

# SAIA MEMBERSHIP

(as per the Constitution - 1 July 2015)

## Voting Membership

	Architect Member	Life Member
<b>Definition:</b>	Registered as a Professional Architect in terms of the Act.	An architect member on whom the honour of life membership has been conferred by the board at its own discretion.
<b>Letters of Designation:</b>	The initials "SAIA" as a suffix to their names, and the titles "Member of The South African Institute of Architects" and " Member of the (assigned region) of the South African Institute of Architects	The initials "Life SAIA" as a suffix to their names, and the titles "Life Member of the South African Institute of Architects
<b>Fees:</b>	<ul style="list-style-type: none"> <li>▪ Membership fees shall be paid annually to the region within 60 days after the date of the tax invoice issued by the region (incorporating the SAIA levy)</li> <li>▪ The region shall pay the SAIA subscriptions they have received over to SAIA at the end of every month.</li> <li>▪ Members who are at the beginning of the financial year 70 years or older of age and have 40 years or more of continuous membership with SAIA (70/40) shall be exempt from paying membership fees</li> </ul>	Exempt from paying membership fees

## Non-Voting Membership

	Honorary member	Retired member	Candidate member	Associate member
<b>Definition</b>	<ul style="list-style-type: none"> <li>▪ A person not eligible to be registered as a professional architect in SA but a person of distinction whom the board so elects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ a member who ceased being registered as a professional architect,</li> <li>▪ no longer engaged in the profession of architecture, and</li> <li>▪ has not a financial participation in an architectural practice in SA.</li> <li>▪ <i>The member must apply in writing to be transferred to this class of membership and <u>cannot</u> join SAIA in this membership category.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ having passed the examination recognised by the council</li> <li>▪ engaged in completing such further requirements as may lead to voting membership.</li> </ul>	<ul style="list-style-type: none"> <li>▪ complied with the council's examination and experience requirements for the purpose of registering but who is not registered as a professional architect in terms of the Act</li> </ul>
<b>Letters of Designation:</b>	The title "Honorary Member of The South African Institute of Architects"	The title "Retired Member of The South African Institute of Architects"	The titles: "Candidate Member of the South African Institute of Architects" and "Candidate Member of the (assigned region) of the South African Institute of Architects"	The title: "Associate Member of the South African Institute of Architects"

**Fees:**

Exempt from paying membership fees	<ul style="list-style-type: none"><li>▪ Membership fees shall be paid annually to the region within 60 days after the date of the tax invoice issued by the region (incorporating SAIA levy)</li><li>▪ The region shall pay the SAIA subscriptions they have received over to SAIA at the end of every month</li><li>▪ Members who are at the beginning of the financial year 70 years or older of age (Over 70/Retired) shall be exempt from paying membership fees</li></ul>	<ul style="list-style-type: none"><li>▪ Membership fees shall be paid annually to the region within 60 days after the date of the tax invoice issued by the region (incorporated SAIA)</li><li>▪ The region shall pay the SAIA subscriptions they have received over to SAIA at the end of every month</li></ul>	<ul style="list-style-type: none"><li>▪ Membership fees shall be paid annually to the region within 60 days after the date of the tax invoice issued by the region (incorporated SAIA)</li><li>▪ The region shall pay the SAIA subscriptions they have received over to SAIA at the end of every month</li></ul>
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**Application for Membership**

