MEMBER IN GOOD STANDING POLICY

Part 1:

Recitals & Definitions

RECITALS

WHEREAS ARISE AFRIKA ARISE INDEPENDENT CONGRESS (AAAIC) ("the Organisation") is a voluntary political association founded upon a Christ-centred ethos, the principles of human dignity, constitutionalism, social justice, democratic accountability, ethical leadership, and community-based political participation;

AND WHEREAS the Organisation recognises that the strength, credibility, and sustainability of any political movement depend on the integrity, discipline, loyalty, and active participation of its members at every structural tier;

AND WHEREAS the Organisation acknowledges that a clear, transparent, and legally coherent regime governing the determination of a member's status is essential for political legitimacy, democratic internal governance, the proper functioning of elective structures, and the protection of members' rights under the **Constitution of the Republic of South Africa**;

AND WHEREAS the Organisation deems it necessary to establish a formal, administratively just, procedurally fair, and evidence-based mechanism for determining whether a member is a **Member in Good Standing** or a **Member Not in Good Standing**, for purposes including, but not limited to, voting rights, eligibility for office, participation in elective conferences, nomination processes, disciplinary proceedings, and deployment;

AND WHEREAS the Organisation further recognises the need for *uniformity* and *standardisation* across all organisational tiers—Branch, Ward, Constituency, Regional, Provincial, and National—ensuring predictable and consistent application of standards applicable to all members irrespective of geography or position;

AND WHEREAS the Organisation acknowledges that membership of a political party constitutes a **voluntary association agreement in law**, carrying both **rights** and **correlative duties**, enforceable through internal regulatory mechanisms derived from the Organisation's Constitution, common law principles of voluntary association, and statutory obligations;

AND WHEREAS the Organisation further recognises that the determination of membership standing constitutes an **administrative act** and is therefore bound by the principles of **legality**, **rationality**, **reasonableness**, **natural justice**, and **procedural fairness**, as enshrined in **Section 33 of the Constitution** and the **Promotion of Administrative Justice Act 3 of 2000 (PAJA)**; AND WHEREAS it is in the interest of institutional stability, discipline, transparency, and organisational integrity that the Organisation promulgates this Member in Good Standing Policy as an authoritative, binding governance instrument;

NOW THEREFORE, the **National Executive Committee (NEC)** of **ARISE AFRIKA ARISE INDEPENDENT CONGRESS (AAAIC)** hereby adopts and promulgates the **MEMBER IN GOOD STANDING POLICY**, which shall bind all members, office bearers, leaders, representatives, and organisational structures from the date of its adoption.

CLAUSE 1:

1. DEFINITIONS

For purposes of this Policy, unless the context indicates otherwise, the following terms shall bear the meanings assigned below. These definitions are non-exhaustive and intended to ensure clarity, uniformity, and legal precision throughout the governance framework of AAAIC.

1.1. "AAAIC" or "the Organisation"

Means **ARISE AFRIKA ARISE INDEPENDENT CONGRESS**, a registered political party and voluntary association governed by its Constitution and internal regulatory instruments.

1.2. "Member"

Means any natural person who has:
(a) applied for membership;

(b) met the eligibility requirements;
(c) been formally accepted into the Organisation;
(d) appears in the official Membership Register; and
(e) has not resigned, been suspended, or had their membership terminated.

1.3. “Member in Good Standing”

Means a member who satisfies all financial, administrative, participatory, conduct, legal, constitutional, and ethical requirements as set out in this Policy and whose status has not been suspended or withdrawn by a competent authority.

A Member in Good Standing shall retain the full spectrum of rights, privileges, entitlements, and organisational protections accorded by the AAAIC Constitution.

1.4. “Member Not in Good Standing”

Means a member who:

(a) is in arrears with membership fees beyond the allowable period;
(b) has failed to meet minimum attendance or participation requirements;
(c) has violated organisational rules or the Code of Conduct;
(d) is subject to disciplinary sanction affecting standing;
(e) has failed to comply with directives to remedy non-compliance; or
(f) has been declared by a competent authority as not in good standing.

Such a member shall have restricted or suspended rights in the Organisation.

1.5. “Competent Authority”

Means the duly authorised office or body empowered to determine and declare the membership standing of any member, including:

1. Branch Secretary
2. Ward Coordinator (where applicable)

3. Regional Secretary
4. Provincial Secretary
5. Secretary-General
6. National Membership Directorate
7. Any other official expressly authorised by the NEC

This term shall be interpreted broadly to ensure organisational functionality.

