



THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS  
DIE SUID-AFRIKAANSE INSTITUUT VAN ARGITEKSTEGNOLOË



Building Professionals to Build the Future!

A SACAP RECOGNISED  
VOLUNTARY ASSOCIATION

# REGULATION 02 MEMBERSHIP

Issued in terms of the SAIAT CONSTITUTION 2009

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### ANNEXURES / SCHEDULES

Annexure 1 - SAIAT Application Form

## 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 benefits associated with membership;
- 1.4 Identify the criteria for transferring between membership categories;
- 1.5 Define the procedure for resignation of membership;
- 1.6 Identify the conditions applicable to suspension or expulsion of membership; and
- 1.7 Set out the procedure for disciplinary action.

## 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 constitution unless the context indicates otherwise:

**accredited institutions ( learning )**

means institutes of higher learning accredited by the South African Qualification Authority or South African Council for the Architectural Profession;

**act**

means the Architectural Profession Act # 44 of 2000 and any amendments thereto;

**authorised person**

means the person appointed and / or nominated by the national committee to act in respect of a specific function

**body full**

means an association established in terms of the Non-Profit Organisations Act # 71 of 1997 and any amendments thereto

**building control officer**

means any person appointed or deemed to be appointed as building control officer by a local authority in terms of section 5 of the National Building Regulations and Standards Act 103 of 1977;

**code of conduct**

means the code of professional conduct drafted in terms of clause 8 of this constitution and includes the rules and procedures governing investigations, charges, disciplinary hearings and proceedings, penalties and appeals;

**constitution**

means the constitution of the institute including all regulations, policies and amendments thereto;

**council**

means the South African Council for the Architectural Profession established in terms of the Act;

**institute**

means the South African Institute of Architectural Technologists;

**management committee**

means the committee formed by the office bearers of the national committee responsible for the daily management of the institute

**member**

means any person or organisation who is a member of the institute by virtue of the

provisions of clause 6 of the constitution;

**membership year**

is to be taken from 1st January to 31st December of the same year

**national committee**

means the committee of members elected to manage the affairs of the institute established in terms of clause 7 of the constitution;

**non-disclosure agreement**

means the undertaking of confidentiality by members and employees regarding institute business and matters

**office bearer**

means an officer of the national committee who holds one of the designated positions in terms of clause 7 of the constitution

**office manager**

means the person employed by the institute to assist the national committee with the execution of it's duties

**officer**

means an elected member of the national committee in terms of clause 7 of this constitution

**policy**

means the statement containing the principles and protocols of the institute made in terms of this constitution upon which decisions are to be based, management and systems designed and implemented and regulations drafted

**regulation/s**

means the latest regulations including all modifications, alterations and additions thereto, made and in force in terms of the constitution, to regulate the affairs of the institute consistent with the constitution;

**term and half-term**

means two years or one year respectively;

**user agreement**

means the agreement covering the member's and employee's use of institute property in the business of the institute

**voluntary association**

means a voluntary association as recognised as such by the South African Council for the Architectural Profession and the Council for the Built Environment

### **3. MEMBERSHIP**

#### **3.1 APPLICATION**

3.1.1 Application for membership, re-admission to membership or for transfer/upgrade from one category of membership to another shall be made to the Registrar of SAIAT on the prescribed application form.

3.1.2 The application form shall be accompanied by the prescribed, non-refundable, application fee and support documentation as required for registration. Where requested by the Registrar, such additional documentation or information shall be supplied by the applicant and at the applicant's cost.

3.1.3 An application for membership, re-admission to membership or transfer/upgrade from one category of membership to another shall be assessed and determined by the

Registrar. The applicant will be notified in writing of the decision of the Registrar once the determination has been concluded.

- 3.1.4 Where an application has been approved by the Registrar, a notice of acceptance, an account for membership fees due, a copy of the SAIAT "Code of Conduct" and "Constitution" will be forwarded to the applicant.
- 3.1.5 Membership will commence once the required membership fees due have been received and confirmed.
- 3.1.6 On confirmation of payment of the prescribed membership fee, a "Certificate of Membership" together with a SAIAT membership number will be forwarded to the Member.
- 3.1.7 Re-admissions to membership will only be considered after the applicant has paid all outstanding subscriptions, fines, levies or other debts due by the applicant to SAIAT as calculated at the date when membership ceased, together with any legal expenses which may have been incurred by SAIAT in respect of the collection of the above mentioned arrears and moneys.

