



**IBA** South Africa  
Chapter

ANNUAL  
GENERAL  
MEETING  
2016



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## President Report

Ryan Folster



2016 has seen the South African chapter of IIBA shift its way of working to involve more of the community and grow its reach. Both of these elements are pivotal in the strategic direction of the chapter and will continue as focus points into the future.

2016 saw my first year as president after taking over from Janet Wood. Janet has been a true advocate of the profession over the years and has contributed significantly to its growth in the country. She agreed to stay on as Secretary to ensure a smooth transition and will take a non-executive role from 2017 onwards.

Strategically we moved towards a new structure which included the addition of a non-executive board to support the current board members. In doing this the strategic and operational elements were separated out.

Board members together with the non-executives attended quarterly board meetings to unpack key operation metrics and reports, assess areas of risk as well as act as the decision making forum of the chapter.

The board is supported by an operational committee which is made up of around 30 volunteers led by Lucy Davies who also sits on the board. This operational committee is crucial as it enables the

chapter to turn strategy into execution. This operational committee has a second objective and that is to grow and build the volunteers towards office-bearing roles within the board to ensure continuity of the chapter. This committee reports to the board through Lucy and meets monthly to ensure everything runs smoothly according to the newly defined operating model.

Financially the chapter presented strong results for the year ending on the 29<sup>th</sup> of February 2016. These results included a profit of R98 361 due mainly to income received from the annual conference run by the chapter. As at the financial year end the chapter had cash reserves of R474 270. The cash reserves have positioned the chapter positively and should lay strong foundations for the road ahead.

While there have been many highlights in 2016 I would like to point out a few that to me stood out. These will be unpacked in other portfolio reports contained within this pack.

### **1. Re-establishment of the Durban Community**

The Durban community has been in existence since early on but had not emerged as a key area until this year. All it took were a few motivated individuals and support from a corporate to ignite the passion within Durban. Paulo Conde assisted in arranging an event hosted at Derivco that included presentations by both myself and Martin Pienaar, who is also one of the newly appointed non-executive directors. The turnout at the event assured us of the strong Business Analysis community that currently exists with over 80 people in attendance. We were able to identify a few key individuals to assist Paulo in growing our presence and developing business analysis in the region and they will form part of the operational committee.

### **2. Revamping the annual conference**

The annual conference which is the main income generator for the chapter underwent a successful transformation into 'Business Analysis Summit'. This included changes to branding and design as well as adding elements like a free track which further assisted in supporting the community. The

conference was a massive success with large increases in delegate numbers compared to previous years. Delegate satisfaction following feedback form evaluations was also increased significantly. While there is still much work to be done the conference is certainly headed in the right direction.

### 3. Professional development days

Professional development days enable the chapter to do more than engage in a one way conversation with members and the rest of the community. Typically a professional development day is comprised of a mixture of workshops and presentations. Before this year the chapter had run one professional development day in 2014. This year we were able to run two, one in Johannesburg and another in Cape Town. These were well received by all that attended the sessions. Both Sandy Smith and Kudakwashe Kandemiiri were instrumental in making these days the success they were.

### 4. Tax Exemption

The IIBA-SA has officially been registered as tax exempt; this is due largely to the efforts of outgoing treasurer Trevor Joubert and our accounting firm Meridian. As an NPO registered as a section 21 company in South Africa we are entitled to tax benefits. This process can take a while and required a great deal of effort to collect all relevant documentation for the submission. The tax exemption was approved in October 2016.

### 5. Steve Erlank Award

We were able to introduce an award to recognise individuals that have significantly contributed to the profession of Business Analysis in South Africa by being of service to the chapter. The inaugural winners of this award were Lucy Davies and Lesley Blencowe. We are hoping that their efforts inspire others to be of service and were glad to be able to publically recognise their achievements.

While 2016 saw the start of a new journey, 2017 will see it really take effect.

Looking back on the year there have been some incredible achievements made possible by a team of volunteers all with the same goal which is to advance the profession.

### 6. Corporate Support

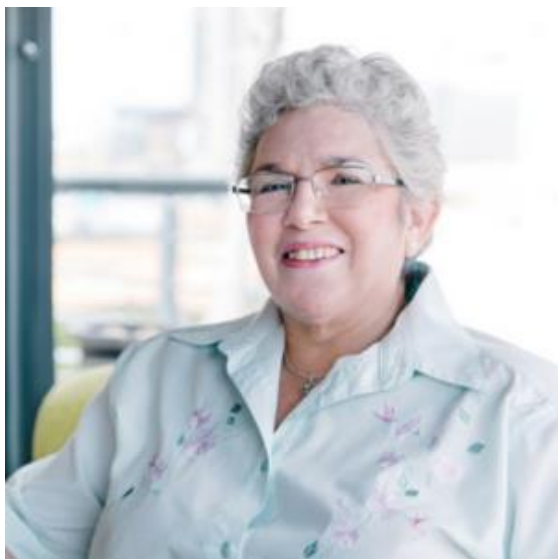
We have received an incredible amount of support during 2016 from corporates. Corporates provide support by sponsoring events, providing meeting rooms and speakers as well as being involved in our conference. Without this support none of what we achieved this year would have been possible. We would like to thank the following companies for their contribution during 2016.



We as a chapter look forward to building on what we achieved into 2017.

## Secretary Report

*Janet Wood*



The IIBA-SA Board started the year with only 4 officers: the President, Treasurer, Secretary and a new position for the Operations Manager. I stepped down from the position of President at the beginning of the year, in an attempt to make good my threat to retire, but agreed to fill the role of Secretary until the end of the year. Unfortunately, our Treasurer, Trevor Joubert, had to step down due to work commitments so the 3 of us piloted IIBA-SA through the year.

The Secretary has the main task of convening the board meetings, keeping the minutes and most importantly organising the Annual General Meeting where the board is elected and resolutions are tabled and ratified by the membership. In addition, the Secretary accepts responsibility for maintaining the bylaws and I completed the work done by my two predecessors, Lesley Blencowe and Lucy Davies, and finalised an amended set of bylaws to be ratified here today.

This year, we were ably assisted by our new non-executive board members:

- Antoinette Coetzee
- Mohamed Bray
- Joe Newbert
- Winton Meyers

- Martin Pienaar
- Angie Doyle
- Lesley Blencowe
- Steve Erlank

We have reduced the frequency of board meetings to once per quarter, as the operational issues are discussed in the monthly operational meetings. We have continued to use our teleconferencing software, Zoom, to hold these meetings, which allows board members from all over the country to participate.

I look forward to remaining on the board as a non-executive member and I am sure that I will be able to mitigate any boredom that my retirement may bring by assisting as a volunteer in this organisation that is so dear to my heart.