1.6. “Membership Register”

Means the official administrative record—digital or written—reflecting all members, their status, payments, attendance, and compliance information, maintained at:

- Branch level,
- Regional level,
- Provincial level,
- National level.

This Register shall constitute prima facie proof of membership status unless rebutted by evidence.

1.7. “Financial Compliance”

Means full payment of membership fees, levies, subscriptions, or special contributions prescribed by the Organisation, without arrears exceeding the period defined in this Policy.

1.8. “Administrative Compliance”

Means the fulfilment of all required administrative duties, including but not limited to:

1. completing membership forms;
2. identity verification;
3. signing the Code of Conduct;
4. participating in induction or political education;
5. updating contact information;
6. producing documentation when requested.

1.9. “Participatory Compliance”

Means attendance and active engagement in organisational activities including:

1. Branch General Meetings (BGMs)
2. Political education programmes
3. Outreach and mobilisation initiatives
4. Elections and campaigning
5. Community development initiatives

1.10. “Meeting Attendance Requirement”

Means the minimum number or percentage of meetings a member must attend in a given cycle to maintain good standing, as prescribed in this Policy.

1.11. “Disciplinary Code”

Means AAAIC disciplinary framework, including all rules, standards, processes, sanctions, and appeal rights applicable to members, office bearers, and representatives.

1.12. “Code of Conduct”

Means the ethical, behavioural, and professional standards binding on all members, as adopted or amended by the Organisation.

1.13. “Administrative Act”

Has the meaning in the **Promotion of Administrative Justice Act (PAJA)** and refers to any decision made by a competent authority affecting membership rights, including when determining standing.

1.14. “Natural Justice”

Means the right to:

1. be informed of allegations;
2. reasonable notice;
3. a fair hearing;
4. present evidence;
5. receive reasons for decisions;
6. appeal adverse decisions.

1.15. “Burden of Proof / Onus”

Means the responsibility to present evidence to establish or refute compliance.
The burden rests primarily on the member but may be shared with the Organisation in terms of record-keeping obligations.

1.16. “Suspension of Standing”

Means a temporary withdrawal of rights due to non-compliance, pending corrective action.

1.17. “Termination of Membership”

Means permanent removal from the Organisation in accordance with the Constitution and this Policy.

1.18. “Appeal Authority”

Means the body responsible for hearing appeals against decisions affecting standing, including:

- Regional Appeals Committee
- Provincial Appeals Committee
- National Dispute Resolution Committee
- Secretary-General
- NEC Subcommittee on Governance and Compliance

1.19. “Organisational Tier”

Means any structural level of AAAIC, including:

- Branch
- Ward
- Constituency
- Regional
- Provincial
- National

Each tier carries rights and obligations for members and leaders.

1.20. “Deployment”

Means the formal assignment of a member to represent AAAIC in public office, governance structures, external bodies, or organisational programmes.

Only a Member in Good Standing may be deployed.

1.21. “Elective Process”

Means any election, nomination, selection, conference, or meeting where members vote or exercise representative democratic rights.

Participation is limited to members in good standing.

1.22. “Organisational Programme”

Means any activity sanctioned by the Organisation for political, educational, operational, developmental, community, or governance purposes.

1.23. “Political Education”

Means structured ideological, constitutional, organisational, leadership, or policy training mandated by AAAIC.

1.24. “Delinquent Member”

Means a member who has committed repeated or serious violations of organisational standards and may be subject to disciplinary action or loss of standing.

1.25. “Notice”

Means a written, digital, or formally communicated instruction, report, or alert issued by the Organisation to a member. Notices must comply with administrative fairness.

1.26. “Reasonable Time”

Means a time period that is fair, proportionate, and sufficient for a member to respond, remedy non-compliance, or present evidence.

1.27. “Registrar of Members”

Means the National Membership Directorate responsible for national oversight, management, audits, verification processes, and certification of standing.

1.28. “Certificate of Good Standing”

Means a formal written or digital certification confirming that a member satisfies all requirements of good standing.

1.29. “Bad Standing Register”

Means the administrative record of all members declared not in good standing, including reasons, duration, and corrective requirements.

1.30. “Rights of Membership”

Means the rights afforded to members under the AAAIC Constitution, including voting, standing for office, participation in programmes, and protection from unfair disciplinary processes.

Only Members in Good Standing fully enjoy these rights.