### 3.2 CATEGORIES OF MEMBERSHIP

The category of membership within which an applicant may be registered is set out below. The category being determined by the criteria applicable for each category.

		<b>Category of Membership</b>	
		<b>1</b>	<b>2</b>
		<b>Full Membership</b>	<b>Associate Membership</b>
<b>LEVEL</b>	Full Member		Associate Member (U/G)
	Senior Full Member		Retired Associate Member (R.U/G)
	Retired Full Member		Associate Member
	Senior Retired Full Member		Senior Associate Member
			Retired Associate Member
			Retired Senior Associate Member
			Associate Member (D)
			Senior Associate Member (S.D)
			Retired Associate Member (R.D)
			Retired Senior Associate Member (SR.D)
			Associate Member ( L/A )
			Student Member
	Honorary Life Member		Honorary Fellowship

### 3.2.1 Full Membership Criteria

#### 3.2.1.1 Full Members

<b>Full Member</b>			
To be considered in the category Full Member the applicant shall be required to fulfil the criteria in column 1, 2, or 3 below:			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>AGE</b>	21 years of age or older at the time of application		
<b>QUALIFICATION</b>	Is in possession of a recognised Architectural qualification awarded by an accredited institution ( minimum NQF 6 ( min. 360 credits ) or higher )		Has served as an Associate - (U/G) member for a minimum of two (2) years;
	and		and
<b>EXPERIENCE</b>	has a minimum of two (2) years continuous practical experience in the architectural profession.		has at least 2 years of uninterrupted and continuous practical experience in the architectural profession;
			and
<b>STATUS</b>			is engaged in the profession of architecture at the time of application;
			and
<b>PORTFOLIO</b>			is able to produce and submit a professional portfolio, comprehensive Curriculum Vitae of work undertaken and acceptable record of CPD activity;
<b>Senior Full Member</b>			
To be upgraded automatically to the category of Senior Full Member a Full Member shall have fulfilled the criteria below:			
<b>SERVICE</b>	Have a minimum uninterrupted membership of 10 years.		

### 3.2.1.2 Retired Members

	<b>Retired / Senior Retired Full Member</b>
	To be upgraded to the category for Retired Membership a Member shall have fulfilled the criteria below:
<b>AGE</b>	Be aged 63 years or older and has requested to be placed in the retired category;
	and
<b>STATUS</b>	is no longer engaged in the profession of architecture, either as an employee or a practitioner, together with confirmation from SACAP that the member is no longer registered as a practising professional,
	and
<b>INCOME</b>	is able to satisfy the Registrar that his income from the practice of architecture has reduced to the point where the payment of full membership fees and levies is unnecessarily burdensome.

### 3.2.1.3 Honorary Life Member

	<b>Honorary Life Member</b>
	To be considered in the category Honorary Life Member the National Committee must, in its opinion and by majority vote, consider the SAIAT Full Member:
<b>STATURE</b>	To have rendered noteworthy and extensive service to SAIAT;
	or
	To be of sufficient stature to promote and further the goals of SAIAT and is worthy of such distinction and honour

### 3.2.2 Associate membership Criteria

#### 3.2.2.1 Associate Members (U/G)

<b>Associate Member - U/G</b>			
To be considered in the category Associate Member (U/G) the applicant shall be required to fulfil the criteria in column 1, 2, or 3 below:			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>AGE</b>	21 years of age or older at the time of application		
<b>QUALIFICATION</b>	Is in possession of a recognised Architectural qualification awarded by an accredited institution ( minimum NQF 6 ( min. 360 credits ) or higher )		
	and		
<b>EXPERIENCE</b>	Nil		Has not less than 15 years uninterrupted and continuous practical experience in the architectural profession;
			and
<b>STATUS</b>			is engaged in the profession of architecture at the time of application;
			and
<b>PORTFOLIO</b>			is able to produce and submit a professional portfolio, comprehensive Curriculum Vitae of work undertaken and acceptable record of CPD activity;
<b>Full Member</b>			
<b>SERVICE</b>	<i>( Continued overleaf )</i>		

### 3.2.2.1 Associate Members (U/G) - continued

	<b>Full Member</b>		
	To be upgraded to the category of Full Member an Associate Member (U/G) shall have fulfilled the criteria below:		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>SERVICE</b>	Have served as an Associate Member (U/G) for a minimum period of two (2) years;		
	and		
<b>EXPERIENCE</b>	have a minimum of two (2) years uninterrupted and continuous practical experience in the architectural profession;		
	and		
<b>STATUS</b>	is engaged in the profession of architecture at the time of application;		

