



**BUILDING PROFESSIONALS
TO BUILD THE FUTURE**
Est. 1987

REGULATION 02: MEMBERSHIP

EFFECTIVE AS FROM 20 JUNE 2016

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1. PURPOSE

The purpose of this **Regulation** is to:

- 1.1 Set out the procedure for application of membership;
- 1.2 Define the categories of membership and associated requirements;
- 1.3 Identify the criteria for transferring between membership categories;
- 1.4 Define the procedure for resignation of membership;
- 1.5 Identify the conditions applicable to suspension or cancellation of membership.

2. DEFINITIONS

Where singular or male terms are used these shall simultaneously imply plural or female respectively, unless such interpretation is inconsistent with the context. In this **Regulation** unless the context indicates otherwise:

‘Board of Directors’ means the board formed by the **Directors**

‘Constitution’ means the 2016 edition of the **SAIAT Constitution** as approved by its **Members**

‘Director’ means a director of the company as registered in terms of the Companies Act (Act 71 of 2008) as amended

‘Executive Committee’ means the committee composed of the **Board of Directors** and the Ex-Officio: Administration and Registration Officer

‘Institute’ means the South African Institute of Architectural Technologists

‘Member’ means any member of **SAIAT** regardless of level of membership

‘Membership year’ means a calendar year starting on 01 January and ending 31 December

‘National Committee’ means the committee of **Members** elected and / or co-opted to assist with the management of the affairs of the **Institute** established in terms of clause 6 of the **Constitution**;

'Registered Person' means a duly registered professional of The South African Council for the Architectural Profession (**SACAP**) as established in terms of The Architectural Profession Act (Act 44 of 2000) as amended

'Regulation/s' means the latest **Regulations** including all modifications, alterations and additions thereto, made and in force in terms of this **Constitution**, to regulate the affairs of the **Institute** consistent with this **Constitution**

'SACAP' means The South African Council for the Architectural Profession

'SAIAT' means the South African Institute of Architectural Technologists

3. APPLICATION FOR MEMBERSHIP

- 3.1 Application for membership, re-admission to membership or for transfer/upgrade from one category of membership to another shall be made to **SAIAT** on the prescribed application form.
- 3.2 The application form shall be accompanied by proof of payment of the non-refundable application fee and supporting documentation as required for registration. Where requested, such additional documentation or information shall be supplied by the applicant and at the applicant's cost.
- 3.3 An application for membership, re-admission to membership or transfer/upgrade from one category of membership to another shall be assessed by the Ex Officio: Administration and Registrations member of the **Executive Committee**.
- 3.4 The Ex Officio: Administration and Registrations member of the **Executive Committee** shall forward a recommendation to the **Board of Directors**, who will then either approve or not approve the application for membership.
- 3.5 Where an application has been approved or not approved, **SAIAT** shall notify the applicant in writing of such acceptance or non-acceptance.
- 3.6 On approval of the application, an invoice for membership fees due, membership number and a copy of the **SAIAT Constitution** and Regulation 01: Code of Conduct will be forwarded electronically to the applicant. Printed copies of these documents can be requested by the **Member**.

- 3.6 Membership will commence once the required membership fees due have been received and confirmed in writing by **SAIAT**.
- 3.7 On confirmation of payment of the invoice for membership fees due, a Certificate of Membership will be forwarded to the **Member**.
- 3.8 Re-admissions to membership after suspension of membership will only be considered after the applicant has paid all membership fees, interest, fines, levies or other debts due by the applicant to **SAIAT** as calculated from the date when membership ceased, together with any legal and/or collection expenses which may have been incurred by **SAIAT** in respect of the collection of the above mentioned arrears and moneys.

4. CATEGORIES OF MEMBERSHIP

4.1 Categories of Membership

The category of membership within which an applicant may be registered is set out below.