## Operational Report

*Lucy Davies*



The Operational Portfolio was very busy this year collaborating with 20 keen volunteers across 13 initiatives. We met once a month to share what was done and to plan the next events, as well as holding small online work group sessions for focused discussions and preparation.

We held the following events during the year:

1. **24 Feb** – online Certification session with CBAP®s Francois Combrinck and James

- Neethling discussing their CBAP® experience
2. **17 March** – Sandton event titled “Where is Business Analysis going. The BA Career path.” sponsored by Discovery Health with presenters Martin Pienaar and Lara Suddes
  3. **6 April** – online Certification session with ‘s Danie van den Berg and Raksha Pahlad Neethling discussing their CBAP® experience
  4. **5 May** – Cape Town event titled “Fit for purpose – a case study in communicating requirements more effectively.” sponsored by BB&D with presenter Treska Drummond-Hay
  5. **15 June** – online Certification sessions with Lardus Brooks and Ada Steenekamp discussing the application and exam process for certification.
  6. **24 June** – Johannesburg CBD hosted a IIBA-SA Professional Development Day event titled “The Strategic BA.” sponsored by ABSA with presenters Samuel Njenga, Angie Doyle, Biase De Gregorio, Adrian Reed and Ryan Folster
  7. **27 July** – online Certification session for recruiters presented by IIBA-SA volunteers and CBAP® holders Giovanni Focaraccio and Chardi Potgieter, where they discussed what the new 4 levels of certification mean for recruiters.
  8. **16 August** – Durban event sponsored by Derivco consisting of both a corporate and open public sessions Titled “Business Analysis, being indispensable and BA skill sets and trends.” presented by Lucy Davies, Janet Wood, Ryan Folster and Martin Pienaar
  9. **18 Aug** – Cape Town event at Century City, titled “How Business Analysts and project Managers can work together. The samurai way.” sponsored by Afro Ant with presenter Rabbie Maphakela
  10. **25 Aug** – Centurion event Titled “Bad BA’haviors. 8 BA types you should fire in order to ignite innovation.” sponsored by Moyo with presenter Tshepo Matjila
  11. **5 October** – online Certification session with CBAP® Saul Margolis and his study and application journey towards certification.
  12. **24 October** – Sandton event sponsored by RMB with presenter Dr Penny Pullan titled “Virtual BA Leadership”.
  13. **26 October** – Cape Town hosted a IIBA-SA Professional Development Day titled “The Strategic BA” with presenters An Bakkes (Anxiety in the workplace), Gio Focaraccio (Business Model Canvas), Dr Penny Pullan,(Virtual BA Leadership) Quintin Laljit (System and Design Thinking) and Ryan Folster (Wrap up and take aways).

Thank you to all our 2016 volunteers;

- James Neethling
- Giovanni Focaraccio
- Lara Suddes
- Chardi Potgieter
- Sandy Smith
- Selwin Opperman
- Inga Davids
- Kudakwashe Kandemiiri
- Yaseen Patel
- Faez Mayet
- Larissa Raga
- Sifiso Ndlovu
- Adeleida Bingham
- Paulo Conde
- Copland Shephard
- Sonia Vaessler
- Zanele Mkhungo
- Paul Benn
- Oscar Frutuoso
- Memory Mungara

There was a great social media presence this year on LinkedIn, Facebook and Twitter, and we encourage all IIBA-SA members and the general business analysis community to contribute on these platforms in their personal capacity.

In true business analysis fashion there were key performance indicators we were targeting from

IIBA-SA Board and Executive Committee, and most were achieved. We will work even harder next year to reach all targets and welcome new IIBA-SA members and new volunteers to step forward and offer their time, networking skills, and presenting expertise while sharing their knowledge to help grow the business analysis community.

## Professional Development Days Report

*Sandy Smith*



### **Professional Development Day: 24 June 2016 – 60 delegates – Theme: The Strategic BA**

The Johannesburg event was planned as a full day mini conference and all feedback was very positive. The theme proved popular and was selected from the strategic tools in the BABOK V3. The speakers were aligned with this theme and were all well received. We used this opportunity to include the concept of an international speaker via video conference with Adrian Reed (from the UK) as one of our speakers. The other 3 speakers were locally sourced. A team of delegates from Derivco based in Durban attended the Johannesburg event and it was so well received that a similar event was presented in Durban at Derivco at their request.

### **Professional Development Day: 26 October 2016 – 50 delegates – Theme: The Strategic BA**

This Cape Town event was planned along the same lines as the Johannesburg PDD, with the added

benefit that the international speaker, Dr Penny Pullan, was actually in South Africa in Cape Town at the time (on holiday from the UK) so no dial in was required! This event also had great feedback and the full day mini conference is a formula that we will use again in the future.

#### **Outcomes:**

- BAs are interested in developing themselves and learning new skills
- The IIBA-SA received additional exposure in the Cape Town area with some potential for hosting further events.
- The concept of including an international speaker via video conference was tested and was very successful

### **EXPO Day: IIBA-SA Stand at the Business Analysis Summit – 13 September 2016**

This was a generally positive experience with many of the conference delegates visiting the stand and signing up as volunteers and it was an opportunity for us to create visibility of IIBA-SA, our purpose, goals and future plans. Key learnings from this first-time activity at conference will be taken into account for the next conference.

#### **Outcomes:**

- The volunteer group has grown significantly since the BA Summit
- Key learnings on expo style events



## Membership Report

Chardi Potgieter



Membership numbers have increased from November 2015, although the names on the lists keep changing. Membership as at the AGM in November 2015, was 112; currently membership stands at 141.

Our membership stats are as follows:

	<b>Year to Date</b> <i>(1 January to 30 November 2016)</i>
<b>New Members that joined</b>	85
<b>Renewals of Membership</b>	52
<b>Lapsed Memberships</b>	42
<b>Net movement</b>	+ 43

<b>Renewals due in December</b>	2
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<b>Total Membership – <u>Active</u></b>	141
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## Professional Development Report

The professional development portfolio was very active this year with 5 online webinars held (the most ever in 1 year), to discuss certification with certified CBAP<sup>®</sup>s. (CBAP<sup>®</sup> = Certified Business Analysis Practitioner<sup>™</sup>).

These are people that have over 10 years of business analysis experience, have captured their business analysis hours and written a 3h exam on the BABOKv2.

In South Africa we have nearly 90 CBAP<sup>®</sup>s.

In April 2016 the new version 3 of the BABOK was published and in September 2016, IIBA certification changed from 2 levels to 4 levels with exams based on the BABOKv3. This has been a topic of great discussion for many BAs and we will continue the online sessions in the future to share and assist other BAs to become certified.