### 3.2.2.2 Retired Associate Members (R.U/G)

	<b>Retired Associate (R.U/G)</b>		
	To be upgraded to the category for Retired Membership (R.U/G) a Member shall have fulfilled the criteria below:		
<b>AGE</b>	Be aged 63 years or older and has requested to be placed in the retired category;		
	and		
<b>STATUS</b>	is no longer engaged in the profession of architecture, either as an employee or a practitioner, together with confirmation from SACAP that the member is no longer registered as a practising professional,		
	and		
<b>INCOME</b>	is able to satisfy the Registrar that his income from the practice of architecture has reduced to the point where the payment of full membership fees and levies is unnecessarily burdensome.		

### 3.2.2.3 Associate Members

	<b>Associate Member</b>		
	To be considered in the category Associate Member the applicant shall be required to fulfil the criteria in column 1, 2, or 3 below:		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>AGE</b>	21 years of age or older at the time of application		
<b>QUALIFICATION</b>	Is in possession of a qualification related with the Built Environment professions awarded by an accredited institution	Nil	Have rendered an important service to, or demonstrated a special knowledge and competence in Architectural Technology that, in the majority opinion of the National Committee, such person's admittance would benefit SAIAT.
	and		
<b>EXPERIENCE</b>	has a minimum of two (2) years uninterrupted and continuous practical experience in the architectural profession;	Has not less than five (5) years uninterrupted and continuous practical experience in the architectural profession;	
	and	and	
<b>STATUS</b>	is engaged in a profession of architecture at the time of application;	is engaged in the profession of architecture at the time of application;	
	and	and	
<b>PORTFOLIO</b>	is able to produce and submit a professional portfolio, comprehensive Curriculum Vitae of work undertaken and acceptable record of CPD activity;	is able to produce and submit a professional portfolio, comprehensive Curriculum Vitae of work undertaken and acceptable record of CPD activity;	
	<b>Senior Associate Member</b>		
	To be upgraded automatically to the category of Senior Associate Member an Associate Member shall have fulfilled the criteria below:		
<b>SERVICE</b>	Have a minimum uninterrupted membership of 10 years.		

### 3.2.2.4 Retired Associate Members

	<b>Retired Associate / Senior Associate Member</b>
	To be upgraded to the category for Retired Membership a Member shall have fulfilled the criteria below:
<b>AGE</b>	Be aged 63 years or older and has requested to be placed in the retired category;
	and
<b>STATUS</b>	is no longer engaged in the profession of architecture, either as an employee or a practitioner, together with confirmation from SACAP that the member is no longer registered as a practising professional,
	and
<b>INCOME</b>	is able to satisfy the Registrar that his income from the practice of architecture has reduced to the point where the payment of full membership fees and levies is unnecessarily burdensome.

### 3.2.2.5 Associate Members (D) & (L/A)

<b>Associate Member (D) &amp; (L/A)</b>			
To be considered in the category Associate Members (D) or (L/A) the applicant shall be required to fulfil the criteria in column 1, 2, or 3 below:			
	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Associate Member (D)</b>		<b>Associate Member (L/A)</b>
<b>AGE</b>	21 years of age or older at the time of application		
<b>QUALIFICATION</b>	Nil		No Requirement
	or		
<b>EXPERIENCE</b>	Has less than five (5) years continuous practical experience in the architectural profession;		Is in the employ of a local authority
	and		and
<b>STATUS</b>	is engaged in a profession of architecture at the time of application;		is performing the function of a building control officer; or is under the control of a building control officer and through a delegation performing a duty or function granted or entrusted to the building control officer in terms of Act 103 of 1977
	and		and
<b>PORTFOLIO</b>	is able to produce and submit a professional portfolio, comprehensive Curriculum Vitae of work undertaken and acceptable record of CPD activity;		Nil
			and
<b>SUPPORT</b>			the application is accompanied by a written confirmation of the employment status, of the individual, with the local authority

	<b>Senior Associate Member (D)</b>		
	To be upgraded automatically to the category of Senior Associate Member (S.D) an Associate Member (D) shall have fulfilled the criteria below:		
<b>SERVICE</b>	Have a minimum uninterrupted membership of 10 years.		
	<b>Associate Member</b>		
	To be upgraded to the category of Associate Member an Associate Member (D) shall have fulfilled the criteria below:		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>SERVICE</b>	Have served as an Associate Member (D) for a minimum period of five (5) years;		
	and		
<b>EXPERIENCE</b>	have a minimum of five (5) years uninterrupted and continuous practical experience in the architectural profession;		
	and		
<b>STATUS</b>	is engaged in the profession of architecture at the time of application;		

