



## SAICE MEMBER GUIDELINE TO PAYMENT / NON-PAYMENT OF SUBSCRIPTION FEES

SAICE sends out Membership Subscription invoices for the new year to all members in good standing (i.e., not already on hold) on 1 November of the preceding year.

### EARLY BIRD DISCOUNT

The invoices are raised and sent out in advance to give members the opportunity to take up the Early Bird Discount offer of 20%, which is granted when payment is made on or before 31 December of the preceding year.

The early Bird Discount is an early settlement discount and not a reduction of the membership fee. The amount due, after the Early Bird Settlement amount has been deducted, will be indicated on the invoice that is sent out on 1 November.

### FINAL DATE TO PAY SUBSCRIPTION FEE FOR THE YEAR

Current year membership fees (invoiced on 1 November of preceding year) are due on 1 January of the current year and must be paid by 31 March.

Paragraph 5.5 and 5.6 of SAICE's by-laws refer to the due date for payment of membership subscription fees and action to be taken when subscription fees have not been paid within 6 months of the due date (i.e., 30<sup>th</sup> of June).

<b>Due date for membership subscriptions</b>	5.5	Annual membership subscriptions shall become due and payable on 1 January each year.
<b>Neglecting to pay membership subscriptions</b>	5.6	A member of the Institution whose membership subscription is not paid within six months of due date shall be entitled to limited privileges and benefits of membership of the Institution. The extent of the limited privileges and benefits shall be determined by the Executive Board.

Members, with outstanding invoices (i.e., not paid in full) for the current year, will then be placed on-hold in July. This also applies to student members who have not submitted proof of registration for the current year, or upgraded their membership, if now qualified, by the end of June.

## LATE PAYMENT FEE

SAICE may, at the discretion of its Executive Board, charge a late payment fee on membership subscription fees not paid by 31 March.

## WHAT ARE THE IMPLICATIONS OF AN “ON-HOLD” STATUS?

As per paragraph 5.6 of the By-Laws, such members shall only be entitled to limited privileges and benefits.

Privileges and benefits that will be temporarily withdrawn:

- Receiving discount on ECSA annual subscription fees.
- The automatic 1 CPD point with ECSA for being registered and in good standing with a Voluntary Association.
- 20% Discount on Books from SAICE Bookshop.
- Discounted member rates for SAICE and SAICE PDAP courses.
- Membership will not automatically be renewed.

Members on hold will still be entitled to:

- Limited electronic benefits such as the digital Civil Engineering Magazine, Journal and Newsletters.

## HOW DO I CHANGE MY MEMBERSHIP STATUS TO ACTIVE AGAIN?

- Contact [accounts@saice.org.za](mailto:accounts@saice.org.za) to firstly find out the reason for your on-hold status.
- They will provide a statement and invoice for the amount outstanding.
- Once the outstanding fees have been settled, your on-hold status will be removed immediately, and you will once again enjoy the full benefits of being an active SAICE member.
- If the outstanding fees related to a prior years' membership subscription fee, then once the arrears have been settled, you will be invoiced for the current year.
- Student members must submit proof of registration for the current year, or if recently graduated do an upgrade of membership.

## TERMINATION OF MEMBERSHIP

- Membership of members who have been on hold, with membership fees outstanding for 3 years, will be terminated for bad debt.
- Student members who have been on hold for 3 years, will be terminated as inactive students.
- A member who has been terminated for bad debt and wishes to re-apply for membership with SAICE, will be liable for payment of the outstanding bad debt amount as well as new member application/entrance fees. The member will then be issued with a new membership number.

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[membership@saice.org.za](mailto:membership@saice.org.za)

[www.saice.org.za](http://www.saice.org.za)