The below 31 individuals achieved their CBAP and CCBA certifications in 2016. The full list of certified individuals can be found on the IIBA website. We believe that the support offered through the chapter has enabled and encouraged business analysts to certify and we are pleased with the growth in the numbers of certified individuals.

<b>CBAP</b>	Francesca Naicker
<b>CBAP</b>	DIPANJAN MITRA
<b>CBAP</b>	Sheral Palmer
<b>CBAP</b>	Davy Moodley
<b>CBAP</b>	Phakama Ndzuza
<b>CBAP</b>	Ashok Kumar Sreedharan
<b>CBAP</b>	Dikeledi Johanna Morerwa
<b>CBAP</b>	Pramodhini Ragupathy
<b>CBAP</b>	Nomonde Nsubuga-Mukasa
<b>CBAP</b>	Pieter Kleinhans
<b>CBAP</b>	Sonia Marisa Antunes De Abreu
<b>CBAP</b>	Saul Margolis
<b>CBAP</b>	Aditya Kardekar
<b>CBAP</b>	Jennifer Spies
<b>CBAP</b>	Manhar Sood
<b>CBAP</b>	Cobus Joubert
<b>CBAP</b>	Mable-ann Biewenga
<b>CBAP</b>	Cathy Wallace



CBAP	Kgomotso Mookapele
CBAP	Princess Khethelo Malinga
CBAP	Ryan Folster
CBAP	Theeloshini Pillay
CBAP	Guy Groom
CBAP	Nirvasha Harryparshad
CBAP	Jabulani Magwaza
CBAP	Gloria Silinda
CBAP	Weston Mberikwazvo
CBAP	EL Pretorius
CBAP	Gottlieb Wilken
CBAP	Deepak Sahrawat
CCBA	Nicola Myers

We hope to grow the interest in certification during 2017 as the role out of the new certification levels takes effect. We are also excited for the launch of the two new levels which will assist in more junior BA's getting certified with level 1 and thought leaders with the new level 4.

## Business Analysis Summit Report



On the 12<sup>th</sup> to the 14<sup>th</sup> September 2016 three hundred business analysis thought leaders and business analysts descended upon the Hilton in Sandton for the official conference of the South African Chapter of IIBA, Business Analysis Summit.

The event, while in its 5<sup>th</sup> year, was relaunched under a new brand with the theme Business Analysis Rising not only speaking to the state of the profession in South Africa but the rise of a new conference.

The conference theme suggested that business analysis was at the rise of a new dawn and the conference aimed at being a catalyst to positive change in the industry. The conference track chairs, Lucy Davies, Tshepo Matjila, Giovanni Focaraccio and Janet Wood ensured that the content drew light to the message within the overall theme.

The conference saw international representation through Adrian Reed, Curtis Michelson, Ronak Sanghavi, Andrej Gustin and others. Although there was an international presence the highlight was the abundance of local content from thought leaders like Mohammed Bray, Vusi Thembekwayo, Alex Noel and Themba Baloyi who all presented well received keynotes.

A particular success at the conference was the Agile Open jam, which was sponsored by Agile Alliance and run by a group of facilitators lead by Angie Doyle. This unconference enabled delegates to get into thought provoking discussions with industry experts.

For the first time there was a track that was free and open to the public which enabled a larger community reach. This track was held in a unique room called the 'Shebeen' on the first floor of the venue. It was packed with content in the form of lightning talks as well as presentations.

Ryan Folster, the current IIBA-SA chapter President, closed the conference urging each and every person to take what they had learned from the conference and change just one thing in the way they perform their job.

Overall the event was a massive success and we look forward to the 2017 conference which will be hosted in Cape Town.

### 2017 Election Results

Lesley Blencowe was appointed as the election officer to handle elections for the 2017 board. 5 nominations were received and as such voting is not required. The nominated board members have all accepted their nominations and this needs to be ratified at the AGM. The five candidates that have been nominated are;

Chardi Potgieter

Giovanni Focaraccio

Francois Combrink

Lucy Davies

Ryan Folster

## ANNUAL GENERAL MEETING AGENDA

Date: 5 December 2016

Time: 18h00 – 19h00

Venue: Dial in Details via Zoom

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- |     |   |   |
|-----|---|---|
| 1.  | Call to Order & Welcome   | Ryan Folster                              |
| 2.  | Apologies and attendance  | Janet Wood                                |
| 3.  | Acceptance of previous minutes<br><b>Ratification of previous minutes</b>   | Janet Wood                                |
| 4.  | Nominate auditors<br><b>Ratification of Meridian as auditors</b>  | Ryan Folster<br>Janet Wood                |
| 5.  | Resignation and Appointment of Directors<br><b>Ratification of new directors</b>  | Ryan Folster<br>Janet Wood                |
| 6.  | Presentation of Portfolio reports<br>6.1. Presidents Report<br>6.2. Operations Report<br><b>Acceptance of Financial Results</b> | Ryan Folster<br>Lucy Davies<br>Janet Wood |
| 7.  | Presentation of new Bylaws<br><b>Ratification of Bylaws</b>   | Janet Wood<br>Janet Wood                  |
| 8.  | Invite questions on other Portfolio reports:  | Ryan Folster                              |
| 9.  | Sponsorship Feedback  | Ryan Folster                              |
| 10. | General questions   | Ryan Folster                              |
| 11. | Closing   | Ryan Folster                              |

**IIBA-SA NPC  
(REGISTRATION NUMBER 2007/021293/08)  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 29 FEBRUARY 2016**

Meridian Accountants and Auditors Incorporated  
Chartered Accountants (S.A.)  
Registered Auditor

These annual financial statements have been audited in compliance with the applicable requirements of the Companies Act 71 of 2008.





## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### General Information

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<b>Country of incorporation and domicile</b>	South Africa
<b>Nature of business and principal activities</b>	An independent, non-profit organisation serving a growing number of professional Business Analysts in South Africa
<b>Directors</b>	R Folster J Wood L Davies
<b>Registered office</b>	30 Totius Road Amorosa Roodepoort Gauteng 1724
<b>Bankers</b>	Nedbank
<b>Auditor's</b>	Meridian Accountants and Auditors Incorporated Chartered Accountants (S.A.) Registered Auditor
<b>Secretary</b>	Mrs Valerie Fraser of Meridian Accounting and Tax Consultants (Pty) Ltd
<b>Company registration number</b>	2007/021293/08
<b>Tax reference number</b>	9573904159
<b>Level of assurance</b>	These annual financial statements have been audited in compliance with the applicable requirements of the Companies Act 71 of 2008.
<b>Preparer</b>	The annual financial statements were independently compiled by: Meridian Accounting and Tax Consultants Proprietary Limited
<b>Issued</b>	21 November 2016



## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

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The reports and statements set out below comprise the annual financial statements presented to the shareholders:

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## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Directors' Responsibilities and Approval

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The directors are required by the Companies Act 71 of 2008, to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements fairly present the state of affairs of the company as at the end of the financial year and the results of its operations and cash flows for the period then ended, in conformity with the International Financial Reporting Standard for Small and Medium-sized Entities. The external auditor's is engaged to express an independent opinion on the annual financial statements.

