



South African Flameproof Association

Document Reference No: **SAFA-GVN-002**

Rev. 04

Document Title:

Membership Policy

Scope

This document provides guidelines regarding the South African Flameproof Association's membership.

Keywords

Guidelines, purpose, scope, categories, process, requirements, criteria, approved, rejected, resignation, expulsion, appeals, honorary, life, governance



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1 INTRODUCTION

Membership of SAFA has to be regulated in order to maintain and protect SAFA's reputation and good name, as well as to ensure governance in terms of annual payments and membership legitimacy.

2 PURPOSE

This document provides guidelines regarding SAFA's membership, with specific focus on new applications.

3 ABBREVIATIONS

AGM	Annual General Meeting
CPD	Continuous Professional Development
EC	Executive Committee
ECSA	Engineering Council of South Africa
Ex	Explosion Prevention
GVN	Governance
MP	Membership Portfolio
SAFA	South African Flameproof Association
VA	Voluntary Association

4 GUIDELINES

4.1 Purpose of the Membership policy

This document describes the roles, responsibilities, accountabilities and the process of applying and deciding for/on SAFA membership.

- a) The purpose of this policy is to achieve the following:
- Promote SAFA as a recognised and reputable association
 - Protect SAFA's professional image and reputation;
 - Ensure a structured approach regarding membership applications;
 - Fairness and consistency to all current members and applicants;
 - Transparency of the membership application process;
 - Minimum conflict regarding the approval/rejection of membership applications;
 - Clarity regarding membership, expulsions and application guidelines;
 - Harmonious relationships;
 - Encouragement of cohesion and teamwork within SAFA.



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- b) The purpose of this policy is to prevent the following:
- Unacceptable persons or companies becoming members of SAFA
 - Biasness towards certain/specific membership applications
 - Members resigning from SAFA due to perceptions of unfairness
 - Unnecessary “in-fighting” and subsequent damage to SAFA reputation and image
 - Cheapening the value of SAFA membership (negatively influencing the prestigious value of SAFA membership).

4.2 Scope of this policy

- a) In scope

The following will be included in the scope of this policy:

- SAFA membership applications, including approval & rejection;
- Audits of membership applicants;
- Membership categories and status progression;
- Expulsions of members;
- Appeals in terms of application rejection and expulsions;
- Criteria and requirements for membership;
- Honorary- and Life membership;
- Branches membership applications.

- b) Out of scope

The following will not be addressed in this policy:

- SAFA organisation and portfolio structure, including membership of portfolios;
- The composition of the Executive Committee including it structure and skills requirement per portfolio;
- The composition of the Management Committee including it structure and skills requirement per portfolio;
- Ex Steering Committee membership including it structure and skills requirement per portfolio;
- Standards Working Group membership.

4.3 Who can apply

- All relevant and suitable Companies (RSA, Sub Saharan and other foreign region) and natural persons.
- Members and representatives of similar associations..



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4.4 Categories of membership

Different categories of membership exist consisting of the following:

COMPANIES, OPERATING UNIT OR ASSOCIATIONS, DOL, DMR AND PARASTALES

- Member

NATURAL PERSON

- Student member;
- Member
- Honorary – Life Membership

4.5 Criteria for each membership category

COMPANIES, OPERATING UNIT OR ASSOCIATIONS

- o Member – first application depending on :
 - Company profile and the contributions made to the Industry (Locally -RSA and Internationally)
 - Company willingness - determination to add value to SAFA
 - Maximum of 5 persons can “piggy back “on one company membership.

NATURAL PERSON

- o Student – only whilst studying towards a relevant formal base (first) qualification – proof of registration to be provided on SAFA’s request;
- o Member – first application depending on experience;
- o Formal application with motivation for progression to the next category must be tendered to the EXCO for consideration.

4.6 Membership payment per category will be as follows:

COMPANIES, OPERATING UNIT OR ASSOCIATIONS

- o Company : 100% of annual membership fee;

NATURAL PERSON

- o Student : 50% of annual membership fee;
- o Member : 100% of annual membership fee;



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4.7 Rights and privileges of different membership categories

- Only Executive Committee members to be part of executive meeting.
- All members will have voting rights.
- Maximum of 5 persons can “piggy back “on one company membership.

4.8 Membership applications can be posted via the following:

- Electronically (website) / hard copy via Secretariat;
- Electronically or hard copy via a specific branch;

The Membership application documentation pack, which must be completed, will be available from the SAFA website, or the Secretariat.

4.9 Window period for applications

Membership applications can be done at any given time during the year with the following annual fee payment impacts:

- Payment will be adjusted on a pro rata basis accordingly for the financial year.
- Membership applications will be verified and confirmed at the first EXCO meeting after the formal audit (if necessary) has been performed and a recommendation received from the audit team and subsequently the EXCO.