### 3.2.2.6 Retired Associate Members (R.D)

	<b>Retired Associate (R.D) / Senior Associate Member (RS.D)</b>
	To be upgraded to the category for Retired Membership a Member shall have fulfilled the criteria below:
<b>AGE</b>	Be aged 63 years or older and has requested to be placed in the retired category;
	and
<b>STATUS</b>	is no longer engaged in the profession of architecture, either as an employee or a practitioner, together with confirmation from SACAP that the member is no longer registered as a practising professional,
	and
<b>INCOME</b>	is able to satisfy the Registrar that his income from the practice of architecture has reduced to the point where the payment of full membership fees and levies is unnecessarily burdensome.

### 3.2.2.7 Honorary Fellow Members

	<b>Honorary Fellow Member</b>
	To be considered in the category Honorary Fellow Member the National Committee must, in its opinion and by majority vote, consider the individual:
<b>STATURE</b>	To have rendered noteworthy and extensive service to SAIAT;
	or
	To be of sufficient stature to promote and further the goals of SAIAT and is worthy of such distinction and honour.

### 3.2.2.8 Student Members

	<b>Student Member</b>
	To be considered in the category Student Member the applicant shall be required to fulfil the criteria below:
<b>AGE</b>	Be between the age of 18 & 25 years of age;
<b>QUALIFICATION</b>	Is undertaking a “full-time” graduate course of study in Architecture / Architectural Technology at a SACAP accredited institution of higher learning and has completed and passed the first year study program.
	and
<b>SUPPORT</b>	the application is accompanied by written proof from the institution of higher learning that the first year of study has been completed and passed together with written proof that the individual is registered at and undertaking a graduate course of study in Architecture at the time of application.
	<b>Associate Member (U/G)</b>
	To be upgraded to the category of Associate Member (U/G) a Student Member shall have fulfilled the criteria below:
<b>QUALIFICATION</b>	Is in possession of a recognised qualification in Architecture awarded by an SACAP accredited institution of higher learning.

### 3.2.2.9 Complimentary Members

	<b>Complimentary Member</b>
	To be considered in the category Complimentary Member the applicant shall be required to fulfil the criteria below:
<b>AGE</b>	Be between the age of 18 & 25 years of age;
<b>QUALIFICATION</b>	Is undertaking a course of study in Architecture / Architectural Technology at a SACAP accredited institution of higher learning and has completed and passed at least the third or fourth year of study.

- 3.2.2.10 Where an applicant is unable to or fails to produce the necessary supporting documentation or information requested by the Registrar, the Registrar may consider the application for membership against the criteria of membership of a category of membership lower than would ordinarily have been used in consideration of the application.
- 3.2.2.11 Where an applicant, for reasons beyond their control, is unable to provide the necessary supporting documentation or information requested by the Registrar, the Registrar may consider the application in line with the criteria of membership of a category of membership equivalent to that which it would ordinarily have been used in consideration of the application.
- 3.2.2.12 In respect of 3.2.2.11, the applicant shall provide satisfactory evidence and an accompanying affidavit in support of such claim.
- 3.2.2.13 The following exclusions are applicable to membership in the category of registration for Associate Member (L/A):
- 3.2.2.13.1 No senior or retired category, or upgrade of membership is applicable to this category of membership;
  - 3.2.2.13.2 Membership in this category ceases when the member is no longer in the employ of a local authority.
- 3.2.2.14 Renewal of membership in the category Associate Member (L/A) is subject to the annual submission of written proof of employment with a local authority together with the payment of the applicable membership fee. Such written proof shall be in the form of an original copy of the document on a letterhead of the local authority concerned.
- 3.2.2.15 The provisions of 3.2.2.5 and 3.2.2.13 do not preclude an individual employed by a local authority from being granted membership with SAIAT in a category of membership in accordance with their qualification and experience.
- 3.2.2.16 Renewal of membership in the category Student is subject to the annual submission of written proof from the accredited institution of higher learning that the member is registered to study Architecture at the institution together with the payment of the applicable membership fee. Such written proof shall be in the form of an original document on a letterhead of the learning institution concerned and be submitted to SAIAT before the end of February of each year.
- 3.2.2.17 Failure to submit the written proof as required in 3.2.9 will lead to the termination of membership in the category of Student.
- 3.2.2.18 Where Student membership of SAIAT has been terminated, any request for re-admission shall be made in accordance with reg. 3.1.
- 3.2.2.19 Membership in this category ceases when the member is no longer registered to study Architecture at an institution of higher learning or has obtained a qualification in Architecture.
- 3.2.2.20 Membership in the category of Student is not available to persons undertaking a post-graduate study in Architecture or registered with an accredited institute of higher learning to study "part-time".
- 3.2.2.21 Where an applicant provides information that is inaccurate, misleading, false or untrue, the Registrar shall decline the application for membership as the applicant will be deemed in breach of the SAIAT "Code of Conduct".