The annual financial statements are prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The directors acknowledge that they are ultimately responsible for the system of internal financial control established by the company and place considerable importance on maintaining a strong control environment. To enable the directors to meet these responsibilities, the directors set standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the company and all employees are required to maintain the highest ethical standards in ensuring the company's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the company is on identifying, assessing, managing and monitoring all known forms of risk across the company. While operating risk cannot be fully eliminated, the company endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The directors are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss.

The directors have reviewed the company's cash flow forecast for the year to 28 February 2017 and, in the light of this review and the current financial position, they are satisfied that the company has or has access to adequate resources to continue in operational existence for the foreseeable future.

The external auditor's are responsible for independently auditing and reporting on the company's annual financial statements. The annual financial statements have been examined by the company's external auditor's and their report is presented on page 4.

The annual financial statements set out on pages 5 to 13, which have been prepared on the going concern basis, were approved by the board on 22 November 2016 and were signed on its behalf by:

  
R Folster

  
J Wood

  
L Davies

Johannesburg

22 November 2016





## Independent Auditor's Report

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### To the shareholders of IIBA-SA NPC

We have audited the annual financial statements of IIBA-SA NPC, as set out on pages 6 to 13, which comprise the statement of financial position as at 29 February 2016, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

### Directors' Responsibility for the Annual Financial Statements

The company's directors are responsible for the preparation and fair presentation of these annual financial statements in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and requirements of the Companies Act 71 of 2008, and for such internal control as the directors determine is necessary to enable the preparation of annual financial statements that are free from material misstatements, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these annual financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the annual financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the annual financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the annual financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the company's preparation and fair presentation of the annual financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the annual financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the annual financial statements present fairly, in all material respects, the financial position of IIBA-SA NPC as at 29 February 2016, and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities, and the requirements of the Companies Act 71 of 2008.

### Other reports required by the Companies Act

As part of our audit of the annual financial statements for the year ended 29 February 2016, we have read the directors' report for the purpose of identifying whether there are material inconsistencies between that report and the audited annual financial statements. The directors' report is the responsibility of the directors. Based on reading that report we have not identified material inconsistencies between it and the audited annual financial statements. However, we have not audited the directors' report and accordingly do not express an opinion thereon.



Mr S J Mostert  
Registered Auditor

21 November 2016  
Cape Town

# IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

## Directors' Report

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The directors have pleasure in submitting their report on the annual financial statements of IIBA-SA NPC for the year ended 29 February 2016.

### 1. Nature of business

The company is an independent, non-profit organisation serving a growing number of professional Business Analysts in South Africa and operates in South Africa.

There have been no material changes to the nature of the company's business from the prior year.

### 2. Review of financial results and activities

The annual financial statements have been prepared in accordance with International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act 71 of 2008. The accounting policies have been applied consistently compared to the prior year.

Full details of the financial position, results of operations and cash flows of the company are set out in these annual financial statements.

### 3. Directors

The directors in office at the date of this report are as follows:

Directors	Office	Changes
R Folster	President and director	Appointed 07 October 2015
J Wood	Secretary and director	
L Davies	Operations and director	
T Joubert		Resigned 05 October 2015

### 4. Property, plant and equipment

There was no change in the nature of the property, plant and equipment of the company or in the policy regarding their use.

### 5. Events after the reporting period

The directors are not aware of any material event which occurred after the reporting date and up to the date of this report.

### 6. Going concern

The directors believe that the company has adequate financial resources to continue in operation for the foreseeable future and accordingly the annual financial statements have been prepared on a going concern basis. The directors have satisfied themselves that the company is in a sound financial position and that it has access to sufficient borrowing facilities to meet its foreseeable cash requirements. The directors are not aware of any new material changes that may adversely impact the company. The directors are also not aware of any material non-compliance with statutory or regulatory requirements or of any pending changes to legislation which may affect the company.

### 7. Auditors

Meridian Accountants and Auditors Incorporated continued in office as auditors for the company.

### 8. Taxation

No taxation is provided for as the company has been granted income tax exemption in terms of section 10(1)(d)(iv)(bb) and donations tax exemption in terms of section 56(1)(h) of the Income Tax Act.

## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Statement of Financial Position as at 29 February 2016

Figures in Rand	Note(s)	2016	2015
<b>Assets</b>			
Non-Current Assets			
Property, plant and equipment	2	14	14
Current Assets			
Trade and other receivables	3	-	159,746
Cash and cash equivalents	4	477,960	224,948
		<b>477,960</b>	<b>384,694</b>
<b>Total Assets</b>		<b>477,974</b>	<b>384,708</b>
<b>Equity and Liabilities</b>			
<b>Equity</b>			
Retained income		474,270	383,854
<b>Liabilities</b>			
Current Liabilities			
Trade and other payables	5	3,704	854
<b>Total Equity and Liabilities</b>		<b>477,974</b>	<b>384,708</b>



## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Statement of Comprehensive Income

Figures in Rand	Note(s)	2016	2015
<b>Revenue</b>			
Member subscriptions		34,760	22,092
Sponsorships, workshops and conferences		177,898	202,133
		<b>212,658</b>	<b>224,225</b>
<b>Operating expenses</b>			
Accounting and company secretarial fees		24,795	29,355
Advertising		-	16,664
Auditors remuneration	6	6,840	6,498
Bank charges		2,207	2,242
Computer expenses		8,446	-
Depreciation		-	6,279
Event expenses		55,312	23,611
Gifts and prizes		6,927	10,294
Online payment gateway fees		3,566	-
Printing and reproduction expenses		845	3,780
Profit and loss on exchange differences		273	-
Travel - local		13,031	27,141
		<b>122,242</b>	<b>125,864</b>
<b>Profit for the year</b>		<b>90,416</b>	<b>98,361</b>

## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Statement of Changes in Equity

Figures in Rand	Retained income	Total equity
<b>Balance at 01 March 2014</b>	<b>285,493</b>	<b>285,493</b>
<b>Profit for the year</b>	<b>98,361</b>	<b>98,361</b>
<b>Balance at 01 March 2015</b>	<b>383,854</b>	<b>383,854</b>
<b>Profit for the year</b>	<b>90,416</b>	<b>90,416</b>
<b>Balance at 29 February 2016</b>	<b>474,270</b>	<b>474,270</b>

Note(s)

## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Statement of Cash Flows

Figures in Rand	Note(s)	2016	2015
<b>Cash flows from operating activities</b>			
Cash generated from (used in) operations	8	253,012	(58,316)
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	2	-	(6,281)
<b>Total cash movement for the year</b>		<b>253,012</b>	<b>(64,597)</b>
Cash at the beginning of the year		224,948	289,545
<b>Total cash at end of the year</b>	4	<b>477,960</b>	<b>224,948</b>

# IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

## Accounting Policies

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### 1. Presentation of annual financial statements

The annual financial statements have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities, and the Companies Act 71 of 2008. The annual financial statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below. They are presented in South African Rands.

