THE SAIAT CONSTITUTION 2025
REGULATION 04: MANAGEMENT AND STRUCTURE OF COMMITTEES AND MEETINGS

THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS NPC

BUILDING THE PROFESSION
TO BUILD THE FUTURE
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1. PURPOSE

The purpose of this regulation is to define the rules, procedures, and general requirements for the administration and structure of committees and meetings.

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.
'Calendar days' means a period inclusive of all days of the week, irrespective of whether a day is proclaimed as a national public holiday.
'Constitution' means the latest edition of the SAIAT Constitution as amended and 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.
'Financial Year' means a calendar year starting on 01 January and ending on 31 December.
'Institute" means the South African Institute of Architectural Technologists NPC.
'Managing Director' means a director elected by the Board of Directors as per the relevant regulation and who is responsible for the daily operations of the Institute and fulfil the functions as the executive head of the Institute.
'Member' means any member of the Institute.
'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.
'Region/s' means provinces, a portion of a province, or a combination of provinces of the Republic of South Africa, as per this regulation.
'Regulation' means a supplementary document that is part of the Constitution.
'Term' means five (5) years in respect of members of the National Committee of Members, starting on 01 July and ending on 30 June, or any period as so determined by a regional chapter in respect of chapter chairpersons.

3. REGIONAL CHAPTERS

3.1 Members of the Institute in any region, district, or town can form regional chapters.

3.2 Any member who desires that a chapter be formed in a region, district, or town may request the regional chairperson to be co-opted as the temporary chairperson for the chapter.

3.3 A meeting must be convened within thirty (30) calendar days of such co-option of the regional chairperson of the regional chapter, where the members present must confirm the appointment of the chairperson or select another member to be the chairperson of the regional chapter.

3.3 The regional chapter can, at any meeting, propose that another member be elected as the regional chairperson, and by majority decision of the members present at the meeting, either elect a new chairperson or confirm the continued appointment of the existing chairperson.

3.4 A member who was co-opted or elected to be a regional chapter chairperson becomes a representative of the Institute.

3.5 The National Committee of Members, to manage risks which include but are not limited to those of public image and reputation, shall consider the interests of the Institute in the co-option or election of a regional chapter chairperson in line with adherence to the Institute's regulation regarding code of conduct. In doing so, the National Committee of Members shall take into consideration the historic and present conduct of such a member who was co-opted or elected and may cancel such appointment of the regional chapter chairperson.

3.5 The National Committee of Members shall apply ongoing review of individuals who hold any office. Where it is deemed necessary, a confirmed breach of the Institute's code of conduct regulation may inform the Institute's review.

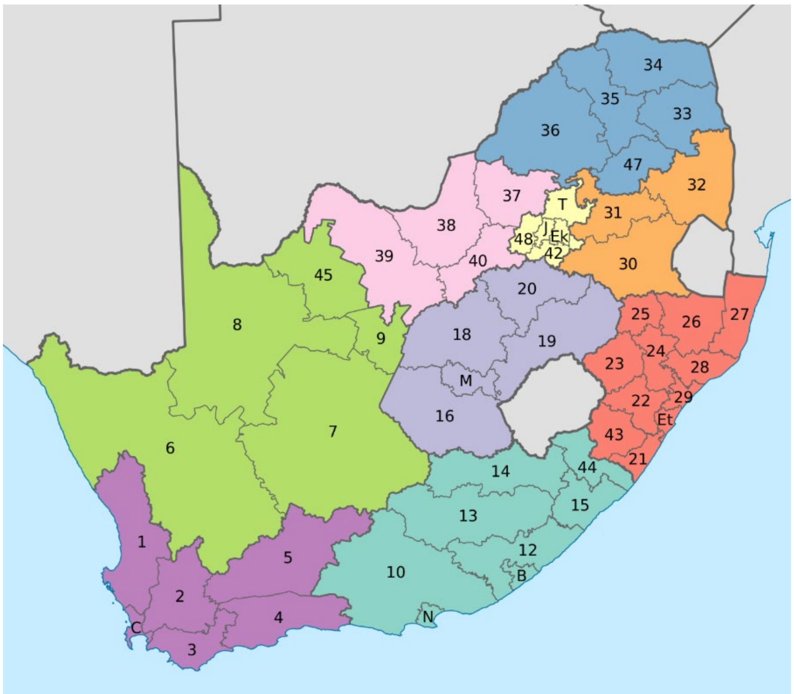
3.7 The regional chapter chairperson must be a member in good standing representing the technology-based categories of registration in terms of the Architectural Profession Act (Act 44 of 2000) and shall be responsible for reporting on all matters related to the regional chapter to the regional chairperson.

