



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

**CONSTITUTION 2023  
REGULATION 02:  
MEMBERSHIP**



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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

In this regulation unless the context indicates otherwise:

**'Board of Directors'** means the board formed by the directors;

**'Business days'** means Mondays to Fridays, excluding public holidays;

**'Constitution'** means the latest of the Institute 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, the President, Vice-President, and the Ex-Officio: Administration and Registration Officer;

**'Institute'** means the South African Institute of Architectural Technologists NPC;

**'Member'** means any member of the Institute;

**'Membership year'** means a calendar year starting on 01 January and ending 31 December, except for Corporate Members, which means a calendar year starting on the date of acceptance of membership.

**'National Committee of Members'** means the committee of members elected and / or co-opted to assist with the management of member affairs of the Institute established in terms of Clause 6 of this Constitution;

**'President'** means a member of the National Committee of Members elected by the National Committee of Members as per the relevant Regulation and to fulfil the functions as described in the relevant regulation;

**'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'** means a supplementary document that is part of the Constitution as per Clause 7;

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

### **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 the Institute 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 president, who will then either approve or refuse the application for membership.

**3.5** The president may request the assistance of any other member of the National Committee of Members in determining if an application of membership should be approved.

**3.6** Where an application has been approved or refused, the Ex Officio: Administration and Registrations member of the Executive Committee shall notify the applicant in writing of such acceptance or refusal.

- 3.7 On approval of the application, an invoice for membership fees due, membership number, Certificate of membership, and a copy of the 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.
- 3.8 Membership will commence once the application process has been concluded as per Clause 3.7.
- 3.9 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 the Institute as calculated from the date when membership ceased, together with any legal and/or collection expenses which may have been incurred by the Institute 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.

<b>Category of Membership</b>	<b>Designation</b>
Professional Member	SAIAT
Senior Professional Member	SAIAT (Snr)
Retired Professional Member	SAIAT (Ret)
Honorary Life Member	SAIAT (Hon)
Local Authority Member	SAIAT (LA)
Student Member	SAIAT (Student)
Complementary Member	SAIAT (Comp)
Honorary Fellow	SAIAT (Fellow)
Affiliate Member	SAIAT (Affiliate)
Corporate Member	SAIAT (Corporate)
Corporate Plus Member	SAIAT (Corporate Plus)

**4.2 Membership Criteria**

**4.2.1 Professional Member**

**4.2.1.1** Minimum 21 years of age at date of application and registered with SACAP in one of the four (4) professional categories of registration or registered as a Candidate in one of the four (4) candidate categories of registration as candidate, or, if not registered with SACAP, in the full time employ of a SACAP registered professional.

**4.2.1.2** Engaged in the profession of architecture at time of application.

**4.2.1.3** The member may use the following logo to indicate membership:



#### **4.2.2 Professional Senior Member**

**4.2.2.1** Minimum of ten years of uninterrupted membership as a member.

**4.2.2.2** The member may use the following logo to indicate membership:



#### **4.2.3 Professional Retired 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 ten years of uninterrupted membership.

**4.2.3.4** The member may use the following logo to indicate membership:



## 4.2.4 Honorary Life Member

### 4.2.4.1 Senior member

4.2.4.2 Awarded by the National Committee of Members on merit to a member that has rendered noteworthy or extensive service to the Institute.

4.2.4.3 The member may use the following logo to indicate membership:



## 4.2.5 Local Authority Member

4.2.5.1 Employed by a Local Authority in Building Control.

4.2.5.2 Annual confirmation by Local Authority required of employment or registration with SACAP in one of the categories for Building Control.

4.2.4.4 Affidavit required that states that applicant does not engage in private architectural practices.

4.2.4.5 The member may use the following logo to indicate membership:



## 4.2.6 Student Member

4.2.6.1 Bona Fide full-time student at a SACAP accredited architectural learning site.

- 4.2.6.2** Annual confirmation required by accredited architectural learning site of student status.

## **4.2.7 Complimentary Member**

- 4.2.7.1** Membership awarded on merit by the National Committee of Members to a student in architecture from third year of study for a maximum period of one year.

## **4.2.8 Honorary Fellow**

- 4.2.8.1** Awarded to a member of the public who have rendered noteworthy and extensive service to the Institute.