These accounting policies are consistent with the previous period.

#### 1.1 Property, plant and equipment

Property, plant and equipment is carried at cost less accumulated depreciation and accumulated impairment losses.

Cost include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Depreciation is provided using the straight-line method to write down the cost, less estimated residual value over the useful life of the property, plant and equipment as follows:

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Item	Depreciation method	Average useful life
Marketing equipment	Straight line	5 years
Electronic equipment	Straight line	3 years

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If the major components of an item of property, plant and equipment have significantly different patterns of consumption of economic benefits, the cost of the asset is allocated to its major components and each such component is depreciated separately over its useful life.

The residual value, depreciation method and useful life of each asset are reviewed only where there is an indication that there has been a significant change from the previous estimate.

#### 1.2 Financial instruments

##### Initial measurement

Financial instruments are initially measured at the transaction price (including transaction costs except in the initial measurement of financial assets and liabilities that are measured at fair value through profit or loss) unless the arrangement constitutes, in effect, a financing transaction in which case it is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

##### Financial instruments at amortised cost

These include loans, trade receivables and trade payables. Those debt instruments which meet the criteria in section 11.8(b) of the standard, are subsequently measured at amortised cost using the effective interest method. Debt instruments which are classified as current assets or current liabilities are measured at the undiscounted amount of the cash expected to be received or paid, unless the arrangement effectively constitutes a financing transaction.

At each reporting date, the carrying amounts of assets held in this category are reviewed to determine whether there is any objective evidence of impairment. If there is objective evidence, the recoverable amount is estimated and compared with the carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

##### Financial instruments at cost

Equity instruments that are not publicly traded and whose fair value cannot otherwise be measured reliably are measured at cost less impairment.

##### Financial instruments at fair value

All other financial instruments, including equity instruments that are publicly traded or whose fair value can otherwise be measured reliably, are measured at fair value through profit and loss.





## **IIBA-SA NPC**

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### **Accounting Policies**

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#### **1.3 Tax**

No taxation is provided for as the company has been granted income tax exemption in terms of section 10(1)(d)(iv)(bb) and donations tax exemption in terms of section 56(1)(h) of the Income Tax Act.

#### **1.4 Revenue**

Revenue is recognised to the extent that the company has transferred the significant risks and rewards of ownership of goods to the buyer, or has rendered services under an agreement provided the amount of revenue can be measured reliably and it is probable that economic benefits associated with the transaction will flow to the company. Revenue is measured at the fair value of the consideration received or receivable, excluding sales taxes and discounts.

Interest is recognised, in profit or loss, using the effective interest rate method.

#### **1.5 Borrowing costs**

Borrowing costs are recognised as an expense in the period in which they are incurred.

## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Notes to the Annual Financial Statements

	2016	2015
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#### 2. Property, plant and equipment

	2016			2015		
	Cost	Accumulated depreciation	Carrying value	Cost	Accumulated depreciation	Carrying value
Marketing equipment	22,605	(22,593)	12	22,605	(22,593)	12
Electronic equipment	6,281	(6,279)	2	6,281	(6,279)	2
<b>Total</b>	<b>28,886</b>	<b>(28,872)</b>	<b>14</b>	<b>28,886</b>	<b>(28,872)</b>	<b>14</b>

#### Reconciliation of property, plant and equipment - 2016

	Opening balance	Total
Marketing equipment	12	12
Electronic equipment	2	2
	<b>14</b>	<b>14</b>

#### Reconciliation of property, plant and equipment - 2015

	Opening balance	Additions	Depreciation	Total
Marketing equipment	12	-	-	12
Electronic equipment	-	6,281	(6,279)	2
	<b>12</b>	<b>6,281</b>	<b>(6,279)</b>	<b>14</b>

#### 3. Trade and other receivables

Trade receivables - membership and sponsorship	-	159,746
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#### 4. Cash and cash equivalents

Cash and cash equivalents consist of:

Bank balances	447,854	221,796
Online payment gateway	30,106	3,152
	<b>477,960</b>	<b>224,948</b>

#### 5. Trade and other payables

Trade payables	3,704	854
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#### 6. Auditor's remuneration

Fees	6,840	6,498
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#### 7. Taxation

No taxation is provided for as the company has been granted income tax exemption in terms of section 10(1)(d)(iv)(bb) and donations tax exemption in terms of section 56(1)(h) of the Income Tax Act.



## IIBA-SA NPC

(Registration number 2007/021293/08)

Annual Financial Statements for the year ended 29 February 2016

### Notes to the Annual Financial Statements

Figures in Rand	2016	2015
<b>8. Cash generated from (used in) operations</b>		
Profit before taxation	90,416	98,361
<b>Adjustments for:</b>		
Depreciation and amortisation	-	6,279
<b>Changes in working capital:</b>		
Trade and other receivables	159,746	(159,746)
Trade and other payables	2,850	(3,210)
	<b>253,012</b>	<b>(58,316)</b>



This document outlines the Bylaws that govern the South Africa Chapter of IIBA®.

NOTE: These bylaws will be ratified by the members of the IIBA®-SA, during the AGM to be held on 5 December 2016.