PART 2

CHAPTER 2:

2. LEGAL AUTHORITY & CONSTITUTIONAL FRAMEWORK

2.1. Foundational Authority

2.1.1. This Policy is promulgated pursuant to the powers vested in the National Executive Council (NEC) of the ARISE AFRIKA ARISE INDEPENDENT CONGRESS (AAAIC) in terms of the AAAIC Constitution, including but not limited to its provisions governing membership, organisational discipline, internal governance, institutional integrity, and the regulation of rights and obligations attaching to membership.

2.1.2. The National General Council (NGC) together with the NEC, acting as the supreme administrative and executive organ of the Organisation between National Conferences, possesses full authority to establish, amend, interpret, and enforce policies that advance organisational coherence and uphold the constitutional mandate of the Party.

2.1.3. This Policy is binding upon all members, organs, structures, branches, and recognized affiliates of AAAIC.

2.2. Constitutional Principles Informing the Policy

2.2.1. This Policy is anchored in the principles enshrined in the Constitution of the Republic of South Africa, 1996, including but not limited to:

(a) **Section 18** – guaranteeing freedom of association;

(b) **Section 19** – safeguarding political rights, including the right to participate in the activities of a political party of one's choice;
(c) **Section 23** – protecting fair labour practices, which inform internal fairness standards;
(d) **Section 33** – codifying the right to just administrative action; and
(e) **Section 36** – permitting lawful, reasonable, and internally necessary limitations on rights where demonstrably justified for organisational integrity.

2.3. Internal Party Constitutional Mandate

2.3.1. The AAAIC Constitution expressly empowers the NEC to regulate membership categories, determine standards of conduct, and regulate compliance requirements for good standing.

2.3.2. This Policy shall be interpreted consistently with:
(a) the AAAIC Constitution;
(b) the AAAIC Code of Conduct;
(c) the AAAIC Disciplinary Code and Procedures;
(d) Resolutions of National Conferences; and
(e) Any lawful NEC directives.

2.4. Hierarchy of Normative Instruments

2.4.1. In the event of conflict, the order of priority shall be:

(a) AAAIC Constitution;
(b) National Conference Resolutions;
(c) NEC Resolutions;
(d) This Policy; and
(e) Subordinate guidelines issued under this Policy.

2.5. International Norms

This Policy aligns with international best practice in political party governance, including the African Charter on Democracy, Elections and Governance, particularly the provisions emphasising transparency, accountability, and ethical participation in democratic institutions.

CHAPTER 3:

3. PURPOSE, OBJECTIVES, AND APPLICATION

3.1. Purpose of the Policy

3.1.1. The primary purpose of this Policy is to establish a clear, predictable, constitutionally compliant, and legally enforceable framework for determining whether a member is in **Good Standing** or **Bad Standing** within AAAIC.

3.1.2. This Policy aims to codify the substantive criteria, procedural mechanisms, evidentiary requirements, and administrative processes through which membership standing is assessed, declared, recorded, challenged, and restored.

3.2. Objectives

The objectives of this Policy are to:

3.2.1. Promote organisational discipline, accountability, and integrity at every tier of AAAIC.

3.2.2. Ensure that members entrusted with leadership, delegate, or representative roles demonstrably meet minimum participation, conduct, and compliance standards.

3.2.3. Protect the Organisation from manipulation, factionalism, absenteeism, and non-participation by members seeking rights and privileges without fulfilling corresponding obligations.

3.2.4. Affirm fairness, predictability, and consistency in the assessment and declaration of membership standing.

3.2.5. Prevent disputes arising from ambiguous or inconsistent determinations of membership status.

3.2.6. Provide members with transparent processes for review, appeal, and restoration of standing.

3.3. Application and Scope

3.3.1. This Policy applies to:

(a) All members of AAAIC, irrespective of category;
(b) All tiers of the Organisation, including national, provincial, regional, ward, and branch structures;
(c) All organs with delegated authority to keep membership records or determine compliance.

3.3.2. This Policy applies to all rights and privileges contingent on Good Standing, including but not limited to:
(a) Voting in internal elections;
(b) Standing for elective office;
(c) Holding leadership positions;
(d) Acting as a delegate to conferences;
(e) Representing AAAIC publicly or institutionally.

3.3.3. This Policy applies prospectively and retrospectively to ongoing or pending assessments of membership standing, provided that no retrospective application shall operate unfairly or contrary to natural justice.