- 4.2.8.2** The member may use the following logo to indicate membership:



## **4.2.9 Affiliate Member**

- 4.2.9.1** Membership to an organisation dealing with the built environment where a Memorandum of Understanding is entered into regarding the use and display of logos.

- 4.2.9.2** The member may use the following logo to indicate membership:



## **4.2.10 Corporate Member**



**4.2.10.1** Membership awarded on application to a registered company or organisation that is providing a service to the architectural and construction industry.

**4.2.10.2** The member may use the following logo to indicate membership:



#### **4.2.11 Corporate Member Plus**

**4.2.11.1** Membership awarded on application to a registered company or organisation that is providing a service to the architectural and construction industry, inclusive of Continuing Professional Development as validated by the Institute.

**4.2.11.2** The member may use the following logo to indicate membership:



### **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 the Institute, any money due by the member shall be paid forthwith.

**5.2** Membership seniority will be acknowledged in considering transfer from one category to another.

## **6. APPEALS**

- 6.1** Where an applicant is aggrieved by the decision of the Institute 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 National Committee of Members.
- 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 by the National Committee of Members in terms of the Constitution and this Regulation.
- 6.5** The decision of the National Committee of Members shall be final and binding on the appellant.

## **7. RESIGNATION FROM MEMBERSHIP**

- 7.1** Any notice of resignation from membership of the Institute must be submitted electronically on the prescribed form not later than 31 January for a membership year. Any resignation dated later than 31 January will be for the following year's membership. A member cannot resign if any membership fees for the current membership year is still outstanding.
- 7.2** The notice of resignation must be accompanied by any monies due by the member. The use of the Institute designation and / or membership number or implying any association with the Institute after the effective date of resignation, will be prohibited and the Institute reserves the right to institute legal action in such a case.
- 7.3** Any monies due shall remain a debt due to the Institute unless otherwise determined by the National Committee of Members. A member will not be able to resign unless all monies due are paid.
- 7.4** The notice of resignation will only come into force and effect once all aspects of this regulation have been satisfied by the member and the Institute has confirmed acceptance of such resignation in writing.

## **8. VOLUNTARY SUSPENSION**

- 8.1** A member may apply to the Institute in writing to suspend their membership of the Institute voluntarily for a membership year, and such notification must be done before or on 31 January of the membership year in question.
- 8.2** The maximum period granted for voluntary suspension will be one membership year. In exceptional circumstances such period may be extended on application.
- 8.3** Any money due shall remain a debt due to the Institute unless otherwise determined by the Institute.
- 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 the Institute has confirmed acceptance of such voluntary suspension request in writing.
- 8.5** A member on voluntary suspension may not use any the Institute's designation and / or registration numbers or imply association with the Institute 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 the Institute shall lapse.
- 8.7** Where membership of the Institute has lapsed because 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 December of each year, or any debt to the Institute is not paid within 30 days of due date, or such payments are not made within a further period agreed by the Institute, shall cease to be in good standing with the Institute.
- 9.2** A member that fails to abide with the Institute's Regulation 01: Code of Conduct shall cease to be in good standing with the Institute.
- 9.3** A member that fails to pay fees or enter into an instalment agreement before 01 February of each financial year, shall cease to be in good standing with the Institute.
- 9.4** A member that ceases to be in good standing with the Institute shall automatically be suspended from the Institute membership.

- 9.5** The Institute shall inform the member within ten business days, in writing, of the decision to suspend the member in terms of this regulation and the conditions attached to the suspension.
- 9.6** A member that brings the reputation or name of the Institute into disrepute, shall cease to be in good standing with the Institute.

## **10. TERMINATION OF MEMBERSHIP**

- 10.1** If a member fails to restore a good standing with the Institute within 30 business days of notice of suspension, his membership shall automatically be terminated.
- 10.2** Any monies due to the Institute by a member with a terminated membership, shall remain a debt to the Institute.
- 10.3** The Institute shall inform SACAP in writing of this termination if the member is a registered person.

## **11. ADOPTION AND REPEAL**

- 11.1** This regulation was approved and adopted by the National Committee of Members on 17 October 2023.
- 11.2** This regulation repeals any previous edition of this regulation.