3.8 Each regional chapter may elect a chapter committee from members in the regional chapter to assist the regional chapter chairperson.

4. REGIONAL COMMITTEES

4.1 Regional committees shall consist of the duly elected chairpersons of the chapters that fall within the Regions. These regions are:

i. Gauteng West (J, 48)
ii. Gauteng East (Ek, 42)
iii. Gauteng North (T)
iv. Kwazulu-Natal (Et, 21, 22, 23, 24, 25, 26, 27, 28, 29, 43)
v. Western Cape (C, 1, 2, 3)
vi. Southern Cape (4, 5)
vii. Eastern Cape – Nelson Mandela (N, 10)
viii. Eastern Cape – Buffalo (B,12, 13, 14, 15, 44)
ix. Northern Cape (6, 7, 8, 9, 45)
x. Free State (M, 16, 18, 19, 20)
xi. Northwest (37, 38, 39, 40)
xii. Mpumalanga (30, 31, 32)
xiii. Limpopo (33, 34, 35, 36, 47)



4.2 The National Committee of Members shall elect every five (5) years, before the end of February, from the chapter chairpersons of each region a regional chairperson, or, at the sole discretion of the National Committee of Members, re-elect the current regional chairperson, or co-opt a suitable member to fill the position.

4.3 A newly elected regional chairperson shall understudy the current regional chairperson until 30 June, after which the elected regional chairperson will take office.

4.4 The regional chairperson shall serve a term on the National Committee of Members and shall be responsible for reporting to the National Committee of Members on all matters related to the entire region.

4.5 Each regional committee can appoint paid-up members out of the committee to chair sub-committees or to be members of such sub-committees.

5. NATIONAL COMMITTEE OF MEMBERS

5.1 The National Committee of Members shall be constituted as per the Constitution.

5.2 The National Committee of Members may, at any time, co-opt a member of a region with no active regional committee to serve on the National Committee of Members as a regional chairperson.

6. EXECUTIVE COMMITTEE

6.1 The Executive Committee, as a sub-committee of the National Committee of Members, shall be constituted as per the Constitution.

6.3 The management of the affairs of the Institute shall be vested in the Executive Committee to ensure compliance with the provisions of national legislation, and the Executive Committee shall report quarterly to the National Committee of Members at National Committee of Members meetings.

7. BOARD OF DIRECTORS

7.1 The Board of Directors is composed of the three (3) directors, with one director, who is a member of the Institute, elected by the directors as the managing director. A minimum of (2) directors must be members of the Institute.

8. REGIONAL CHAPTER MEETINGS

8.1 Regional chapter meetings shall be convened by the regional chapter chairperson as required.
8.2 The regional chapter chairperson shall give notice of each chapter meeting to at least every member via the online notification form to the Executive Committee, who shall then proceed to register an event on the SAIAT e-Portal and advertise it via campaigns using the e-Portal.
8.3 The regional chapter chairperson, or any other member as decided by the meeting, shall be the chairperson of the chapter meeting.
8.4 The members present shall constitute a quorum.
8.5 Regional chapter meetings shall be directed and controlled by the regional chapter chairperson on an informal basis.
8.6 Decisions shall be arrived at by consensus of the members present.
8.7 Members shall be entitled to one vote.
8.8 The regional chapter chairperson, in addition to his/her vote, shall be entitled to a casting vote in the event of a tie.
8.9 Voting shall be by electronic means.
8.10 A simple majority of votes shall decide all matters: the number of votes for, against or abstaining being recorded in the minutes.
8.11 If so required, the minutes of a chapter meeting shall record, amongst other things, those members and others present, a resume of all matters raised in sufficient detail to identify the salient considerations, and the decisions arrived at in each case, with the names of those involved in the discussion, only if they so request.
8.12 Minutes of a previous meeting, if so required, shall be taken as read at the subsequent meeting and shall then be confirmed with any corrections of fact agreed to by the meeting.
8.13 A copy of the minutes of a regional chapter meeting, as well as a copy of the attendance register as determined by the National Committee of Members, shall be electronically submitted to the Executive Committee.
8.14 Meetings structured as a category 1 CPD event only, and where no chapter matters were discussed, do not require minutes.