CHAPTER 4:

4. CLASSIFICATION OF MEMBERSHIP STATUS

4.1. Categories of Membership Status

Membership status within AAAIC shall be classified as follows:

4.1.1. Member in Good Standing

A member who fully complies with all constitutional, organisational, administrative, and financial obligations, including participation, subscription payments, discipline, and ethical conduct.

4.1.2. Member in Conditional Good Standing

A member who technically qualifies as a Member in Good Standing but is subject to one or more of the following:
(a) Ongoing review;
(b) Pending verification of compliance;
(c) Minor administrative irregularities not constituting Bad Standing;
(d) Temporary limitations imposed for specific organisational reasons.

4.1.3. Member in Bad Standing

A member who—by act, omission, non-compliance, conduct, or default—fails to meet the minimum criteria for Good Standing as set out in this Policy.

Bad Standing arises automatically where:

(a) Constitutional obligations are breached;
(b) Required meeting attendance thresholds are not met;
(c) Fees or subscriptions remain unpaid beyond stipulated periods;
(d) Disciplinary sanctions affecting status are imposed; or
(e) Conduct inconsistent with the AAAIC Code of Conduct is recorded.

4.1.4. Suspended Member

A member temporarily deprived of certain rights pending disciplinary action.

4.1.5. Terminated Member

A person whose membership has been lawfully terminated in accordance with AAAIC Constitution and disciplinary procedures.

4.2. Recordal of Status

4.2.1. Each Branch Secretariat shall maintain an updated Membership Status Register reflecting the current standing of all members.

4.2.2. Updated records must be submitted monthly to the Regional Secretary, who consolidates them for Provincial and National databases.

CHAPTER 5:

5. CRITERIA FOR GOOD STANDING

For a member to qualify as a Member in Good Standing, the following criteria must be satisfied in full:

5.1. Compliance with Membership Obligations

5.1.1. Payment of joining fees, annual subscriptions, and any other constitutionally authorised levies.

5.1.2. Completion of membership verification processes.

5.1.3. Adherence to organisational rules, policies, and resolutions.

5.2. Attendance and Participation Requirements

5.2.1. To remain a Member in Good Standing at branch level, a member must attend **no fewer than 50% (fifty percent)** of all legitimate, constitutionally convened Branch General Meetings in a calendar year.

5.2.2. At regional, provincial, or national levels, proportional attendance requirements apply for members holding office or serving as delegates.

5.2.3. Attendance shall be recorded through official registers, digital verification methods, or biometrics (where available).

5.3. Ethical Conduct and Discipline

5.3.1. A member must refrain from conduct that:
(a) brings AAAIC into disrepute;
(b) violates the Code of Conduct;
(c) undermines unity, organisational cohesion, or programme implementation.

5.3.2. A member subject to a disciplinary sanction affecting standing shall remain in Bad Standing for the duration of the sanction.

5.4. Administrative Compliance

5.4.1. Completion of annual membership renewal.
5.4.2. Updating of personal and contact information.
5.4.3. Compliance with any lawful instructions issued by authorised structures.

CHAPTER 6:

6. DETERMINATION AND DECLARATION OF STANDING

6.1. Determination of Standing

6.1.1. Membership standing shall be determined through a structured, evidence-based administrative process.

6.1.2. Determinations shall be made at the lowest competent tier having direct knowledge of the member's conduct and compliance history.

6.2. Declaratory Authority

A declaration of Good or Bad Standing may be issued by:

(a) The Branch Secretary (for branch-level compliance);
(b) The Regional Secretary (for regional-level compliance);
(c) The Provincial Secretary (for provincial-level compliance);
(d) The National Secretary-General (for national-level compliance or consolidated verification).

6.3. Procedural Requirements

6.3.1. The determining officer shall:

(a) consult membership registers;
(b) verify subscription payments;
(c) review attendance registers;
(d) confirm disciplinary status; and
(e) assess any complaints or pending proceedings.

6.3.2. A preliminary notice shall be issued to the member where adverse findings are contemplated.

6.4. Final Declaration

The final declaration shall:
(a) state the member's standing;
(b) set out the reasons;

(c) identify the evidentiary basis; and
(d) inform the member of the right to review or appeal.

CHAPTER 7:

7. BURDEN OF PROOF & EVIDENCE REQUIREMENTS

7.1. Burden of Proof

7.1.1. The **primary onus** to demonstrate compliance with the requirements of Good Standing lies with the **member** asserting such status.