### 3.2.3 Letters of Designation

3.2.3.1 To assist members to officially associate themselves with SAIAT, the National Committee has developed designations for use by registered members of SAIAT.

3.2.3.2 Official Designations are set out below:

<b>Category of Membership</b>	
The official designations for use by SAIAT membership are set out in column 1 and 2 below:	
<b>1</b>	<b>2</b>
Category of Membership	Designation
Full Member	MIAT (SA)
Senior Full Member	MIAT (SA) Sen
Retired Full Member	MIAT (SA) Ret.
Senior Retired Full Member	MIAT (SA) Sen. Ret.
Honorary Life Member	MIAT (SA) Hon.
Associate Member (U/G)	MIAT (SA) Assoc. (U/G)
Retired Associate Member (R.U/G)	MIAT (SA) Ret. Assoc. (R.U/G)
Associate Member	MIAT (SA) Assoc.
Senior Associate Member	MIAT (SA) Sen. Assoc.
Retired Associate Member	MIAT (SA) Ret. Assoc.
Retired Senior Associate Member	MIAT (SA) Sen. Ret. Assoc.
Associate Member (D)	MIAT (SA) Assoc. (D)
Senior Associate Member (S.D)	MIAT (SA) Sen. Assoc. (S.D)
Retired Associate Member (R.D)	MIAT (SA) Ret. Assoc. (R.D)
Senior Retired Associate Member (SR.D)	MIAT (SA) Sen. Ret. Assoc. (SR.D)
Associate Member ( L/A )	MIAT (SA) Assoc. (L/A)
Student Member	MIAT (SA) Student.
Honorary Fellowship	MIAT (SA) Fellow.

3.2.3.3 The category of membership shall clearly be identified on the "Certificate of Membership".

### 3.3 RIGHTS AND RESPONSIBILITIES OF MEMBERS

Membership with SAIAT provides a Member with Rights and Responsibilities in terms of the Constitution and this regulation.

#### 3.3.1 Full Members

<b>Full Members</b>			
The Rights and Responsibilities of the various categories of registration are set out in columns 1, 2, and 3 below:			
	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Full / Senior Full</b>	<b>Retired</b>	<b>Honorary Life</b>
<b>RIGHTS</b>	Full Membership Rights and Responsibilities as provided for in the Constitution and Regulations.	Full Membership Rights and Limited Responsibilities as provided for in the Constitution and Regulations.	Full Membership Rights and Limited Responsibilities as provided for in the Constitution and Regulations.
<b>FEES</b>	Responsible for full membership fees and levies.	Responsible for reduced membership fees but full levies.	No membership fees are applicable but responsible for full levies.
<b>OFFICE</b>	May serve as an Officer on the National, Regional and Chapter Committees.	May serve as an Officer on Regional and Chapter Committees ( not Chairmanship ).	May serve as an Officer on National, Regional and Chapter Committees.
<b>VOTE</b>	May exercise a vote at a National, Regional and Chapter levels.	May exercise a vote at National, Regional and Chapter levels.	May exercise a vote at National, Regional and Chapter levels.
<b>DESIGNATION</b>	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.
<b>CONDUCT</b>	Adherence to the Code of Conduct Rules for members.	Adherence to the Code of Conduct Rules for members.	Adherence to the Code of Conduct Rules for members.