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## Bylaw 1 – Name & Territory

- Section 1.1 This organisation shall be called South Africa Chapter of IIBA®, (hereinafter “IIBA®-SA”). This organisation is a Chapter chartered by International Institute of Business Analysis, (hereinafter “IIBA®”) and separately organized. This document is the general bylaws of the Chapter which regulate the operation of IIBA®-SA.
- Section 1.2 The principal office of IIBA®-SA shall be located as set out in Schedule 1, and amended from time to time as the Board shall direct.
- Section 1.3 IIBA®-SA is responsible to the duly elected IIBA® Board and is subject to all IIBA® policies, procedures, rules and directives lawfully adopted.
- Section 1.4 IIBA®-SA shall meet all legal requirements in the jurisdiction in which it conducts business or is incorporated and/or registered.
- Section 1.5 The bylaws of IIBA®-SA may not conflict with the current IIBA®’s bylaws and all policies, procedures, rules or directives established or authorized by the IIBA® Board as well as with the Chapter’s Affiliation Agreement with IIBA®.
- Section 1.6. The terms of the Charter executed between IIBA®-SA and IIBA®, including all restrictions and prohibitions, shall take precedence over these bylaws and other authority granted hereunder, and shall extend *ipso facto* to all sub-structures and bodies established by IIBA®-SA in pursuance of its charter.
- Section 1.7 The Territory of IIBA®-SA shall be South Africa (“the TERRITORY”)



## **Bylaw 2 – Objectives**

- Section 2.1 The purpose of IIBA®-SA is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent International Institute of Business Analysis (IIBA®) in South Africa.
- Section 2.2 The objectives of IIBA®-SA are to:
- a) Advance the role of the Business Analyst as a recognized profession;
  - b) Support opportunities for members to network with, and gain knowledge from, other Business Analysis practitioners as well as with industry and government leaders;
  - c) Provide access for members to a formal “knowledge base” as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry;
  - d) Provide pathways to learn about business analysis best practices;
  - e) Obtain and sustain a level of financial security, sustainability and autonomy at IIBA®-SA level;
  - f) Create corporate support for IIBA® within the local market by superior marketing/awareness programs that demonstrate the value of business analysis and IIBA®;
  - g) Liaise with industry and association partners to increase awareness and benefit of IIBA®-SA members.

## **Bylaw 3 – Composition and Structure**

- Section 3.1 IIBA®-SA shall comprise all of its members
- Section 3.2 IIBA®-SA shall be managed and governed by a duly elected President and Board
- Section 3.3 IIBA®-SA shall not be used for the promotion of candidacy of any person seeking public office
- Section 3.4 IIBA®-SA shall not be used for the preferment or the promotion of any commercial enterprise.
- Section 3.5 The organisation structure is provisionally as set out in Schedule 3, and amended from time to time.
- Section 3.6 IIBA®-SA shall be entitled to create or dissolve, at the discretion of the Board, any sub-structures, for example Branches, in pursuance of its charter.
- Section 3.7 Any sub-structures so created shall conform to, and be constrained by, all the terms and provisions of these bylaws and, in addition, shall comply fully with any further restrictions, guidelines, instructions or operating manuals as set out by the Board, which read collectively, shall constitute its mandate.
- Section 3.7 Any sub-structures so created shall be led by a Chairperson, who is accountable to the Board for the activities of the sub-structure and its officers. The Chairperson and any other officers, however selected and nominated by the sub-structure, must be ratified by the Board.
- Section 3.8 No substructure, nor its officers and members, shall be entitled to exceed the mandate conferred by the Board, nor to contract on behalf of, nor represent IIBA®-SA or IIBA® in any way, nor to act in any way that implies or suggests that it has the rights or mandate to do so.

- Section 3.9 No sub-structure, nor its officers, shall act in such a way as to undermine or contradict the activities, brand, products, services and policies of IIBA®-SA or IIBA® in South Africa, and no sub-structure, nor its officers, shall conduct itself in a manner that implies that it is the Chapter, or creates confusion about its role and mandate in respect of itself, the Chapter or IIBA®.
- Section 3.9 None of the foregoing shall preclude the rights of members of IIBA® in South Africa to apply to IIBA® to create their own chapter, should they so wish.

## **Bylaw 4 - Membership**

- Section 4.1 Membership in IIBA®-SA is voluntary and shall be open to any eligible person interested in furthering the purposes of the organisation. Membership shall be open to all eligible persons without regard to race, creed, colour, age, sex, marital status, international origin, religion, or physical or mental disability.
- Section 4.2 Only members of IIBA® are eligible to be members of the South Africa chapter. IIBA®-SA shall not accept as members any individuals who have not been accepted as IIBA® members, and shall not create its own membership categories.
- Section 4.3 “Members in good standing” shall be defined as Chapter Members who have been accepted as IIBA® members, and who have paid both IIBA® and IIBA®-SA dues, as verified by the Treasurer. Members in good standing may participate in IIBA®-SA meetings, vote in IIBA®-SA elections and hold office.
- Section 4.4 Members shall be governed by and abide by the IIBA® bylaws and by the bylaws of IIBA®-SA and all policies, procedures, rules and directives lawfully made there-under.
- Section 4.5 IIBA®-SA shall collect chapter membership fees, which are additional to the IIBA® membership fees which are collected directly by the IIBA® itself. In the event that a member resigns, membership dues shall not be refunded by IIBA® or IIBA®-SA.
- Section 4.6 In the event that a member relocates, chapter dues will be not be transferred to the member’s new chapter, but the member will be considered a member in good standing at the new chapter. If the dues at the new chapter are higher than that of the original chapter, the additional monies due to the new chapter must be worked out on an individual basis between the member and the new chapter. In the event that a member relocates to IIBA®-SA from another chapter, the Board has the decision to accept previous dues paid and transfer them in principal to being a paid member of the IIBA®-SA, or to request IIBA®-SA membership dues to be paid. Chapter dues are non-transferable to other members.
- Section 4.7 An individual applying to be a local chapter member must be an IIBA® member in good standing. Membership will be effective from the first day of the month following the date the financial transaction is processed and paid in full.
- Section 4.8 Membership in IIBA®-SA shall terminate upon the member’s written resignation from IIBA® or IIBA®-SA, failure to pay IIBA® or IIBA®-SA membership fees for over thirty (30) days after such fees are due, failure to show proof of IIBA® membership, or expulsion for just cause as defined within the international bylaws.
- Section 4.9 The IIBA®-SA Board will exercise the right to terminate membership based on just cause. The member may appeal the decision to the IIBA®-SA Board or elevate it to the International Board. The effective date of termination will be determined by the IIBA®-SA Board and will be formally communicated to the terminated member.

- Section 4.10 Members whose membership has been terminated will have their names removed from the official local chapter membership list of IIBA®-SA. A delinquent member may be reinstated by making payment in full to IIBA® and IIBA®-SA respectively of all unpaid dues.
- Section 4.11 Upon termination of membership in IIBA®-SA, the member shall forfeit any and all rights and privileges of membership to said chapter, and shall not be refunded any dues.
- Section 4.12 The membership database and listings provided by IIBA® to IIBA®-SA may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of IIBA®-SA, consistent with IIBA® policies.
- Section 4.13 IIBA®-SA shall verify that its members are members of IIBA® in good standing prior to the member's participation in Chapter meetings, and in elections at the time of voting.
- Section 4.14 IIBA®-SA shall keep a current list of members, which shall include the member name, address and other contact information, IIBA® membership renewal date, and Chapter membership renewal date.