7.1.2. The **secondary onus** lies with the Organisation to maintain accurate records capable of verification.

7.1.3. Where there is uncertainty, Good Standing **shall not be presumed**; it must be affirmatively proven.

7.2. Evidentiary Standards

Evidence shall include but is not limited to:

(a) Official attendance registers;
(b) Digital check-in logs;
(c) Payment records;
(d) Disciplinary records;
(e) Correspondence confirming compliance;
(f) Witness testimony where relevant.

7.3. Evidentiary Hierarchy

The following hierarchy applies:

(a) Official written records;
(b) Digitally authenticated records;
(c) Confirmed minutes of meetings;

(d) Affidavits or confirmations from authorised officials;
(e) Member-provided evidence.

7.4. Presumptions

7.4.1. Non-payment of fees for more than 90 days creates a rebuttable presumption of Bad Standing.

7.4.2. Failure to attend at least 50% of meetings creates a presumption of Bad Standing unless reasonable cause is proven.

7.5. Disputes and Challenges

A member may challenge an adverse determination by providing:

(a) countervailing evidence;
(b) proof of administrative error;
(c) extenuating circumstances supported by documents.

PART 3
CHAPTER 8:

8. RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING

8.1. Overview

8.1.1. Members in Good Standing are the bedrock of the Organisation's democratic participation framework and are entitled to all rights, privileges, and protections conferred by the AAAIC Constitution, this Policy, and resolutions of competent structures.

8.1.2. The rights herein enumerated are contingent upon continuous compliance and may be exercised only for as long as the member maintains Good Standing.

8.2. Political Rights

8.2.1. A Member in Good Standing has the right to:

(a) participate fully in the political programmes of AAAIC;

(b) attend all legitimate meetings of the Organisation;
(c) speak freely within organisational forums;
(d) vote in all elections, referenda, and decisions within the branch or structure of affiliation;
(e) be elected or appointed to any leadership position, subject to meeting additional candidate eligibility requirements.

8.3. Representational Rights

A Member in Good Standing may serve as:

(a) a delegate to National, Provincial, Regional, or Branch Conferences;
(b) a representative of AAAIC in inter-organisational platforms;
(c) a member of committees, task teams, or specialised structures;
(d) an observer at meetings where such status is recognised.

8.4. Access Rights

Members in Good Standing have access to internal organisational resources including:

(a) training and capacity-building programmes;
(b) internal publications, circulars, and notices;
(c) participation in policy development processes;
(d) financial or logistical support where constitutionally provided.

8.5. Protection and Due Process Rights

Members in Good Standing are entitled to:

(a) fair treatment within all organisational processes;
(b) due process during any disciplinary proceedings;
(c) the presumption of compliance unless contrary evidence arises;
(d) full access to appeals and review mechanisms;
(e) protection against unlawful suspension or termination.

8.6. Eligibility for Office

8.6.1. No person may hold office in AAAIC without maintaining Good Standing throughout the term of office.

8.6.2. Any member elected or appointed while in Good Standing who subsequently lapses into Bad Standing shall be subject to automatic review and may be suspended from office pending resolution.

CHAPTER 9:

9. DISABILITIES AND CONSEQUENCES OF BAD STANDING

9.1. Loss of Privileges

A member declared to be in Bad Standing shall immediately lose:

(a) the right to vote in any internal election;
(b) the right to stand for election to any office;
(c) the right to attend meetings reserved for Members in Good Standing;
(d) eligibility to serve as a delegate to any AAAIC conference;
(e) representational privileges in or on behalf of AAAIC;
(f) access to certain organisational resources, including confidential information.

9.2. Administrative Disabilities

9.2.1. A Member in Bad Standing:

(a) may not move motions or participate in decision-making processes;
(b) may not sign attendance registers for purposes of compliance;
(c) may not receive membership certificates or official confirmations.

9.2.2. Where the member holds office, the NEC or relevant structure may:

(a) place the member on precautionary suspension;

(b) relieve the member of all delegatory duties;

(c) prohibit the member from speaking on behalf of AAAIC.

9.3. Disciplinary Consequences

9.3.1. Bad Standing may trigger disciplinary proceedings where the underlying cause constitutes:

(a) misconduct;

(b) dereliction of organisational duties;

(c) behaviour inconsistent with AAAIC values;

(d) intentional sabotage or factional mobilisation.

9.3.2. A finding of Bad Standing may be introduced as evidence in any disciplinary hearing.

9.4. Impact on Candidacy for Elections

No member shall contest for any elective position where that member:

(a) is under review for status irregularities;

(b) is declared in Bad Standing at the time nominations open;

(c) has failed to restore status before the close of nomination processes.