### 3.3.2 Associate Members

<b>Associate Members</b>			
The Rights and Responsibilities of the various categories of registration are set out in columns 1, 2, and 3 below:			
	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Associate &amp; Associate (U/G) / Senior Associate</b>	<b>Associate (D) / Senior Associate (D)</b>	<b>Associate (L/A)</b>
<b>RIGHTS</b>	Limited Membership Rights and Full Responsibilities as provided for in the Constitution and Regulations.	Limited Membership Rights and Full Responsibilities as provided for in the Constitution and Regulations.	Limited Membership Rights and Full Responsibilities as provided for in the Constitution and Regulations.
<b>FEES</b>	Responsible for full membership fees and levies.	Responsible for full membership fees and levies.	Responsible for full membership fees and levies.
<b>OFFICE</b>	May serve as an Officer on a Chapter Committee ( not chairmanship ).	May not hold a position of office.	May not hold a position of office.
<b>VOTE</b>	May exercise a vote at a Chapter level.	May exercise a vote at a Chapter level.	May participate in Chapter meetings / discussions but is not permitted to vote.
<b>DESIGNATION</b>	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.
<b>CONDUCT</b>	Adherence to the Code of Conduct Rules for members.	Adherence to the Code of Conduct Rules for members.	Adherence to the Code of Conduct Rules for members.

	<i>Associate Members - cont.</i>		
	The Rights and Responsibilities of the various categories of registration are set out in columns 1, 2, and 3 below:		
	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Retired Associate, Senior Retired Associate; Retired Associate (R.U/G), &amp; Retired Associate (D), Senior Retired Associate (SR.D)</b>	<b>Honorary Fellow</b>	<b>Student</b>
<b>RIGHTS</b>	Limited Membership Rights and Responsibilities as provided for in the Constitution and Regulations.	Limited Membership Rights and Responsibilities as provided for in the Constitution and Regulations.	Limited Membership Rights and Responsibilities as provided for in the Constitution and Regulations.
<b>FEES</b>	Responsible for reduced membership fees but full levies.	No membership fees are applicable but responsible for full levies.	Responsible for full membership fees and levies.
<b>OFFICE</b>	May not hold a position of office	May not hold a position of office	May not hold a position of office
<b>VOTE</b>	May exercise a vote at a Chapter level.	May participate in Chapter meetings / discussions but is not permitted to vote.	May participate in Chapter meetings / discussions but is not permitted to vote.
<b>DESIGNATION</b>	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.	The use of the SAIAT association designation applicable for the category of registration on any documentation or media.	The use of the SAIAT association designation for the category of registration on any documentation or media.
<b>AWARDS</b>			To acknowledge outstanding achievement in architectural studies, SAIAT awards a one year complimentary membership to the top 3rd & 4th year students of each of the recognised Universities and Universities of Technology.
<b>CONDUCT</b>	Adherence to the Code of Conduct Rules for members.	Adherence to the Code of Conduct Rules for members.	Adherence to the Code of Conduct Rules for members.

### **3.4 TRANSFER TO ANOTHER CATEGORY OF MEMBERSHIP**

- 3.4.1 In order for an application of membership transfer from one category to another to be considered by the Registrar, any money due by the applicant member shall be paid forthwith.
- 3.4.2 Membership transfer from one category to another shall be in terms of reg. 3.1 & 3.2.
- 3.4.3 Membership transfer will commence once the existing certificate and / or insignia of membership and additional membership fees ( where necessary ) are received by the Executive Secretary.
- 3.4.4 Membership seniority will be acknowledged in considering applications for transfer from one category to another.

### **3.5 APPEALS**

- 3.5.1 Where an applicant is aggrieved by the decision of the Registrar 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 Registrar.
- 3.5.2 Appeals shall be made in writing and be accompanied by the prescribed, non-refundable, appeal fee together with such motivation and additional documentation necessary to support the reason of the appeal.
- 3.5.3 The appellant shall be notified in writing of the receipt of the appeal once the payment of the prescribed fee has been confirmed.
- 3.5.4 Appeals in terms of membership issues shall be adjudicated upon by the National Committee in terms of the Constitution and this Regulation.
- 3.5.5 The decision of the National Committee shall be final and binding on the appellant.
- 3.5.6 The Registrar shall advise the appellant of the decision of the National Committee in writing.

### **3.6 RESIGNATION FROM MEMBERSHIP**

- 3.6.1 Any notice of resignation from membership of SAIAT must be submitted in writing to the Registrar of SAIAT a minimum of 30 days prior to the effective date of resignation.
- 3.6.2 The notice of resignation must be accompanied by any certificate and / or insignia of membership issued by SAIAT together with any money due by the member.
- 3.6.3 Any money due shall remain a debt due to SAIAT unless otherwise determined by the National Committee.
- 3.6.4 Such notice of resignation will only come into force and effect once all aspects of this regulation have been satisfied by the member and the Registrar has confirmed acceptance of such resignation in writing.