1. All applications for membership of SAIA shall be made in writing on the official application forms issued by SAIA from time to time.
2. An application for membership, together with the required documentary proof, shall be submitted to the region.
3. When applications are made, the primary work/practice address of the applicant will determine to which region he/she will be assigned. Except in the SA provinces where there are more than one region (such as in Gauteng and Eastern Cape) (6.2.6) and for international members (6.1.3) the applicant will be given the option of choosing to which region he/she wishes to assign. Members may join the other regions as non-assigned members.
4. The region shall ensure that the application form has been duly completed by the applicant and shall consider within 30 days after the receipt of an application, whether the applicant qualifies for SAIA membership in accordance with the Constitution.
5. If the region determines that an applicant qualifies for membership of SAIA in accordance with the Constitution, the region shall submit such applicant's application form together with copies of the required documentary proof to SAIA together with written confirmation by the region that the application form has been duly completed and that the applicant qualifies for membership of SAIA in accordance with the Constitution.  
*Please note that all applications must be approved by the president or executive officer or the region before the application is sent to SAIA.*
6. Within 30 days after receipt of the documentation SAIA shall deliver written notice to the applicant that he has qualified for membership for SAIA, notifying him of the assigned region to which he will become an assigned member, and requesting him to pay the prescribed membership fee in respect of such membership to the region.
7. Subject to SAIA having ensured that an applicant has complied with the conditions for membership (see definitions) and on receipt of the subscription fee of the applicant from the region, SAIA shall enrol the applicant as a member in its register of members in accordance with the category of membership within which such applicant falls.
8. SAIA shall immediately notify the assigned region that the applicant's application has been accepted and that he/she has been assigned to that region, and about the date upon which he/she will be an assigned member of that region.
9. A certificate of membership, which shall remain the property of SAIA and shall surrendered on demand, shall be issued to the member.

10. The names of the members shall be recorded in a register
11. If a region determines that an applicant does not qualify for SAIA membership in accordance with the Constitution, the region will notify the applicant thereof in writing.
12. If a member relocates to another region:
  - such member shall notify SAIA thereof in writing within 30 days after such relocation.
  - SAIA shall determine whether such member should be assigned to a different region and notify the member and the applicable regions in writing of their decision.
  - Should a member be transferred to a new assigned region during the year, the subscriptions must be fully paid up with the region where he/she was enrolled 1 July of any year.
13. A member can change from one membership category to another during the financial year on condition that:
  - SAIA shall receive such notification in writing,
  - A candidate member to an architects member when he/she is registered as a Professional Architect in terms of the Act, he/she shall be treated as a new applicant.
  - An architect member to a retired member when he/she:
    - ceased being registered as a professional architect,
    - no longer engaged in the profession of architecture, and
    - has no financial participation in an architectural practice in SA.
  - An architect member to an associate member when complied with the council's examination and experience requirements for the purpose of registering but who is not registered as a professional architect in terms of the act and vice versa.

A pro rata adjustment will be made to the subscriptions due.

**Membership Fees**

1. The board shall annually determine the fees, subscriptions and levies payable by all categories of membership.
2. Fees will be collected by the regions on behalf of SAIA
3. The following members shall be exempt from paying membership fees: -
  - Architect members who are at the beginning of the financial year 70 years or older of age and 40 years or more of continuous membership with SAIA (70/40) shall be exempt from paying membership fees
  - Life members
  - Honorary members
  - Retired members who are at the beginning of the financial year 70 years or older of age (Over 70/Retired) shall be exempt from paying membership fees
4. Upon acceptance as a member of SAIA such member shall become liable for the prescribed annual subscription, and the member's practice, should it be eligible to be registered as a SAIA practice, for a practice levy.
5. If an applicant is accepted as a member after the commencement of the financial year, such member shall be liable for only a portion of the annual subscription based on the period of membership in the year calculated from the 1st day of the month the member is accepted.
6. Members will pay their subscriptions to their assigned region and the region must pay SAIA all the SAIA subscriptions they received over by the 25th of each

month together with a detailed list of the payments.

7. A member whose annual subscription has not been paid within 60 days of the due date or within such further period as may in particular cases be allowed, shall forfeit membership.
  - The member's practice shall cease to be a SAIA practice.
  - The monies due by a member so removed, and applicable by the practice, shall nevertheless remain a debt due to SAIA.
8. No refund of any subscription, levy or part thereof shall be made to any person ceasing to be a member, or to such member's practice and such person shall in any event remain liable to SAIA for any subscription, levies, fines or other debt or obligations due to SAIA.
9. The board may in its own discretion waive, reduce or remit any fee, subscription or levy payable to SAIA.
  - The regional committee/secretariat should motivate such a request in writing, giving full particulars.
  - Fees to be waived for one (1) year only, unless there are extraordinary circumstances.
  - Application to waive will only be considered if fees were paid in full for the three (3) consecutive preceding years.