4.10 Application process

- a) The membership applications process is as follows:
 - It will be governed in accordance with the membership application decision flow diagram in **Attachment A**;
 - The applicant must complete the necessary application pack documentation (**Attachment B** – Code of conduct, Personal detail questionnaire, etc) in full;
 - The MP will conduct a desktop exercise to determine the necessity of an audit of the applicant;
 - A formal interview and/or audit may be conducted if deemed necessary by the MP, utilising the Membership application audit procedure and checklist (**Attachment C**);
 - The MP is responsible to compile the Audit team;
 - The Audit team will compile a report following the audit, including a recommendation, and submit it to the MP;
 - The MP will make a recommendation to the EXCO based on the audit report (if required);
 - The EXCO approves or rejects the application based on a majority vote
 - The applicant is informed of the EXCO’s decision by the Secretariat;
 - If unsuccessful, the applicant may appeal the decision of the EXCO;
 - If approved, the required acceptance follow-up activities will be initiated by the secretariat (see 4.12 below).



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4.11 Membership requirements and criteria

- a) The following will be taken into consideration when evaluating membership applications:
- The applicant must be in the Explosion prevention industry and involved in one or more of the following Ex related activities:
 - Importation;
 - Manufacturing;
 - Installation,
 - Maintenance;
 - Repair;
 - Consultation;
 - Testing;
 - Training;
 - Standards.
 - Other tertiary qualifications (diploma or degree) will also be considered;
 - No criminal record for last 5 years for serious infringements such as:
 - Fraud.
 - Corruption.
 - Or exclusion at the discretion of the EXCO.
 - Not been expelled from ECSA, or any other VAs;
- b) The following will be considered when expelling members:
- Expulsions will be governed according to the Constitution;
 - Misrepresentation in the membership application documentation.
 - Default on payment in arrears more than 6 months and at the discretion of the EXCO. Only three reminders for payment will be sent out after which membership is automatically terminated;
 - Found guilty of a serious criminal offence (fraud, corruption, etc);
 - Committed any breach of the SAFA Constitution, policies or code of conduct;
 - Has conducted himself/herself in such a manner which is deemed unfit to remain a member of the Association (consultation may take place in terms of a company membership when the actions of an individual were not deemed to represent the desires or position of the company);



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4.12 Follow-up actions

All applicants will be informed by the Secretariat if their application was successful or not.

a) Membership approved

Once a membership application has been approved by the EXCO the following will be implemented:

- The name of the individual/company will be captured on the SAFA database and displayed on the SAFA website;
- The applicant will receive the following after first payment:
 - New member starter pack (Folder) consisting amongst others of (Attachment D):
 - SAFA Constitution;
 - Information document about SAFA's goals (part of folder);
 - Meeting dates including a definition of each type of meetings and its purpose;
 - Dress code;
 - Meetings venue details;
 - Contact details of all members will be available on the website.
 - Availability of food and refreshments at meetings;
 - Link to the SAFA website, especially regarding policies, knowledge database and minutes of meetings;
 - Social events;
 - Office safety.
 - Flash drive with all the above information in electronic format;
 - Will also receive the following:
 - Events calendar.
 - Newsletter (issued on a ad-hoc basis)
 - Minutes of last meetings plus all following general and EX steering Committee meetings.
 - Access to the following "restricted sites" on SAFA website will be activated:
 - Knowledge database;
 - Financial statements;
 - Constitution and all policies;
 - Minutes of the following meetings:
 - Management Committee;
 - Executive Committee;
 - Ex Steering Committee.

Portfolio meeting minutes (only for Executive Committee members).



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- Once approval has been obtained the applicant will furthermore be entitled to the following:
 - Use of the appropriate SAFA logo on own company documentation;
- Attendance of SAFA general and AGM meetings.

b) Membership rejected

- Application rejection will be decided on by the EXCO by means of majority voting.
- If a membership application was rejected the applicant will be informed by the Secretariat including reasons for the application rejection utilising the Membership application pro-forma rejection document (Attachment E).

c) Resignation

In the case where a member resigned the following actions will be taken:

- The name of the individual or company will be removed from the SAFA database;
- Access to restricted website areas will be blocked;
- Can immediately re-apply for membership but has to pay all outstanding annual fees and any other debt to SAFA. The same process will have to be followed as for new membership application.

d) Expulsion

In the case where a member is expelled the following actions will be taken:

- The name of the individual or company will be removed from the SAFA database;
- Access to restricted website areas will be blocked;
- Re-application will only be considered after a “cool-off” period of at least 12 months;
- The same process will have to be followed as for new membership application.

e) Appeals and reinstatement process

The appeals and reinstatement process is as follows:

- The appellant must forward a formal appeal with full motivation to the Secretariat;
- The MP will evaluate the appeal and submit a recommendation to the EC;
- The EC will consider the recommendation from the MP and make a decision by means of voting;
- The EC’s decision is final and only one appeal by a specific company/individual will be entertained.



