

# THE SAIAT CONSTITUTION 2025

## REGULATION 02:

### MEMBERSHIP



BUILDING THE PROFESSION  
TO BUILD THE FUTURE  
Est. 1987



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## 1. PURPOSE

The purpose of this Regulation is to:

- 1.1 Set out the procedure for membership application.
- 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 version of the Institute's 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 Administration 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, in which case it means a calendar year beginning 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 the 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 applicable 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 forms part of the Constitution.

**'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 Managing Director.
- 3.4 The managing director shall forward a recommendation to another director, who will then either approve or refuse the membership application.

- 3.5 The managing director or any director may request the assistance of any other member of the National Committee of Members in determining if a membership application should be approved.
- 3.6 Where an application has been approved or refused, the managing director shall notify the applicant in writing of such acceptance or refusal.
- 3.7 On approval of the application, an invoice for membership fees due, a temporary membership number, and a copy of the Constitution and all regulations 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 payment for fees has been received, upon which a permanent membership number shall be allocated to the member and the member issued with a membership certificate for the current membership year. If the member has selected to be a beneficiary of the SAIAT Professional Indemnity Insurance Scheme, a certificate of proof of cover for the current membership year will be issued.
- 3.9 Re-admissions to membership after suspension of membership will only be considered after the applicant has paid all outstanding 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 the Institute may have incurred 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            |
|---------------------------------------|------------------------|
| Professional Member                   | SAIAT                  |
| <del>Senior Professional Member</del> | <del>SAIAT (Snr)</del> |
| 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, 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 the 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 the 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 who 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 the 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 the accredited architectural learning site for 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 the 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 has 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 a member of another voluntary organisation who wishes to become a member of the Institute to partake in the provision of the benefits of the SAIAT Professional Indemnity Scheme.
- 4.2.9.2 The member is not entitled to any other membership benefits.
- 4.2.9.3 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. APPEALS**

- 5.1** Where an applicant is aggrieved by the decision of the Institute to approve an application for membership, an appeal may be submitted to the National Committee of Members.
- 5.2** 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 for the appeal.
- 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.
- 5.4** The National Committee of Members shall adjudicate appeals in terms of membership issues in terms of the Constitution and any applicable regulation.
- 5.5** The decision of the National Committee of Members shall be final and binding on the appellant.

## **6. RESIGNATION FROM MEMBERSHIP**

- 6.1** Any notice of resignation from membership of the Institute must be submitted online on the prescribed form before the start of the new membership year, that is, not later than 31 December.
- 6.2** Any resignation submitted online after 31 December will apply to the following year's membership.
- 6.3** A member cannot resign if any membership fees are still outstanding. Monies still due shall remain a debt due to the Institute unless otherwise determined by the National Committee of Members.
- 6.4** The use of the Institute designation and/or membership number or implying any association with the Institute after the effective date of resignation is prohibited, and the Institute reserves the right to institute legal action in such a case.

## **7. VOLUNTARY SUSPENSION**

- 7.1** A member may apply to the Institute in writing to suspend their membership of the Institute voluntarily for one membership year, and such notification must be made before the start of the membership year in question, that is, by 31 December at the latest.
- 7.2** The maximum period granted for voluntary suspension will be one membership year. In exceptional circumstances, such a period may be extended on application.
- 7.3** Any money due shall remain a debt due to the Institute unless otherwise determined by the Institute.
- 7.4** 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.
- 7.5** A member on voluntary suspension may not use any of the Institute's designation and/or membership numbers or imply association with the Institute during a period of suspension.
- 7.6** 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. SUSPENSION FROM MEMBERSHIP**

- 8.1** A member whose membership fees are not paid by the due date of 31 December of each year shall automatically be regarded as not in good standing with the Institute, and the Institute may instigate legal proceedings for the recovery of the debt and any legal fees incurred during this process.

- 8.2** A new member whose membership fees are not received by the due date, that is, after one calendar month, the membership application will automatically be cancelled, and a new application shall have to be made.
- 8.3** A member who fails to abide by the Institute's Regulation 01: Code of Conduct shall cease to be in good standing with the Institute after being so informed in writing by the managing director.
- 8.4** A member who brings the reputation or name of the Institute into disrepute shall cease to be in good standing with the Institute after being so informed in writing by the managing director.
- 8.5** A member that ceases to be in good standing with the Institute shall automatically be suspended from the Institute membership.

## **9. TERMINATION OF MEMBERSHIP**

- 9.1** If a member fails to restore good standing with the Institute within thirty (30) calendar days of notice of suspension, his membership shall automatically be terminated.
- 9.2** Any monies due to the Institute by a member with a terminated membership shall remain a debt to the Institute, and the Institute may instigate legal proceedings for the recovery of the debt and any legal fees incurred during this process.
- 9.3** The Institute shall inform SACAP in writing of this termination if the member is a registered person.

## **10. ADOPTION AND REPEAL**

- 10.1** This regulation was approved and adopted by the National Committee of Members on 25 October 2025.
- 10.2** This regulation repeals any previous edition.

**THE END**