CHAPTER 10:

10. REVIEW, APPEAL, AND RESTORATION PROCEDURES

10.1. Right to Review

10.1.1. Every member retains the inherent right to request a review of any determination affecting their membership standing.

10.1.2. A request for review must be submitted within **30 days** of receipt of the declaration.

10.2. Review Authorities

The following review bodies shall have competence:

(a) Branch Executive Committee – for branch-level declarations;
(b) Regional Executive Committee – for regional-level matters;
(c) Provincial Executive Committee – where provincial determinations are contested;
(d) NEC Review Panel – for all escalated matters or national-level determinations.

10.3. Review Procedure

10.3.1. A review application must include:

(a) written submission stating grounds for review;
(b) supporting evidence;
(c) proof of membership;
(d) any mitigating explanations (e.g., medical, employment, family emergencies).

10.3.2. The review authority must:

(a) acknowledge receipt within seven days;
(b) investigate the complaint within a reasonable period;
(c) request additional information where necessary;
(d) issue a written decision with reasons.

10.4. Appeal Mechanism

10.4.1. Where a member is dissatisfied with the review outcome, they may lodge an appeal with:

(a) the Provincial Appeals Committee (for provincial or regional matters); or
(b) the National Appeals Tribunal (for national or escalated matters).

10.4.2. Appeals must be lodged within **14 days** of the review outcome.

10.5. Restoration of Good Standing

10.5.1. A member may be restored to Good Standing upon:

(a) payment of outstanding fees or subscriptions;
(b) satisfactory explanation for non-attendance;
(c) compliance with administrative requirements;
(d) completion of disciplinary sanctions where applicable.

10.5.2. Restoration must be:

(a) recorded formally;
(b) communicated to the member in writing;
(c) updated on all membership registers;
(d) reflected in compliance reports to relevant structures.

CHAPTER 11:

11. RECORD-KEEPING AND DATA GOVERNANCE

11.1. Organisational Records

Every tier of AAAIC shall maintain accurate, reliable, auditable records pertaining to:

(a) membership lists;
(b) attendance registers;
(c) subscription payments;
(d) disciplinary outcomes;
(e) declarations of standing.

11.2. Data Integrity Requirements

All records must:

(a) be securely stored;
(b) be protected against tampering;

(c) reflect real-time updates;
(d) be certified by the authorised secretary of the structure.

11.3. Digital Systems

11.3.1. AAAIC shall progressively develop a centralised digital Membership Management System (MMS) consisting of:

(a) biometric or QR-based attendance systems;
(b) digital payment verification;
(c) automated flags indicating lapses in compliance.

11.3.2. Digital entries shall have equal legal weight as written registers.

11.4. Access to Records

11.4.1. Access to membership standing records shall be:

(a) limited to authorised officials;
(b) for legitimate organisational purposes;
(c) compliant with privacy and confidentiality requirements.

11.4.2. Members may request access to their own records upon written application.

CHAPTER 12:

12. ENFORCEMENT AND SANCTIONS

12.1. Enforcement Authority

12.1.1. Enforcement responsibilities are delegated to:

(a) Branch Secretaries;
(b) Regional Secretaries;
(c) Provincial Secretaries;
(d) the Office of the Secretary-General.

12.1.2. These officials may issue:

(a) compliance notices;
(b) suspension notices;
(c) recommendations for disciplinary action.

12.2. Sanctionable Conduct

Misconduct warranting sanctions under this Policy includes:

(a) falsification of attendance records;
(b) fraudulent payment documents;
(c) intentional misrepresentation of standing;
(d) obstruction of compliance processes;
(e) refusal to submit required information.

12.3. Sanctions

Sanctions may include:

(a) written warning;
(b) temporary suspension of privileges;
(c) monetary penalties where authorised;
(d) disqualification from internal elections;
(e) formal disciplinary charges;
(f) termination of membership.

12.4. Aggravating and Mitigating Factors

12.4.1. Aggravating factors include:

(a) repeat offences;
(b) deliberate misconduct;
(c) conduct that foments factionalism.

12.4.2. Mitigating factors include:

(a) illness;
(b) bereavement;
(c) employment-related absence;
(d) administrative error.

CHAPTER 13:

13. TRANSITIONAL ARRANGEMENTS & COMMENCEMENT

13.1. Transitional Arrangements

13.1.1. Upon adoption of this Policy, all branches, regions, and provinces shall conduct a **90-day compliance audit** to:

(a) update membership registers;
(b) verify standing status;
(c) correct administrative errors;
(d) issue notices to defaulting members.