9. EXTRAORDINARY GENERAL MEETINGS

9.1 Extraordinary general meetings shall be convened as per the Constitution.
9.2 The National Committee of Members shall give notice of each extraordinary general meeting to every member via electronic means at least thirty (30) calendar days before the date of the meeting.
9.3 The notice shall include:
- **9.3.1** The agenda.
- **9.3.2** The date and details of the virtual platform of the extraordinary general meeting.

9.4 The president, or, in his/her absence, the vice-president, shall be the chairperson of an extraordinary general meeting.
9.5 Two (2) directors and the members present shall constitute a quorum.
9.6 Extraordinary general meetings shall be directed and controlled by the chairperson on a formal basis, subject to the agenda.
9.7 Decisions shall be arrived at by consensus of the members present, unless a vote is requested by a member attending the meeting or is required by the Constitution or regulations.
9.8 Members attending an extraordinary general meeting shall be entitled to one vote.
9.9 The chairperson of an extraordinary general meeting, in addition to his/her vote, shall be entitled to a casting vote in the event of a tie.
9.10 Voting shall be by electronic means.
9.11 A simple majority of votes shall decide all matters: the number of votes for, against or abstaining being recorded in the minutes.
9.12 The minutes of an extraordinary general meeting shall record, amongst other things, those members and others present, a resume of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.
9.13 At the request of any member present, subject to agreement by the chairperson, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.
9.14 A copy of the minutes of each special general meeting shall be dispatched to each member with the notice of the next annual general meeting.
9.15 Minutes of the previous meeting shall be taken as read at the subsequent meeting and shall then be confirmed with any corrections of fact agreed to by the meeting.

10. ANNUAL GENERAL MEETINGS

10.1 Annual general meetings shall be convened as per the Constitution.
10.2 The National Committee of Members shall give notice of each annual general meeting to every member via electronic means at least thirty (30) calendar days before the date of the meeting.
10.3 The notice shall include:
- **10.3.1** The Agenda.
- **10.3.3** Date and details of the virtual platform of the annual general meeting.
- **10.3.4** Forms for the submission of motions
- **10.3.5** Deadline and rules for the submission of motions.
- **10.3.5** Minutes of the previous annual general meeting.
- **10.3.6** Minutes of previous extraordinary general meetings (if any).

10.4 The president, or, in his/her absence, the vice-president, shall be the chairperson of an annual general meeting.
10.5 Two (2) directors and the members present shall constitute a quorum.
10.6 Annual general meetings shall be directed and controlled by the chairperson on a formal basis, subject to the agenda.
10.7 Decisions shall be arrived at by consensus of the members present, unless a vote is requested by a member attending the meeting or is required by the Constitution or regulations.
10.8 Members attending an annual general meeting shall be entitled to one vote.
10.9 The chairperson of an annual general meeting, in addition to his/her vote, shall be entitled to a casting vote in the event of a tie.
10.11 Voting shall be by electronic means.

10.12 A simple majority of votes shall decide all matters: the number of votes for, against or abstaining being recorded in the minutes.

10.13 The minutes of an annual general meeting shall record, amongst other things, those members and others present, a synopsis of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.

10.14 At the request of any member present, subject to agreement by the chairperson, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.

10.15 A copy of the minutes of each annual general meeting shall be dispatched to each member with the notice of the next annual general meeting.

10.16 Minutes of the previous meeting shall be taken as read at the subsequent meeting and shall then be confirmed with any corrections of fact agreed to by the meeting.

11. NATIONAL COMMITTEE OF MEMBERS MEETINGS

11.1 The first meeting of a newly elected National Committee of Members shall be held within sixty (60) calendar days after 01 July of the first year of the term of the new National Committee of Members.

11.2 Thereafter, National Committee of Members meetings shall be convened at least once a quarter to report on the management and administration of the Institute.

11.3 Notification of the date of a National Committee of Members meeting shall be forwarded via electronic means at least fourteen (14) calendar days before the meeting, and each member shall inform the Head Office of the Institute of his availability for the meeting not later than seven (7) calendar days before the date of the meeting.

11.4 The notice shall state the time, date and details of the virtual platform of the National Committee of Members meeting. The agenda and the minutes of the previous meeting, and any other material required, shall be distributed to all members of the National Committee of Members at least 48 hours before such meeting.

11.5 Non-receipt of a notice, or any accompanying document, by a member shall not invalidate the proceedings of a meeting.

11.7 All members elected to the National Committee of Members shall attend the first National Committee of Members meeting to be held at which they will be inducted.