## **Bylaw 5 – Chapter Calendar**

- Section 5.1 The business of IIBA®-SA will be conducted in meetings. IIBA®-SA will adhere to the minimum schedule of meetings as set out in schedule 3.
- Section 5.2 Various meetings shall have different notice periods as set out in Schedule 3.
- Section 5.3 Changes or modifications to the IIBA®-SA Calendar may be submitted to the President to be discussed at the next Board Meeting.
- Section 5.4 IIBA®-SA shall endeavour to establish a proper calendar of future events, and display this on the web site.
- Section 5.5 Email shall be the accepted method of communication with members in respect of all meetings, save that notice of the AGM shall also be prominently published on the IIBA®-SA Web site before the commencement of the notice period for this meeting.
- Section 5.6 The President of IIBA®-SA will chair the Annual General Meeting (AGM), any Special General Meeting (SGM) and all Board meetings, except that the President may delegate this responsibility to any other member of the Board if they cannot attend.
- Section 5.7 Voting will occur by a show of hands or by a polling of members present. Proxy votes that have been properly prepared and distributed by the Secretary in the Notice of the AGM will be accepted at the AGM. Decisions and acceptance are based on majority votes.
- Section 5.8 The Chair of any meeting shall have the casting vote in the event of a tied vote.
- Section 5.9 A Special General Meeting may be called, at the request of either the Board or by a petition of no less than 10 percent of the membership, for the purposes of dealing with extraordinary chapter business, or for the purposes of removing an Officer from office. It is the responsibility of the person(s) calling the meeting to draft and circulate, together with the invitation, a proper agenda, supported by properly formulated motions wherein the issues, questions or proposals are properly defined and described in advance of the meeting.

## **Bylaw 6 – Officers and Directors**

Section 6.1 IIBA®-SA shall be governed by an elected Board, comprising a minimum of 3 mandatory positions and a maximum of 8 elected officers, in total. In addition, the Chairperson of any sub-structure shall automatically be co-opted on to the Board, with the full rights and responsibilities of a Board member.

The mandatory positions of President, Secretary and Treasurer, must be held by officials who are eligible for and who have agreed to take up positions as company Directors in terms of South African legislation. The remaining elected officers shall fill portfolios on an as-needed basis, and at the discretion of the board. Typical portfolios include:

Membership  
Professional Development  
Communications  
Marketing and Branding  
Technical Services  
Social Media

Section 6.2 All officers shall be members in good standing of IIBA® and of IIBA®-SA.

Section 6.3 Officers will be elected by majority vote of Chapter members, and will ordinarily serve two-year terms of office.

Section 6.4 Officers will be ratified at the Annual General Meeting each year and serve from that AGM for a period of 2 years, until the date of the AGM in the second year after their election. Officers shall be eligible to serve multiple terms.

Section 6.5 Upon election, elected officers will immediately become members of the Board with full voting rights. Outgoing officers shall vacate their office in good order, and shall be available and present at the next 3 Board meetings after the conclusion of their term of office.

Section 6.6 Notwithstanding their attendance at meetings, neither the Past President nor any outgoing Officers shall have a vote at Board meetings or Committee meetings, unless they have been duly elected or appointed to a position on those committees.

Section 6.7 Deleted

Section 6.8 The President shall be the chief executive officer for IIBA®-SA and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees. The immediate Past President shall serve as a member ex-officio of the Board, with a right to participate in all discussions and all committees.

Section 6.9 In the absence of the President, the Board shall appoint from among their number an officer to act in his or her stead.

Section 6.10 The Secretary shall keep the records of all business meetings of IIBA®-SA and meetings of the Board. The appointed company Secretary of the section 21 company is responsible for filling the role of Company Secretary in respect of company legislation in the jurisdiction of IIBA®-SA.

Section 6.11 The Treasurer is responsible for the management of funds for duly authorized purposes of IIBA®-SA. The Treasurer is responsible to the Board and will submit the books for audit each year.

Section 6.12 All other officers on the board shall fill and be accountable for the portfolios allocated to them by the board.

Sample role descriptions are further set out in Appendix A, and may be amended from time to time at the discretion of the Board.

## **Bylaw 7 – Duties and Powers of the Board**

- Section 7.1 The Board shall be responsible for carrying out the purposes and objectives of IIBA®-SA.
- Section 7.2 The Board shall consist of the officers of IIBA®-SA elected by the membership, or co-opted as provided for in this clause. All Officers shall be members in good standing of IIBA® and of IIBA®-SA.
- Section 7.3 The Board shall exercise all powers of IIBA®-SA, except as specifically prohibited by these bylaws, the IIBA® bylaws and policies, and the laws of the jurisdiction in which the organisation is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these bylaws and IIBA® bylaws and policies, and to exercise authority over all Chapter business and funds.
- Section 7.4 The Board shall meet at the call of the President or at the written request of three (3) members of the Board directed to the Secretary. A quorum shall be as set out in Schedule 3. Each Board member shall be entitled to one (1) vote and may take part and vote in person only. A co-opted Board member shall also be eligible to vote. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.
- Section 7.5 The Board may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA® or of IIBA®-SA by reason of non-payment of dues, or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.
- Section 7.6 An officer may be removed from office following a motion of no confidence at a Special General Meeting, or at a duly constituted Board meeting, for just cause in connection with the affairs of the organisation by a two-thirds vote of the members present at the relevant meeting.
- Section 7.7 If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, an Acting President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term.
- Section 7.8 If and when the Board can convene a quorum, the Board has the power to:
- a) amend bylaws
  - b) amend objectives
  - c) commit the local chapter to contractual arrangements
  - d) terminate any individual member for violation of a bylaw or an IIBA® bylaw
  - e) create and dissolve sub-structures (eg branches), as contemplated in bylaw 3
  - f) appoint or remove any officer from any sub-structure on grounds of non-performance or non-compliance
  - g) invite any member of IIBA®-SA and IIBA® in good standing to join the Board as a non-executive member



Section 7.9 If the membership is dissatisfied with actions taken by the Board, a petition signed by 60 percentage of the membership, can be submitted to the President who shall take action. Where the President fails to act, or where the issues remain unresolved, members may convene a Special General Meeting, as set out in the bylaws

Section 7.10 Deleted

## **Bylaw 8 – Nominations and Elections**

Section 8.1 The Election committee shall, on an annual basis, determine and announce the number of Board positions becoming vacant.

Section 8.2 The Election committee shall call for nominations. Nominations must be registered with the Election Committee using a nomination form.

