



Southern African Communications Industries Association (NPC)
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SACIA BYLAWS

1 Introduction

The SACIA constitution contains the fundamental principles which govern its operation while the bylaws establish the specific rules of guidance by which the Association and its Special Interest Groups function.

2 Membership criteria

Membership of SACIA is open to organizations active in the communications and entertainment industry, as well as individuals working in the sector. All corporate members are required to sign and abide by the SACIA Business Code, while all individual members are required to sign the SACIA Code of Professional Conduct.

3 Affiliate members

The SACIA Board recognise that there are several other Associations active within the marketplace; particularly those Associations, Organisations and Guilds operating in niche markets or promoting craft skills. To promote the adoption of professional standards and ethical business practices across the broadest communications industry, the SACIA Board will recognise Affiliate Bodies who share our desire to promote the adoption of professional standards and recognise excellence through a formal certification programme. A not-for-profit institute, guild, association, society or organisation active in the communications industry and established to promote the collective interest of members may apply for recognition as an affiliate body with SACIA.

An association wishing to be recognised as an affiliate body must comply with the following requirements:

- 3.1 The Association should be active within a sub-set of the broad communications industry in Southern Africa.
- 3.2 The Association must have at least 50 voting members in good standing.
- 3.3 The association must be governed by a formally accepted constitution which:
 - 3.3.1 Is not in conflict with the Constitution of the Republic of South Africa;
 - 3.3.2 Is not in conflict with the SACIA Constitution; and
 - 3.3.3 Does not obligate members to adhere to a code of conduct which conflicts with either the SACIA Business Code or the SACIA Code of Professional Conduct.

- 3.4 The Association must be registered within the SADC region and its governing body must be independent of direct influence by any foreign body.
- 3.5 The Association must strictly adhere to its constitution, and satisfy the SACIA Board of such adherence.
- 3.6 The Association must have as one of its core missions, the promotion of professional standards and ethical business practices within their industry sector.
- 3.7 An affiliate body must declare a commitment to promote certification with SACIA and undertakes to solicit a commitment from corporate members to promote registration amongst their employees.
- 3.8 Associations registered as an affiliate body will be issued with a certificate of recognition valid for a period of 5 years. The Association must display the certificate of recognition in a prominent location at its primary office location and may display the SACIA AFFILIATE logo as an indication of its recognition status.
- 3.9 Every affiliate body must advise the SACIA Board of any changes to its constitution and/or bylaws within 60 days of the date on which the changes were approved.
- 3.10 SACIA will grant a reduction in the annual membership fee payable by certified members who are also members of an affiliate body.

4 Membership fees

Membership fees are set and reviewed by the Board on an annual basis. Membership for both corporate and individual members will commence on their joining date, to be renewed on or before the anniversary of such date.

Membership category	Notes	Joining fee (once off)	Annual membership
Corporate* *For SMME and not-for-profit organisations the annual membership fee includes individual membership for 2 employees For corporate members the annual membership fee includes individual membership for 5 employees	Not-for-profit organizations and corporate members with an annual turnover <R5M qualify for a 50% discount on both the joining fee and annual membership fee. Applications need to be accompanied by a registration certificate or an affidavit confirming the company turnover during the last financial year is less than R5 million.	R5,000 plus VAT	R7,500 plus VAT

Individual		R500 plus VAT	R500 plus VAT
Student	Students should provide proof of enrolment in a full-time study programme at any training provider, or engaged in a formal apprenticeship or internship programme	N/A	R100 plus VAT

5 Certification fees

In addition to an annual membership fee, individual members holding a professional designation will pay an additional certification fee on an annual basis. Certification fees will be set and reviewed by the Board.

Designation level	Annual certification fee
Associate	R1,000 plus VAT
Practitioner	R1,400 plus VAT
Professional	R1,800 plus VAT

6 Partial or full exemption of fees

6.1 Retired members

SACIA certified professionals aged between 55 and 70 who are retired and who do not receive income from work relating to their sphere of expertise amounting to more than 30 hours per month qualify for a discounted annual fee.

6.2 Unemployed members

Registered persons who are unemployed at the date of renewal of their membership may apply for a discounted annual fee.

6.3 Emeritus Members

Retired members who maintain membership of the Association or an Affiliate Body will be entitled to continue to use their last designation awarded - but will add an (Emeritus) to the designation to signify their retired status [Example: John Smith SASC (Emeritus)]. Retired members who do not maintain membership will lose the right to use the designation.

