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MEMBERSHIP FEE - EXPLAINED / CORRECT WAY TO COLLECT

2016-2017

- 1. The financial year and thus membership year for the Southern African Emergency Services Institute NPC is from 01 OCTOBER (this year) TO 30 SEPTEMBER (next year)**
- 2. Membership for Certification of Accreditation is NOT COMPULSORY but voluntary.**
- 3. To participate in any and all Institute affairs, Membership is Compulsory.**

In terms of the Company Rules/Resolutions and Memorandum of Incorporation the Branch Secretary is responsible for the collection and transfers of subscription fees of all members, excluding corporate members, by means of a single payment for the next 12 months and must be transferred before the 31st October to the Office Manager.

Good Governance and Sound Financial principles prescribes that any renewal of a subscription or membership fee are payable before the date on which the subscription/membership fee becomes due. This means that the specific full membership fee should be paid to your local Branch Secretary or Head Office before 01 October. However payments made from 01 October to 31 October is still an acceptable practice. However the Company Rules/Resolutions and Memorandum of Incorporation makes provision for a *grace period* without penalty for payments to be done before 31 December, affording the members the status of "member in good standing" and participation in all activities of the Branch and Institute. However the practice to use this grace period should be discouraged and members should be encouraged to pay their dues before or no later than the 31st of October.

Should the members have missed the date of 31 December it means that their monies are outstanding for a period of more than 90 days after the commencement of the financial year and the Branch Secretary shall request, by means of a letter, the immediate settlement of any amount owing. Said members shall once such request has been sent, no longer be considered in "good standing" from the end of the aforementioned period of ninety (90) days and until payment in full has occurred.

Should said amount not be settled in full within a period of thirty (30) days from 31 December and/or after the written request mentioned above were issued, the membership of the member involved shall be terminated. His/her membership can be reinstated should he/she **within** a period of one year after membership fees became due, settle the outstanding amount in full as set out in the table below.

The Branch Secretary/Head Office must levy a 10% per month fine against members whose membership subscriptions are in arrears using the following table 1 below.

Table 1

Month	Fee	%	Additional amount to be added to membership fee	Total Payable
October 2016	R 286-00	0%	R -	R 286-00
November 2016	R 286-00	0%	R -	R 286-00
December 2016	R 286-00	0%	R -	R 286-00
January 2017	R 286-00	10%	R 28-60	R 314.60
February 2017	R 286-00	20%	R 57.20	R 343.20
March 2017	R 286-00	30%	R 85.80	R 371.80
April 2017	R 286-00	40%	R 114.40	R 400.40
May 2017	R 286-00	50%	R 143.00	R 429.00
June 2017	R 286-00	60%	R 171.60	R 457.60
July 2017	R 286-00	70%	R 200.20	R 486.20
August 2017	R 286-00	80%	R 228.80	R 514.80
September 2017	R 286-00	90%	R 257.40	R 543.40

New Members joining the Institute for the first time has the privilege to pay a pro-rate amount based on quarters of the year instead of the full amount due as set out in Table 2 below. This is only applicable to new members and not current members to whom the above mentioned table apply.

Table 2

From October to September	Paid between October and December	Full Year	R 286-00
From January to September	Paid between January and March	$\frac{3}{4}$ Year	R 214.50
From April to September	Paid between April and June	$\frac{1}{2}$ Year	R 143.00
From July to September	Paid between July and September	$\frac{1}{4}$ Year	R 71.50

Members who lapsed their membership fees by not paying it within the prescribes as set out above within the 12 month period but only paying in the 13th month onwards will join the Institute as a “new” member without any years of membership credited to him/her.