Section 8.3 An Election Committee shall prepare a slate containing nominees for the Board and shall determine the eligibility and willingness of each nominee to stand for election. No current member of the Election Committee shall be included in the slate of nominees prepared by the Committee

Section 8.4 Elections shall be conducted at or prior to the Annual General meeting of the membership, in a format directed by the Elections Committee (which may include online or email ballot) to all voting members in good standing. The candidates who receive the majority of votes cast shall be elected. Ballots shall be counted by the Election Committee or by tellers designated by the Board.

Section 8.5 The new board shall elect the new President, Secretary and Treasurer from amongst its number, and allocate portfolios to the remaining board members.

## **Bylaw 9 – Ad hoc Committees**

Section 9.1 The Board may authorize the establishment of ad hoc committees to advance the purposes of the organisation, from time to time. The Board shall establish a mandate for each committee, which defines its purpose, authority, duration and outcomes. Committees are responsible to the Board.

Section 9.2 The President, with the approval of the Board, shall appoint all committee members and a chairperson for each committee. Committee members must be appointed from the membership of the organisation.

Further definition of the roles of committees is detailed in Appendix B

## **Bylaw 10 - Finance**

Section 10.1 The fiscal year of IIBA®-SA shall be from 1 March to the last day in February. Chapter membership fees are due upon becoming a member of the chapter. Chapters will be responsible for managing anniversary dates and renewal of Chapter Membership Fees. Members will be responsible for renewing their own IIBA® membership.

Section 10.2 Annual membership dues shall be set by the IIBA®-SA Board and communicated to IIBA® in accordance with policies and procedures established by the IIBA® Board of Directors.

Section 10.3 The IIBA®-SA Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

- Section 10.4 All IIBA® dues billings, dues collections and dues disbursements shall be performed directly by IIBA® and not by the chapter.
- Section 10.5 The IIBA®-SA Board shall appoint Auditors. Audit of records and accounting practice will be performed at least every two (2) years by an independent third party, or as legally required by the jurisdiction for said company.

## **Bylaw 11 – Ratification and Amendments**

- Section 11.1 Amendments to these bylaws may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board to the membership with or without recommendation.
- Section 11.2 All amendments must be consistent with IIBA®'s bylaws and the policies, procedures, rules and directives established by the IIBA® Board of Directors, as well as with IIBA®-SA's Charter with IIBA®.
- Section 11.3 Amendments may only be approved if a vote supporting ratification is made by at least two-thirds (2/3) of the voting membership in good standing who are present at an Annual General Meeting or a Special General Meeting of IIBA®-SA duly called and regularly held; or by at least two-thirds (2/3) of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting or vote.

## **Bylaw 12 - Dissolution**

- Section 12.1 Should IIBA®-SA dissolve for any reason, its assets shall be dispersed to a charitable organisation, designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

## **Schedule 1: Organisation**

### **1. Registered Offices**

The principle offices of IIBA®-SA shall be located at

Unit 39  
30 Totius Road  
Amorosa  
Roodepoort

The address for correspondence shall be:

The Secretary  
South Africa Chapter of IIBA®  
PO Box 2476  
Ruimsig  
Roodepoort  
1732

## Schedule 2: SA Chapter Meeting Schedule

The following is the generic calendar of events for IIBA®-SA.

Meeting	Calendar timing
Annual General Meeting (AGM)	Annually, as close to September each year as possible.
Special General Meeting (SGM)	As requested, by petition
Chapter Board Meetings	As needed, but at least quarterly
Committee Meetings	As needed

The following are the conditions for a properly and lawfully constituted meeting.

Meeting	Called by / Chaired by	Notice period	Minimum Attendance to form a quorum	Notice form
AGM	President	30 days	10% membership	Email/ Web site
SGM	Petition, submitted by 10 percent of members  Board request	30 days	10% membership	Email
Chapter Board Meeting	President	30 days	50% Board	Email
Committee Meeting	Committee Chair	As required	As required	Email

**MINUTES**  
**ANNUAL GENERAL MEETING**

Minutes of the Annual General Meeting held on Wednesday 25 November 2015

Time: 18h00 – 19h00

Venue: Zoom online

**Present:** As per the Attendance Register

**Chair:** Janet Wood

**Secretary:** Lucy Davies

**Apologies:** None

**Proxies:** 5 Received

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1. Call to Order & Welcome

Janet Wood (Chairman) called the meeting to order and officially welcomed all members to the IIBA®-SA Annual General Meeting for 2015.

2. Apologies and attendance

Had 13 attendees as per attendance register (attached separately) and 5 proxies, thus quorum reached. Quorum required is 15% of IIBA-SA members. (112 members at date of meeting so quorum was 17)

3. Acceptance of previous minutes

**Confirmation of the Minutes of the 6th Annual General Meeting from 18 Sept 2014**

Acceptance of previous minutes was proposed by Ryan Folster and seconded by Janet Wood.

4. Nominate auditors

Meridian was accepted by all attendees

5. Resignation and Appointment of Directors

Appointments of Directors for Section 21 are now Janet Wood, Lucy Davies and Ryan Folster.

Trevor Joubert Resigned and Ryan Folster took his place

Acceptance of appointed Directors – approved by attendees.

6. Presentation of Portfolio reports

6.1. Presidents Report - was presented by Janet Wood as per the AGM pack content.

Need to call for a SGM early in 2016 for new Board elections and to update the by-laws.

6.2. Treasurers Report – was presented by Trevor Joubert as per the AGM pack content.

One question raised on Trade and Receivables, and explained in note 4, that is mainly receivables from BASSA2014 in the form of sponsorship.

Acceptance of Financial Results- approved by attendees

7. Invite questions on other Portfolio reports:

i. Membership Report

ii. Technology and Social Media

iii. Secretary

iv. Events Committee Report – JHB/Sandton

No questions.

8. Sponsorship Feedback  
Request to all attendees to assist in finding sponsors
9. Board Structure and Election Notice  
Will be a SGM in early 2016
10. Chapter Bylaws Notice  
Will be a SGM in early 2016
11. General questions
  - 11.1 Is there a link between membership retention issues reflected in BASSA attendance?  
Not really, as this year there was only about 25 members of the 112 at BASSA2015. Previous BASSA2014 was about the same sort of ratio. Received income of R156 095.00 from BASSA2014 and Membership fees only covers cost of administrating membership.
  - 11.2 What does Professional Development do?  
Professional Development assists BAs for study, CBAP certification, and fielding questions from the website, run CBAP webinars.
  - 11.3 Trevor will fill the treasurer gap until the SGM in 2016 where a new treasurer can be nominated.
12. Closing  
Janet thanks all outgoing committee members and volunteers who work in the various branches. Janet thanked everyone for their attendance, and closed the meeting.  
Meeting ended at 6:54pm