13.1.2. Members who are in default at the commencement of this Policy shall be given **60 days** to:
(a) regularise payments;
(b) update records;
(c) provide valid reasons for non-attendance.

13.2. Training and Orientation

The NEC shall:

(a) develop a structured induction programme;
(b) circulate explanatory notes;
(c) conduct workshops for secretaries and administrators.

13.3. Commencement

13.3.1. This Policy shall come into effect on a date specified by the NEC through a formal resolution.

13.3.2. All prior rules, practices, or informal arrangements inconsistent with this Policy shall be deemed repealed.

PART 4: ANNEXURES

ANNEXURE A

MODEL COMPLIANCE AUDIT FORM

(To be completed by Branch/Regional/Provincial Secretaries during the Mandatory 90-Day Audit Cycle and thereafter annually)

A1. Administrative Information

1. Structure Conducting Audit:
   (Branch/Region/Province/National)
2. Name of Structure:

3. Auditor/Secretary Responsible:
   _____

4. Period Under Review:

5. From: ____ / ____ / _____

6. To: ____ / ____ / _____

7. Date of Audit Completion:
   ____ / ____ / _____

A2. Membership Data Verification

Category	Data on Register	Verified	Discrepancies
Total Members			
Members with Valid Membership Cards			
Members with Updated Contact Details			
Members with Recognised Admission			

A3. Payment Compliance

Item	Total	Compliant	Non-Compliant	Notes
Annual Membership Fees				
Monthly/Quarterly Contributions				
Special Levies (if applicable)				

Attach proof of payments where available.

A4. Attendance Compliance Assessment

1. Number of Ordinary Meetings Held: _____
2. Number of Special Meetings Held: _____
3. Minimum Attendance Required (per Policy): _____
4. Compliance Summary:

Member Name	Meetings Attended	Percentage	Compliant (Yes/No)	Notes

Attach attendance registers for verification.

A5. Standing Status Evaluation

1. Members in Good Standing: _____
2. Members in Bad/Adverse Standing: _____
3. Members Requiring Further Investigation: _____
4. Members Recommended for Restoration: _____

A6. Findings and Recommendations

Provide detailed findings or note any systemic issues:

_____
_____
_____

Recommendations for corrective action:

_____
_____
_____

A7. Secretary/Auditor Certification

I, _____, certify that the above information has been verified to the best of my ability, and that the audit reflects the true status of membership compliance for the period under review.

Signature: _____

Date: ____ / ____ / _____

ANNEXURE B
STANDARD DECLARATION OF GOOD STANDINGy

B1. Purpose

To provide formal confirmation that a member meets all criteria defined under the Member in Good Standing Policy.

B2. Member Information

1. Full Name: _____
2. Membership Number: _____
3. Branch: _____
4. Region: _____
5. Province: _____

B3. Verification Checklist

Requirement	Verified (Yes/No)	Notes
Fully Paid Membership Fees		
Attended Minimum Required Meetings		
Compliant with AAAIC Conduct Standards		
No Pending Disciplinary Charges		
No Administrative Defaults		
Updated Membership Information		

B4. Declaration

Having reviewed the records and verified compliance with all required criteria, the structure confirms that the above member is **hereby declared a Member in Good Standing** within the AAAIC for the period:
From: ____ / ____ / _____
To: ____ / ____ / _____

B5. Certification

Issued by:

Secretary/Authorised Officer: _____

Structure: _____

Signature: _____

Date: ____ / ____ / _____

Official Stamp: _____

ANNEXURE C
NOTICE OF ADVERSE STANDING (BAD STANDING)

C1. Administrative Information

To: _____
Membership Number: _____
Branch/Region/Province: _____
Date of Issue: ____ / ____ / _____

C2. Grounds for Adverse Standing

You are hereby notified that your membership status has been placed in **Bad Standing** for one or more of the following reasons (tick applicable):

Reason	Applicable (✓)
Non-payment of membership fees	
Failure to attend minimum required meetings	
Unresolved administrative compliance	
Refusal/failure to update membership records	
Conduct inconsistent with AAAIC Constitution	
Pending disciplinary proceedings	
Other (Specify): _____	

C3. Evidence Supporting the Determination

Provide summary and attach supporting documents:

_____
_____
_____
_____

C4. Consequences

As a Member in Bad Standing, you are prohibited from:

- voting in internal elections;
- standing for office or nomination;
- attending closed organisational meetings;
- representing AAAIC in any capacity;
- accessing restricted party resources.