#### **Termination of Membership**

1. A member whose annual subscription has not been paid within 60 days of the due date or within such further period as may in particular cases be allowed, shall forfeit membership.
  - The member's practice shall cease to be a SAIA practice.
  - The monies due by a member so removed, and applicable by the practice, shall nevertheless remain a debt due to SAIA.
2. Upon receipt by the board of written notification of the member's resignation from membership.
3. Upon expulsion of membership in terms of this Constitution or expulsion from or termination of membership of a region in terms of the Constitution of that region.
4. Upon the death of member
5. Failure of SAIA Practice of which the member is a principal, to pay the practice levy.
6. SAIA shall, within 30 days, inform the region to which such member was assigned, of the termination.

#### **Re- admission**

1. A member who has been a member of SAIA and ceased to be such for non-payment or resignation during the preceding financial year and has enjoyed the benefits of membership for a full year without paying subscriptions, shall be eligible for re-admission (re-instatement) to membership: -
  - once all arrears of any fees, subscriptions or levy due to SAIA and the region at the date of the cessation (*the date that notification reached SAIA*) have been paid.
  - The membership effectively continues uninterrupted and the member retains his original membership number and enrolment date.
2. A member who has been a member of SAIA and ceased to be such for non-payment or resignation and has not paid subscriptions for two (2) or more financial years must join as a new member.
  - Re-enrol with a new membership number and new enrolment date.
  - a re-enrolment fee is payable (50-50 split between SAIA and the region)
  - If the member wishes to retain his original membership number and original enrolment date, the member may be reinstated after all dues from the time of removal are paid in full.

**Rights &  
Duties of  
members**

1. Attend any meeting of the board after previously notified the CEO in writing provided that the board may at its own discretion waive the notification requirement.
2. Access to information to which such member is reasonably entitled
3. Receive, at the discretion of the board, such assistance in any matter as may be rendered in terms of this Constitution
4. Attend the annual national convention and special members meetings
5. Have their names published in any membership listing of SAIA
6. Maintain membership to the region to which they are assigned, excl **international members** as per 6.1.3 of the Constitution (- *Any member who lives and works outside the borders of SA for a continuous period in excess of 18 months may apply to be an international member. They shall retain all the rights and duties as but shall be released from the obligation to be an assigned member of a region*).  
Where more than 1 region exists in a province of SA, a member whose primary place of practice is located in such a province may elect to which region in that province the member wishes to be assigned.
7. Respect and uphold the provisions of the code of ethics
8. A voting member shall be entitled to hold any office in SAIA
9. To be in good standing in SAIA:
  - Members must have paid all dues and other obligations due to SAIA and their assigned region
  - An individual under suspension for violation of the code of ethics is not in good standing

# SAIA PRACTICES

**Definition:** A practice that consists of at least one principal who is a member, shall be designated as a SAIA practice. *Status as a SAIA practice of SAIA is mandatory.*

**Letters of Designation:** A SAIA practice may use the designation: "SAIA Practice" or the description: "A registered Practice of the South African Institute of Architects" or SAIA logo on any practice or marketing material, but **not** in the name of the practice

- Levies & Dues:**
1. The board shall annually determine levies payable by the practices based on the total number of architectural staff in the practice and the category determined by the size of the practice: -

Micro	1 member
Small	2 - 3 members
Medium	4 - 9 members
Large	10 - 15 members
Macro	15+ members
  2. A tax invoice (based on history from previous years declared) and a declaration form will be issued at the beginning of the financial year to be completed and signed by the responsible principal.
  3. The practice shall return the signed and completed declaration form, together with payment, to SAIA within 60 days after the beginning of the financial year. If the info on the declaration form changed from the previous year, a credit note and new tax invoice shall be issued.
  4. An annual SAIA practice certificate will be issued to all the SAIA practices which are paid-up and in good standing.
  5. The names of all SAIA practices shall annually be recorded in a SAIA practice register.

**Termination** A SAIA practice shall cease to be a SAIA practice when:

- the principal member/s ceased to be a member of SAIA.
- Failure of SAIA Practice of which the member is a principal, to pay the practice levy
- *A member shall forfeit membership when the member's practice shall ceased to be a SAIA practice.*