11.8 Outgoing members of the National Committee of Members shall attend the first National Committee of Members meeting at which the new members of the National Committee of Members will be inducted, to facilitate the handing over of duties to the new members.

11.9 All members of the National Committee of Members are required to attend a minimum of three (3) National Committee of Members meetings convened per year.

11.10 A minimum of two (2) directors and 50 per cent (%) of other members of the National Committee of Members present at the time set for the meeting shall constitute a quorum.

11.11 The president or, in his/her absence, the vice-president, shall be the chairperson of a National Committee of Members meeting.

11.12 National Committee of Members meetings shall be directed and controlled by the chairperson on a formal basis, subject to the agenda and minutes of the previous meeting being considered.

11.13 Decisions shall be arrived at by consensus of the National Committee of Members' members present, unless a vote is requested by a member attending the meeting or is required by the Constitution or Regulations.

11.14 Each member of the National Committee of Members attending a National Committee of Members meeting shall be entitled to one vote.

11.15 The chairperson of a National Committee of Members meeting, in addition to his/her vote, shall be entitled to a casting vote in the event of a tied vote.

11.16 No directive need be stated as to how the designated member of the National Committee of Members shall vote. Should a written directive be given, then this shall only be valid in relation to an unamended matter.

11.18 Voting shall be by electronic means.

11.19 A simple majority of votes shall decide all matters: the number of votes for, against or abstaining being recorded in the minutes.

11.21 The Minutes of a National Committee of Members meeting shall record, amongst other things, those members of the National Committee of Members and others present, a synopsis of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case, with the names of those involved in the discussion only if they so request.

11.22 At the request of any member of the National Committee of Members present, subject to agreement by the chairperson, any matter discussed, but not voted upon or requiring a decision, may be excluded from the minutes.

11.23 Minutes of the previous meeting shall be taken as read at the subsequent meeting and shall then be confirmed with any corrections of fact agreed to by the meeting.

12. EXECUTIVE COMMITTEE / BOARD OF DIRECTORS MEETINGS

12.1 Executive Committee meetings and Board of Directors meetings may be combined in one meeting.

12.2 Executive Committee meetings and Board of Directors meetings shall take place as required to discuss matters related to the management of the Institute.

12.3 The managing director, or, in his/her absence, any other director, shall be the chairperson of an Executive Committee meeting and/or Board of Directors meeting.

12.4 Two (2) directors shall constitute a quorum at a Board of Directors meeting.

12.5 Two (2) directors and the president or vice-president present shall constitute a quorum at an Executive Committee meeting or combined meeting.

12.6 Decisions shall be arrived at by consensus of the Directors present.

12.7 The Minutes of Executive Committee meetings and Board of Directors meetings shall record, amongst other things, those directors and others present, a synopsis of all matters raised in sufficient detail to identify the salient considerations and the decisions arrived at in each case.

12.8 A copy of the Minutes of Executive Committee meetings and Board of Directors Meetings shall be dispatched to each member with the notice of the next meeting.

12.9 Minutes of the previous meeting shall be taken as read at the subsequent meeting and shall then be confirmed with any corrections of fact agreed to by the meeting.

13. NOTICES

13.1 Chairpersons of all committees required to notify members and/or other individuals of meetings, etc., must upload the notice request via the Institute's website for distribution via electronic means to members and other interested parties.

13.2 The notice request must be uploaded via the Institute's website at least ten (10) business days before it is required by this and other regulations to be distributed to members and other interested parties.

13.3 Due to restrictions imposed by national legislation, and to protect the Institute against any claims or legal action, no chairperson and/or any other persons shall send bulk electronic mail to members directly. All such correspondence must be handled via the Head Office to ensure compliance with national legislation.

13.4 The use of social media platforms is permitted on the chapter and regional level only if members must add themselves to membership of the platform and can unsubscribe from the platform.

14. POLICIES

14.1 Apart from the rules in this regulation, policies can be created by chairpersons of committees to support this regulation.

14.2 Such policy must be forwarded to the National Head Office for archive purposes and publication on the Institute's website.

14.3 Each chairperson shall report on any new policy and changes made to policies at the first National Committee of Members meeting following the adoption of such policy. The National Committee of Members can veto or request changes to such policy.

14.4 No policy shall overrule any requirement of the Constitution or any regulation.

15. ADOPTION AND REPEAL

15.1 This regulation was approved and adopted by the National Committee of Members on 25 October 2025.

15.2 This regulation repeals any previous edition.

THE END