be assessed for CPD points if the presentations are not sales focussed. Technical evenings are intended to create a learning experience for all attendees.
- A satisfaction survey needs to be completed by the attendees after each presentation in order to give the branch an idea of the efficiency and effectiveness of the evening and the venue. This is to enable continuous improvement in our technology evenings.
- Technical evenings is not intended for use as a platform for sales pitches. Presentations needs to be technically driven.
- Time frame – Keep it to 45 minutes.
- Topics – Select interesting/latest topics for consideration by Branches.
- Networking – Allow time for interacting
- CPD Points – Presentation needs to be submitted 14 days prior to event for CPD evaluation.

4 Branch Managers

- The Branch Chair is the Branch Manager. Since the SAIMC changed from a Voluntary Association to a Company, the title Chair is inappropriate and does not reflect on the responsibilities of the position.
- Branch Managers are fully accountable to EXCO for any and all activities of the Branch. The Branch Manager is supported by members of the Branch Committee in aspects of Finance etc., but the Branch Manager is ultimately accountable.
- Branch Managers must attend the EXCO meetings, either in person or represented by a member of the Branch Committee.
- Should the Branch Manager not be able to fulfil his / her role as Branch Manager, the Branch Manager must indicate this to the Branch Committee and EXCO so that other arrangements may be made.
- The Branch Manager must ensure that the financial reports, the Branch Score sheet, the Technews Branch Report and any other reports to EXCO are presented accurately and timeously.

5 EXCO Committees

- EXCO may appoint working committees to meet as frequently as required to effectively promote and implement the decisions and responsibilities of the EXCO. The terms of reference of each Committee shall be laid down by the EXCO.
- EXCO may delegate such powers to such Committees as it may deem fit, which in turn will elect a chairman. At least one member of each Committee shall be a member of EXCO. The additional members shall be nominated by the Chairman and ratified by the EXCO.
- These Committees could include but are not limited to:

5.1 Finance Committee

- Finance Committee, the Chairman of which shall be the Treasurer and each branch's Treasurer shall form the remaining members of this committee

5.2 Education and Training Committee

- Other committees can be instituted at the discretion of EXCO, for example: -

5.3 The Innovations Committee

- The Innovations Committee, the Chairman being the current Vice-CEO..

5.4 Excellence Awards Committee.

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5.5 Membership Committee

- Membership Committee, the Chairman being the current CEO.

5.6 Branch Award / Branch Classification Committee

- Branch Award / Branch Classification Committee, the Chairman being the current CEO and each branch's Secretary shall form the remaining members of this committee.

5.7 Public Relations Committee

- Public Relations Committee, the Chairman being one of the current Executive Managers

5.8 Grant Award Committee

- Grant Award Committee, the Chairman being the current CEO.

By Order

COO