7 Voting rights

- 7.1 Since corporate membership includes membership for individuals who are entitled to vote in Board and Council elections, corporate members do not have any voting rights.
- 7.2 Individual members of affiliate bodies are not entitled to vote in SACIA Board and Council elections unless they are independently members of SACIA
- 7.3 Each individual member will be entitled to vote in Board and Council elections relevant to their field of activity.
- 7.4 Each individual member will identify those Special Interest Group's specifically relevant to their field of activity (maximum 3) and will be entitled to vote in Council elections relating only to these identified Special Interest Groups.
- 7.5 Student members are only eligible to vote in elections for the SACIA Student Council.
- 7.6 In order to accommodate members across the SADC region, and in order to allow members to vote at a time convenient to them, voting for Board and Council elections will take place using a secure and reliable online voting system, with security features that minimize the risk of electoral fraud or breach of secrecy.
- 7.7 In order to ensure that decisions of the professional body are made by designated members, each individual member is entitled to ONE vote in Board and Council elections, with votes weighted to preference designated members.

Membership status	Weighted vote
Student member	Student Council only – weighting = 1
Individual member (no designation)	1
Associate member	2
Practitioner member	3
Professional member	4

8 Transformation Policy

SACIA is a professional association dedicated to promoting the adoption of professional standards and ethical business practice in the communications industry across Southern Africa. As part of this process, the SACIA Board is committed to encouraging and promoting diversity in the way we do business. We reject all forms of discrimination and embrace the values underlying the Constitution. We also accept the need for transformation in our Association and the broader community we serve.

- 8.1 As the leading Association for the communications industry we recognise that the environment in which we operate is in a state of continual change. We must be responsive to change and continually seek proactively to embrace challenges and improve ourselves;
- 8.2 We acknowledge a need to take decisive steps to move beyond the legacy of systemic race discrimination and other forms of discrimination in society that impact on the structure, culture and composition of our Association;

- 8.3 We are committed to harnessing and nurturing the value and strength of diversity and to eliminate all forms of discrimination;
- 8.4 We must seek to attract, develop and retain the best people and empower them to reach their full potential.
- 8.5 We want to place special emphasis on the empowerment of black people, women and the disabled;
- 8.6 We aim to lead and set an example for the communication industry and our society as a whole. Above all, we must transform because it is the right and just thing to do.

9 Transformation Goals and objectives

In order to realise its mission and to be true to its values, SACIA has set itself the following transformation goals and objectives:

- 9.1 **Human resource development:** To redress inequalities with regard to race, gender, disability and culture among the Association's employees, volunteers and members as soon as practically possible, and to accelerate the development and retention of a diverse pool of skilled employees and volunteers to achieve equitable representation in all committees and task groups.
- 9.2 **Diversity:** To value all people who make up the diverse South African population and to accelerate and cultivate an environment in the Association where diversity prospers.
- 9.3 **Leadership and management:** To ensure that, as soon as possible, the people who manage and lead the Association broadly reflect the diverse profile of the South African population and that they are appropriately empowered and skilled to manage the Association towards its strategic objectives.
- 9.4 **Internal communication:** To overcome barriers to communication related to race, gender, culture and status within the Association and to encourage open, honest and effective communication between all people both individually and within appropriate communication forums.
- 9.5 **Image and profile:** To ensure that the Association's image and profile is aligned with its transformation strategy and the new and changing South African environment.
- 9.6 **Social responsibility:** To ensure that the Association contributes to the development of South African society and to disadvantaged people.

10 Anti-competitive behaviour

Group activities of competitors are inherently suspect under South Africa's Competition Law which provides for various prohibitions on anti-competitive conduct, as well as restrictive practices such as price fixing, predatory pricing and collusive tendering.

Many agreements and activities among competitors, however, are both legal and beneficial to society and the industry. It is expected that all individuals involved in the activities of SACIA and our various Councils, will be sensitive to the legal issues involving associations and take all measures necessary to comply with the Competition Act, No 89 of 1998 as well as guidelines published by the Competitions Commission.

Whether seriously or in jest, do not discuss or exchange information regarding pricing, production or marketing activities.

11 Code of Business Conduct

All SACIA members are required to uphold the laws of South Africa and the spirit of the Constitution. Members are also required to sign up to the SACIA Business Code. This indicates a commitment to higher standards of ethics and service, and a willingness to be held accountable to those standards.

12 Code of Professional Conduct

All individual members of SACIA are required to subscribe to the code of professional conduct.

13 Revision of the bylaws

These bylaws may be amended by the SACIA Board by majority vote at any Board meeting convened in terms of the Constitution.