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4.13 Honorary Life membership

- Honorary Life membership is only by invitation from the EXCO due to specific knowledge, contribution and/or influence;
- Honorary Life membership can only be achieved on nomination and voting by the Executive Committee and the following will be considered as a minimum:
 - 30 Year service to SAFA or;
 - 8 Years Executive Committee service or;
 - 8 Years Ex Steering Committee service or
 - Contributions made to SAFA and the Ex industry;
 - Only 5 % of members can be elected as Life Members.
- Benefits of being a Honorary Life member are:
 - Are exempted from paying annual membership fees;
 - Have access to any meeting (eg. Management & Executive meetings);
 - Will be awarded a certificate by the EXCO
- Honorary Life membership will be annually considered by the EXCO or on recommendation from the MP.
- Honorary Life membership may be terminated by the EXCO, for certain contraventions (Code of conduct, criminal activities, etc)

4.14 General

- a) Being a member of SAFA is not a declaration that the member is competent (SAFA cannot vouch for competency) and it is not the intent of this policy and/or any audit performed to indicate or endorse competency.
- b) New members and any expulsions will be reported on at the AGM.

4.15 Membership governance

- a) Membership will be annually verified by the Secretariat and reconciled with the SAFA membership database and website access;
- b) Members will be automatically renewed and invoiced annually.



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5 GOVERNANCE

- a) The Secretariat will keep record of all communications.
- b) Revision of all associated/referenced documentation will be the responsibility of the MP.
- c) This policy will be approved by the SAFA Executive Committee and signed off on behalf of SAFA by the President.
- d) Once approved, this policy will be stored in the SAFA documentation database by the Secretariat for general use by SAFA members (SAFA – GVN -002).
- e) Proposed changes to this policy must be investigated by the MP and a recommendation tabled at the EC.
- f) The Executive Committee may alter the contents of this policy if justified.
- g) Once the document is revised the old document is superseded and will be destroyed.
- h) Any member in good standing is entitled to suggest/request changes to this policy.

Reference documentation

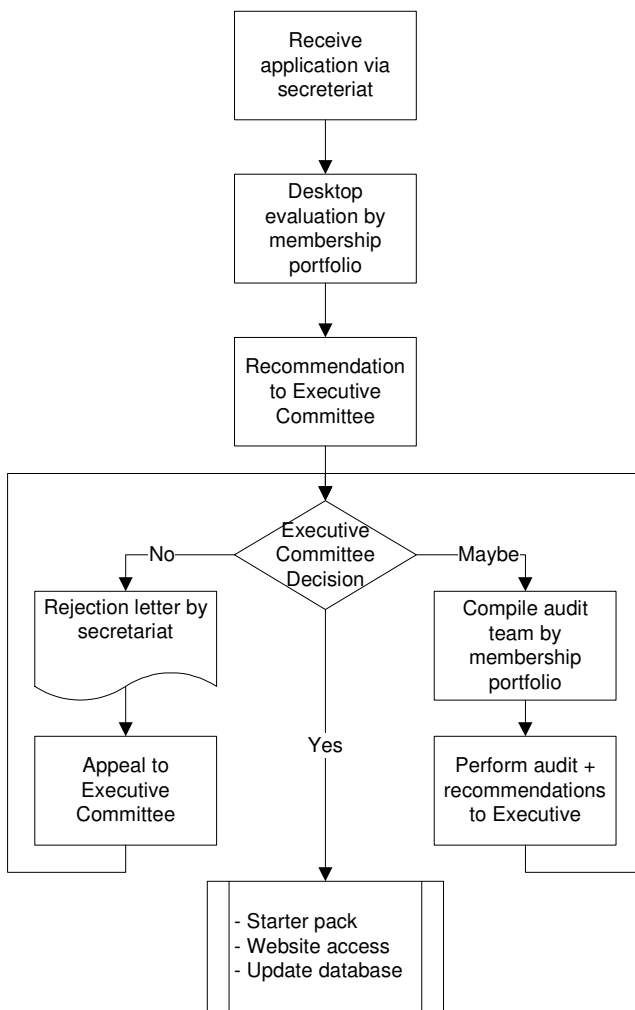
- Attachment A: Membership application decision flow diagram;
- Attachment B: Membership application pack, consisting of a personal detail questionnaire and code of conduct;
- Attachment C: Membership application audit procedure and checklist;
- Attachment D: New member starter pack;
- Attachment E: Membership application rejection letter pro-forma.



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Attachment A

Membership application (New)

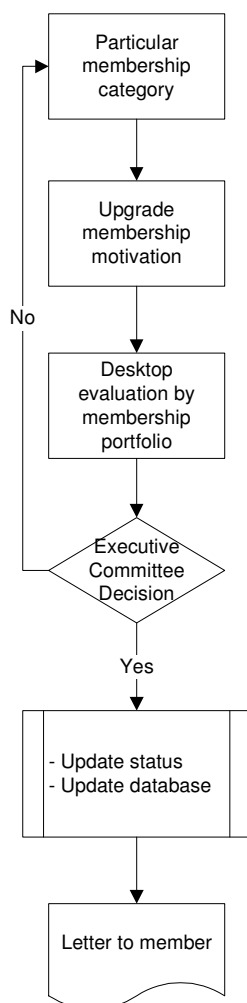




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Attachment B

Membership status process flow chart





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Attachment C

Desktop evaluation process flow chart