Category of Membership	Designation
Full Member	SAIAT
Senior Full Member	SAIAT (Snr)
Retired Full Member	SAIAT (Ret)
Honorary Life Member	SAIAT (Hon)
Associate Member	SAIAT (Assoc)
Senior Associate Member	SAIAT (Assoc Sen)
Retired Associate Member	SAIAT (Assoc Ret)
Associate Member (Upgradable)	SAIAT (U/G)
Associate Member (Draughtsman)	SAIAT (D)
Associate Member (Local Authority)	SAIAT (L/A)
Student Member	SAIAT (Student)
Complementary Member	SAIAT (Comp)
Honorary Fellow	SAIAT (Fellow)

4.2 Membership Criteria

4.2.1 Full Member

- 4.2.1.1 Minimum 21 years of at age at date of application
- 4.2.1.2 NQF6 or higher qualification in Architecture or at least registered as a Professional Technologist with **SACAP**
- 4.2.1.3 Minimum of two years continuous practical experience within two years of date of application
- 4.2.1.4 Engaged in the profession of architecture at time of application

4.2.2 Senior Full Member

- 4.2.3.1 Minimum of ten years of uninterrupted membership as a Full Member

4.2.3 Retired Full Member

- 4.2.3.1 Minimum of 65 years of age
- 4.2.3.2 Written confirmation from **SACAP** that **Member** is listed as retired and not practising architecture
- 4.2.3.3 Minimum of five years of uninterrupted membership as a Full Member or Senior **Full Member**

4.2.4 Honorary Life Member

- 4.2.4.1 Senior **Full Member**
- 4.2.4.2 To have rendered noteworthy or extensive service to SAIAT

4.2.5 Associate Member

- 4.2.4.3 Minimum 21 years of at age at date of application
- 4.2.4.4 NQF6 or higher qualification in the built environment
- 4.2.4.5 Minimum of two years continuous practical experience within two years of date of application
- 4.2.4.6 Engaged in the profession of architecture at time of application

4.2.6 Senior Associate Member

- 4.2.6.1 Minimum of ten years of uninterrupted membership as an Associate Member

4.2.7 Retired Associate Member

- 4.2.7.1 Minimum of 65 years of age
- 4.2.7.2 Written confirmation from **SACAP** that **Member** is listed as retired and not practising architecture

- 4.2.7.3 Minimum of five years of uninterrupted membership as an Associate **Member** or Senior Associate **Member**

4.2.8 Associate Member (Upgradable)

- 4.2.8.1 As for Associate **Member** but with less than two years practical experience
- 4.2.8.2 To be automatically upgraded after two years of uninterrupted membership

4.2.9 Associate Member (Draughtsman)

- 4.2.9.1 Minimum 21 years of age at date of application
- 4.2.9.2 NQF5 or higher qualification in the built environment
- 4.2.9.3 Registered with **SACAP** as a Professional Architectural Draughtsperson
- 4.2.9.4 Minimum of two years continuous practical experience within two years of date of application
- 4.2.9.5 Engaged in the profession of architecture at time of application

4.2.10 Associate Member (Local Authority)

- 4.2.10.1 Employed by a Local Authority in Building Control
- 4.2.10.2 Annual confirmation by Local Authority required of employment
- 4.2.10.3 Affidavit required that states that applicant does not engage in private architectural practices.

4.2.11 Student Member

- 4.2.11.1 Bona Fide full time student at a recognised architectural learning site
- 4.2.11.2 Annual confirmation required by architectural learning site

4.2.12 Complimentary Member

- 4.2.12.1 Membership awarded on merit to final year student in architecture for a maximum period of one year.

4.2.13 Honorary Fellow

- 4.2.13.1 Awarded to a non-member who have rendered noteworthy and extensive service to **SAIAT**.

5. TRANSFER TO ANOTHER CATEGORY OF MEMBERSHIP

- 5.1 In order for an application of membership transfer from one category to another to be considered by **SAIAT**, any money due by the applicant **Member** shall be paid forthwith.
- 5.2 Membership transfer will commence once the existing certificate of membership and additional membership fees (where necessary) are received by **SAIAT**.
- 5.3 Membership seniority will be acknowledged in considering applications for transfer from one category to another.

