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INFORMATION BULLETIN ON CORPORATE MEMBERSHIP

The membership structure of the institute was changed through an amendment to the SAIA Constitution in 2005 and members are now recognised in two main categories - individuals and corporate (i.e. practices). Further amendments were adopted in 2008 to clarify specific issues regarding the *perceived optional nature* of membership. To clarify the situation, the following are the principles around SAIA membership:

- Individual membership of SAIA, in several different categories, is voluntary and regionally based. Individual subscriptions comprise a regional component and a relatively small SAIA component. Regional Institutes include the SAIA portion of the subscription in their annual accounts.
- Practices which meet the membership requirements (see explanation below) are automatically enrolled as SAIA corporate members and must submit an annual declaration based on the practice staff complement on 01 July in order for SAIA to calculate the corporate membership subscription for the year.

SAIA CORPORATE MEMBERSHIP BENEFITS:

As a corporate member of the institute a practice may include the words '**Corporate member of the South African Institute of Architects**' in any marketing material, letterheads and correspondence.

Several practice-related benefits already exist exclusively for SAIA corporate members:

- **APIGIS:** PI Insurance through the Institute's own Scheme: Contact PIFRS, the brokers and managers of the scheme, on (011) 540 7948 for a quotation;
- **Bepmeds:** Medical Insurance through this scheme is exclusively reserved for members of SAIA, ASAQS, SAACE and ACPM. All corporate member employees, whether SAIA members or not, are eligible to join the scheme. Contact Profhealth Benefits Consulting on (012) 460 0430 for more information.
- **Practice listing through a national Architectural Portal:** The contact details of all corporate members are published on SAIA's website, with a hotlink to the individual websites of firms at no additional charge. <http://www.saia.org.za>
- **Corobrik SAIA Awards of Merit and Corobrik SAIA Awards for Excellence:** Projects which are entered in the Awards programmes initiated in the Regions are eligible for entry into these national Awards.
- **Practice listing and advertising rights in the SAIA Directory:** Corporate members are listed in the annual SAIA Directory of Architects and have an exclusive right to advertise in the publication.
- **BEE Verification:** SAIA has entered into an agreement with BEE Verification Agency (Pty) Ltd and BEE certification will be provided to corporate members by the company at preferential rates. Contact the company on (021) 930 1811.
- **Deepened professional expertise in the SAIA secretariat:** The appointment of additional professional staff in the secretariat has enabled stronger engagement with stakeholders in the wider professional and construction context of legislation and regulation, and has ensured more direct access to information.

SAIA CORPORATE MEMBERSHIP SUBSCRIPTIONS 2009-2010

The following principles apply to SAIA corporate membership for architectural practices. These are presented as the most frequently asked questions.

What is a practice?

Every architectural practice must be recorded with the SA Council for the Architectural Profession (SACAP) in compliance with the SACAP Code of Professional Conduct Rules. A person or persons who operate a practice in their own name or as a partnership, a cc, a company or the like, must submit details of the practice name, address, etc to SACAP. If, for business reasons, a person operates more than one firm or company from the same address, each practice must be recorded with SACAP. If a firm or company has more than one office, each branch office must be recorded with SACAP. Joint ventures set up by two or more practices for a specific venture do not necessarily constitute a practice, unless it is recorded with SACAP as a separate practice entity. This listing of Architectural practices is updated on a continual basis by SACAP in accordance with the regulations. SAIA maintains a Directory of SAIA practices/corporate members from the information received.

What is a SAIA corporate member (practice)?

Every SACAP recorded practice, which meets SAIA's requirement for membership, is **deemed to be** a SAIA corporate member. A practice is recognised as a SAIA corporate member, where at least 75% of the **eligible principals** (Pr Arch) of a practice are members of SAIA.

Who is an employee?

An employee is a person employed by the practice and includes persons on performance-based term contracts and half-day or part-time staff; whether they are architects, technologist or draughtspersons,

designers, or CAD operators, financial, admin, or support staff and **includes** the principals (shareholders) of the firm. Admin staff are non-technical and includes accountants, bookkeepers, front line support, personal assistants, filing clerks, etc. Support staff include cleaners, messengers, gardeners, etc. An employee is defined in the Income Tax Act (1962) and the Skills Development Levies Act in more detail, but simply put, it includes persons whose remuneration is subject to Unemployment Insurance Fund (UIF) contributions.

What is an employee unit?

For purposes of determining the size of each SAIA corporate member (practice), the term employee unit is used. The total number of employee units in a practice is determined by adding together the total number of principals, architectural or technical employees and admin and accounting staff employed by the practice. Half-day or part-time employees are calculated on a pro rata basis, e.g. 2 half-day employees = 1 employee unit. **Support staff is excluded from calculating the number of employee units in a practice.**

How much will the annual subscriptions be and how will it be determined for 2009-2010?

The subscriptions are due annually on 01 July and payment should reach SAIA no later than 31 August. The current model is based on a rate per employee unit. Subscriptions are calculated individually for every practice by multiplying the number of employee units in a practice by a prescribed rate (currently R700 (+VAT)). If the practice consists of 5 employee units, the subs due are: $5 \times R700 = R3,500$ (+VAT). There is a flat rate for single practitioners (micro practices) of R900 (+VAT). Subscriptions are capped at R50,000 (+VAT).

How should one calculate the corporate membership subscription if one operates more than one practice?

It is recommended that the principal employer (practice) identifies each staff member in its employ to calculate the total number of employee units employed by a specific practice. Principals should be included in the calculation of each practice, but it is unlikely that staff will be employed by two practices at the same time. We rely on members to reflect the practice realities in their annual declarations.

How should one calculate the subs of a practice that is formed during the year?

Practices that join or are formed during the financial year must submit the particulars of the practice within 30 days and the practice will only be liable for a *prorata* portion of the annual subscriptions. The subs due are calculated on a monthly basis from the first of the month in which the practice was formed.

If membership is voluntary, why can one not elect to join either as an individual or as a corporate member?

Individual membership of a regional institute and therefore of SAIA is voluntary. However, for principals in a practice, their SAIA membership has consequential implications for the status of their practice. Under the SAIA Constitution, the principals of a practice cannot elect not to be a SAIA practice and therefore not a corporate member, if the practice qualifies as such. There is also no provision in the Constitution for independent corporate membership.

SUBSCRIPTION INVOICES & MEMBERSHIP CERTIFICATES:

The Board believes that the membership and subscription structures have been improved significantly and look forward to your continued support of the Institute.

With the introduction of corporate membership in 2005, the SAIA portion of **individual subscriptions** was reduced by 50%. Consequently the major portion of SAIA's income is now derived through corporate member subscriptions, which are paid by practices. These fees are operational costs to the practice and considered more tax efficient.

Individual subscriptions must be paid to the Regional Institute in accordance with the regional account. Individual members receive a membership certificate only once upon enrolment.

Every practice or practice entity as described earlier must complete an annual declaration with supporting schedules and submit this, together with the requisite payment or proof thereof, to the **SA Institute of Architects no later than 31 August**. Please note that the responsible principal, duly authorised to do so, must sign the declaration.

Upon receipt of payment, SAIA will issue a **Corporate Membership Certificate** for the relevant financial year.

OUTSTANDING CORPORATE MEMBER SUBSCRIPTIONS:

Corporate members should settle any outstanding subscriptions of previous financial years which may have remained outstanding as soon as possible. SAIA provides a new declaration form with supporting information annually and copies of earlier declaration forms can be provided on request.