C5. Restoration Options

You may restore your Good Standing by:

Required Corrective Action	Deadline	Completed (Y/N)
Pay outstanding fees		
Submit required documentation		
Provide explanation with evidence		
Comply with disciplinary directives		

C6. Right to Review and Appeal

You may lodge a review within **30 days** and an appeal within **14 days** after the review outcome. Submit review applications to:

_____

_____

C7. Certification

Issued by: _____

Signature: _____

Date: ____ / ____ / _____

Stamp: _____

ANNEXURE D

REVIEW & APPEAL APPLICATION TEMPLATES

D1. APPLICATION FOR REVIEW OF ADVERSE STANDING

D1.1 Applicant Details

Name: _____
Membership Number: _____
Branch/Region/Province: _____
Contact Details: _____

D1.2 Grounds for Review

(Select applicable)

Ground	Select (✓)
Determination based on incorrect information	
New evidence available	
Administrative error	
Exceptional circumstances (illness, bereavement, etc.)	
Procedural irregularity	
Other (Specify): _____	

D1.3 Detailed Submission

Provide explanatory statement:

_____
_____
_____

Attach supporting documents.

_____

D1.4 Relief Requested

(Examples: restoration of Good Standing, amendment of record, withdrawal of notice)

_____
_____

D1.5 Declaration

I declare that the information furnished is true and correct.

Signature: _____

Date: ____ / ____ / _____

D2. APPLICATION FOR APPEAL

D2.1 Applicant Details
(Same as above)

_____

D2.2 Decision Being Appealed
Describe the review decision and date:

_____
_____
_____

D2.3 Grounds of Appeal
(Select applicable)

Ground	Select (✓)
Review decision unreasonable	
Incorrect application of policy	
Procedural unfairness	
Insufficient consideration of evidence	
Decision irrational/disproportionate	
Other: _____	

D2.4 Relief Requested

_____
_____
_____

D2.5 Declaration

Signature: _____

Date: ____ / ____ / _____

ANNEXURE E
ATTENDANCE THRESHOLD GUIDELINES

E1. Minimum Attendance Requirements

To be in Good Standing, a member must attend:

Structure	Minimum Required Attendance	Period
Branch	≥ 3 out of every 4 ordinary meetings	Quarterly
Regional	≥ 2 out of every 3 scheduled meetings	Bi-Monthly
Provincial	≥ 3 out of 4 scheduled meetings	Annual Cycle
National	Attendance at all sessions unless excused	Annual & Conference

E2. Valid Excuses

Excuses must be **submitted in advance** or within **7 days** after absence. Valid excuses include:

(a) medical reasons with proof;
(b) work obligations with documentation;
(c) funeral or family emergencies;
(d) extraordinary circumstances approved by the Secretary.

E3. Non-Compliance Calculation Formula

A member is non-compliant if:

Number of meetings attended ÷ Number required
< threshold percentage (usually 75%)

E4. Special Provisions

- Members in leadership positions must meet a stricter standard (minimum 80%).
- Chronic absenteeism may trigger disciplinary proceedings.

ANNEXURE F

BRANCH COMPLIANCE CHECKLIST

F1. Membership Records

[ ] Up-to-date membership register
[ ] Verified member contact information
[ ] Membership cards issued
[ ] Admission forms filed

F2. Payments

[ ] Annual subscriptions collected
[ ] Payment records updated
[ ] Outstanding payments list prepared
[ ] Receipts stored securely

F3. Attendance

[ ] Attendance registers maintained
[ ] Registers signed and archived
[ ] Non-attendance notices issued
[ ] Attendance thresholds reviewed quarterly

F4. Standing Status

[ ] Members in Good Standing list updated monthly
[ ] Adverse Standing notices issued
[ ] Review and appeal records maintained
[ ] Restoration actions documented

F5. Governance and Compliance

[ ] Minutes of meetings filed
[ ] All resolutions recorded
[ ] Digital records updated on MMS
[ ] Data protection protocols followed

F6. Reporting

[ ] Quarterly compliance reports sent to Region
[ ] Financial statements submitted
[ ] Audit findings recorded
[ ] Irregularities escalated promptly

F7. Certification

This checklist was completed by:
Name: _____
Position: _____
Signature: _____
Date: ____ / ____ / _____