6. APPEALS

- 6.1 Where an applicant is aggrieved by the decision of **SAIAT** to approve an application for membership, membership transfer between categories, or the category within which the member has been registered, an appeal may be submitted to the **Board of Directors**.
- 6.2 Appeals shall be made in writing and be accompanied by the non-refundable appeal fee together with such motivation and additional documentation necessary to support the reason of the appeal.
- 6.3 The appellant shall be notified in writing of the receipt of the appeal once the payment of the prescribed fee has been confirmed.
- 6.4 Appeals in terms of membership issues shall be adjudicated upon by the **Board of Directors** terms of the **Constitution** and this **Regulation**.
- 6.5 The decision of the **Board of Directors** shall be final and binding on the appellant.

7. RESIGNATION FROM MEMBERSHIP

- 7.1 Any notice of resignation from membership of **SAIAT** must be submitted in writing to **SAIAT** a minimum of 30 days prior to the effective date of resignation.
- 7.2 The notice of resignation must be accompanied by any certificate of membership issued by **SAIAT** together with any money due by the member.
- 7.3 Any money due shall remain a debt due to **SAIAT** unless otherwise determined by **SAIAT**. A **Member** will not be able to resign unless all monies due are paid.
- 7.4 Such notice of resignation will only come into force and effect once all aspects of this regulation have been satisfied by the **Member** and **SAIAT** has confirmed acceptance of such resignation in writing.

8. VOLUNTARY SUSPENSION

- 8.1 A **Member** may apply to **SAIAT** in writing to suspend their membership of **SAIAT** voluntarily.
- 8.2 The maximum period granted for voluntary suspension will be one **membership year**. In exceptional circumstances such period may be extended.
- 8.3 Any money due shall remain a debt due to **SAIAT** unless otherwise determined by the **SAIAT**.
- 8.4 A request for voluntary suspension will only come into force and effect once all aspects of this regulation have been satisfied by the **Member** and **SAIAT** has confirmed acceptance of such voluntary suspension request in writing.
- 8.5 A **Member** on voluntary suspension may not use any **SAIAT** designation and / or registration numbers or imply association with **SAIAT** during a period of suspension.
- 8.6 On expiry of the voluntary suspension period together with any extension granted and an application for re-admission has not been received and considered, the **Member's** membership of **SAIAT** shall lapse.
- 8.7 Where membership of **SAIAT** has lapsed as a result of voluntary suspension, any request for re-admission shall be made in accordance with this **Regulation**.

9. SUSPENSION FROM MEMBERSHIP

- 9.1 A **Member** whose annual subscription is not paid within 30 days of due date (31 January of each year) or any debt to SAIAT is not paid within 30 days of due date, or such payments are not made within a further period agreed by **SAIAT**, shall cease to be in good standing with **SAIAT**.
- 9.2 A **Member** that fails to abide with the **SAIAT Regulation 01: Code of Conduct** shall cease to be in good standing with **SAIAT**.
- 9.3 A **Member** that ceases to be in good standing with **SAIAT** shall automatically be suspended from **SAIAT** Membership.
- 9.4 **SAIAT** shall inform the **Member**, in writing, of the decision to suspend the **Member** in terms of this **Regulation** and the conditions attached to the suspension.
- 9.5 A **Member** that brings the reputation or name of **SAIAT** into disrepute, shall cease to be in good standing with **SAIAT**.

10. CANCELLATION OF MEMBERSHIP

- 10.1 If a **Member** fails to restore his good standing with **SAIAT** within 60 days of notice of suspension, his membership shall automatically be cancelled.
- 10.2 Any monies due to **SAIAT** by a Member with a cancelled membership, shall remain a debt to **SAIAT**.
- 10.3 **SAIAT** shall inform **SACAP** in writing of this cancellation if the **Member** is a **registered person**.