### **3.7 VOLUNTARY SUSPENSION**

- 3.7.1 A member may apply to the Registrar in writing to suspend their membership of SAIAT voluntarily.
- 3.7.2 The maximum period granted for voluntary suspension will be 1 term ( 2 years ). In exceptional circumstances such period may be extended for a further 1/2 term ( 1 year ).

- 3.7.3 The request for voluntary suspension must be accompanied by any certificate and / or insignia of membership issued by SAIAT together with any money due by the member.
- 3.7.4 Any money due shall remain a debt due to SAIAT unless otherwise determined by the National Committee.
- 3.7.5 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 the Registrar has confirmed acceptance of such voluntary suspension request in writing.
- 3.7.6 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.
- 3.7.7 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.
- 3.7.8 Where membership of SAIAT has lapsed as a result of voluntary suspension, any request for re-admission shall be made in accordance with reg. 3.1.

### **3.8 SUSPENSION FROM MEMBERSHIP**

- 3.8.1 A member whose annual subscription is not paid within 60 days of due date ( 31 January of each year ) or any debt to SAIAT is not paid within 60 days of due date, or such payments are not made within a further period agreed by the Admin / Finance Administrator, shall cease to be in good standing with the National Committee.
- 3.8.2 A member that ceases to be in good standing with the National Committee in terms of reg. 3.8.1, shall automatically be suspended from SAIAT membership without the need for the National Committee to decide on the matter.
- 3.8.3 The Registrar shall inform the member, in writing, of the decision to suspend the member in terms of reg. 3.8.2 and the conditions attached to the suspension.
- 3.8.4 A member that brings the reputation or name of SAIAT into disrepute, shall cease to be in good standing with the National Committee.
- 3.8.5 A member that fails to abide with the SAIAT "Code of Conduct" shall cease to be in good standing with the National Committee.
- 3.8.6 A member that is the subject of an investigation in respect of reg. 3.8.4 and / or reg. 3.8.5 can, at the discretion of the National Committee, be suspended from the roll of membership.
- 3.8.7 The Registrar shall inform the member, in writing, of the decision of the National Committee to suspend the member in terms of reg. 3.8.6 and the conditions attached to the suspension.
- 3.8.8 Upon receipt of a suspension of membership notice from the Registrar, any certificate and / or insignia of membership issued by SAIAT shall be returned to SAIAT together with any money due by the member.
- 3.8.9 Any money due shall remain a debt due to SAIAT unless otherwise determined by the National Committee.
- 3.8.10 A suspended member may not use any SAIAT designation and / or registration numbers or imply association with SAIAT during a period of suspension.
- 3.8.11 The names of suspended members will be published in the SAIAT newsletter

together with the reasons and / or conditions for their suspension.

- 3.8.12 Where the period of suspension and / or conditions of suspension are defined, and such period and / or conditions have been served and / or satisfied, the Registrar shall notify the member, in writing, that they may resume their association and membership of SAIAT. The certificate and / or insignia of membership will be returned with such notification. The Registrar shall further notify the SAIAT membership of the suspended member's reinstatement.
- 3.8.11 Any application for resumption of membership where the period of suspension has not been specified shall be directed at the Registrar and is at the discretion of the National Committee.

### **3.9 EXPULSION FROM MEMBERSHIP**

- 3.9.1 Where the National Committee takes action against a member whose continued membership would, in its opinion, be contrary to the interests of SAIAT, it shall appoint a Disciplinary Committee to investigate and make a decision in respect of the matter.
- 3.9.2 Upon receipt of a notice from the Registrar that the National Committee has constituted a Disciplinary Committee to investigate the member, any certificate and / or insignia of membership issued by SAIAT shall be returned to SAIAT together with any money due by the member.
- 3.9.3 Any money due shall remain a debt due to SAIAT unless otherwise determined by the National Committee.
- 3.9.4 The notice from the Registrar shall set out the reasons for the investigation and / or allegations leveled against the member.
- 3.9.5 The member may within 21 days of the decision notice of the Disciplinary Committee appeal the decision and request the National Committee to review the decision. Such appeal shall be accompanied by the necessary supporting documentation, information, evidence, etc. for the National Committee to review its decision.
- 3.9.6 Where the decision of the Disciplinary Committee is the expulsion of the member from membership of SAIAT and an appeal to the National Committee has been unsuccessful, the decision to expel the member will require ratification by the SAIAT membership.
- 3.9.7 The membership of SAIAT shall be notified of the matter investigated, the decision of the Disciplinary Committee and the outcome of any appeal considered by the National Committee to expel a member.
- 3.9.8 The Full membership shall be required to ratify the decision of the National Committee by voting on the matter. The majority vote in respect of the votes cast by the Full membership shall be sufficient to ratify the decision of the National Committee.
- 3.9.9 Where the decision of the National Committee to expel the member is ratified by the Full membership, the member shall automatically cease to be a member of SAIAT and the Registrar shall notify such person in writing of that fact.
- 3.9.10 An expelled member may not use any SAIAT designation and / or registration numbers or imply association with SAIAT once expelled or under sanction.
- 3.9.11 The names of expelled or sanctioned members will be published in the SAIAT newsletter together with the reasons therefore.
- 3.9.12 Members expelled from SAIAT or that resigns from SAIAT while under investigation in terms of reg. 3.9.1, may not re-apply for membership within a period of

five (5) years from the date of expulsion / resignation.

- 3.9.13 Any request for re-admission shall be made in accordance with reg. 3.1 and shall be directed at the Registrar.
- 3.9.14 The approval of membership of previously expelled members shall be at the discretion of the Full membership, which has the right to reject an application for re-admission without assigning a reason.
- 3.9.15 The discretion of the Full membership shall be the majority vote in respect of the votes cast by the Full membership.

### **3.10 DISCIPLINARY COMMITTEE & PROCEDURE**

- 3.10.1 Where an investigation and / or disciplinary action is required to be taken against a member of SAIAT, a Disciplinary Committee shall be convened.
- 3.10.2 The Disciplinary Committee shall consist of a minimum of three (3) persons appointed by the National Committee.
  - 3.10.2.1 A Disciplinary Committee will consist of the following persons:
    - (a) one member of the National Committee;
    - (b) one Full member of SAIAT;and at least one or more other person/s who:
    - (c) specializes in the field concerning the matter under investigation;
    - (d) is a professional with the appropriate experience in the field concerning the matter;
    - (e) is a person qualified in law and who has appropriate experience;
- 3.10.3 The Disciplinary Committee shall fully investigate the matter for which it is appointed and make a decision in respect of the appropriate action or sanction to be imposed on the member.
- 3.10.4 The member under investigation is required to provide such information and co-operation as necessary to assist the Disciplinary Committee with its investigation to ensure that a fair and reasonable recommendation can be made to the National Committee.
- 3.10.5 On conclusion of an investigation and prior to making a decision, the Disciplinary Committee shall convene a meeting to adjudicate on the matter for which appointed.
- 3.10.6 Notice of the intended Disciplinary Committee meeting shall be given, by the Registrar, in writing to the member at least 21 days ahead of the intended meeting and, in the same notice, be given the opportunity to accept the laid charge against him or her.
- 3.10.7 The member shall be afforded the opportunity to attend the Disciplinary Committee meeting in person and be heard on the matter in their defense. Arrangements and associated costs to attend the meeting of the Disciplinary Committee shall be the member's responsibility.
- 3.10.8 The member may be assisted by not more than one (1) Full member during the Disciplinary Committee meeting. The member, under investigation, may admit at any time guilt in respect of the allegations brought against him or her, despite the fact that he or she may have previously denied the allegations.

- 3.10.9 The Disciplinary Committee may call witnesses to the hearing, whose material information concerning the matter is considered important.
- 3.10.10 The member may call witnesses, may cross-examine any person called as a witness in support of the allegations and may have access to documents produced in evidence.
- 3.10.11 All aspects of the investigation, proceedings, evidence and decisions of the Disciplinary Committee are to be recorded in writing and the correctness of the records are to be confirmed with the signature of each Disciplinary Committee member.
- 3.10.12 The Disciplinary Committee shall within three (3) days:
- 3.10.12.1 make a decision on whether or not the member is guilty of the allegations and the appropriate action or sanction to impose, taking into consideration any aggravating or mitigating circumstances;
  - 3.10.12.2 inform the National Committee of its decision, actions or sanction; and
  - 3.10.12.3 inform the member of its decision and the right of appeal available to the National Committee.

### **3.11 NOTICE TO THE REGULATOR**

- 3.11.1 The Registrar will notify the regulator for the architectural profession of any voluntary suspension, suspension, or termination of membership from SAIAT or of the death of a member of SAIAT.