

## **Membership**

Membership in HEFMA Southern Africa is based upon affiliation with an eligible institution. Dues as well as individual rights and privileges are based on classifications of participating individuals.

### **Eligibility for Institutional Membership**

Eligibility for institutional membership in HEFMA Southern Africa shall be accorded representatives from institutions of higher education which require at least two years of academic credit for graduation and which have been legally granted the authority to award diplomas and degrees.

- The institution must be constituted with a governing board;
- The institution must be accredited or be in the process of being accredited by one or more nationally recognized accreditation agencies
- The institution must operate and be responsible for its own physical infrastructure;
- The institution must maintain the position of a principal administrator, responsible for the management of the infrastructure of such institution.

### **Application for Institutional Membership**

1. To acquire and maintain membership, institutions shall have an Institutional Representative who meets the criteria established in the Constitution (Article III.B.) and in the Bylaws. (Article III.C.)
2. Application for institutional membership shall be made by the prospective Institutional Representative to HEFMA Southern Africa. The application will be reviewed to ascertain that both the institution and the prospective Institutional Representative meet the qualifications. If the institution meets the qualifications but the prospective Institutional Representative does not, the application will be referred to the HEFMA Southern Africa Executive Committee for decision. The Secretary will notify the applicant of action taken on the application.

### **Classification of Membership**

#### ***Institutional Representative Membership***

The Institutional Representative shall be the official representative of the member institution. The Institutional Representative shall normally be the principal administrator, responsible for management of the physical infrastructure of the institution. A subordinate of the principal administrator may be the Institutional Representative of a member institution, only with the approval of the Executive Committee. Should the Institutional Representative change due to personnel changes in the member institution, the prospective Institutional Representative shall notify the Membership Chair of the proposed change and the new employment status, and request to be

designated the new Institutional Representative. Approval processing and authority shall be as with a new request, except that only the qualifications of the prospective new Institutional Representative will be evaluated. The application will be reviewed by the Second Vice President and Treasurer to insure compliance with the requirements for eligibility. Institutional representatives are eligible to vote and are required to pay annual dues.

The following Southern African Universities are currently Institutional Members of HEFMA Southern Africa:

- Cape Peninsula University of Technology
- Central University of Technology
- Nelson Mandela Metropolitan University
- Tshwane University of Technology
- University of Cape Town
- University of Fort Hare
- University of KwaZulu Natal
- University of Pretoria
- University of South Africa
- University of Stellenbosch
- University of the Free State
- University of the Western Cape
- University of Witwatersrand
- Walter Sisulu University
- The University of Namibia
- The University of Botswana

### ***Associate Membership***

Associates of HEFMA Southern Africa shall be physical infra structure officials, administrative or supervisory, other than Institutional Representatives, and employed at member institutions. The application will be reviewed by the Second Vice President and the Treasurer to insure compliance with eligibility requirements. There are no limitations on the number of Associates from each member institution. Associates can hold elective and appointive offices, in which case they shall exercise the rights and functions of the office. Associates are eligible to vote and are required to pay annual dues.

### ***Affiliate Membership***

Affiliates of HEFMA Southern Africa shall be professional personnel employed by educational institutions, engaged in work related to the management of the physical infrastructure and having an interest in the professional activities of HEFMA Southern Africa. The application will be reviewed by the Second Vice President and the Treasurer to insure compliance with eligibility requirements. There are no limitations on

the number of Affiliates from each educational institution. Affiliates are eligible to hold elective and appointive offices, are eligible to vote, and will pay annual dues.

### ***Business Partners***

Business Partners of HEFMA Southern Africa shall be professional personnel employed by businesses that have an objective or purpose similar to or related to the management of the physical infrastructure of higher education campuses. Each branch office shall be considered an individual business. The application will be reviewed by the Second Vice President and the Treasurer to insure compliance with eligibility requirements. Business Partners cannot hold elective or appointive office, cannot vote, but are required to pay membership dues.

### ***Emeritus Membership***

Emeritus Membership is granted to HEFMA Southern Africa members who have retired and whose written application for Emeritus Membership has been approved by the Second Vice President and the Treasurer. Emeritus members may participate in Annual Meetings at a reduced rate, are entitled to receive all HEFMA Southern Africa mailings, may serve in appointive offices, are eligible to vote, and pay reduced annual dues.

### ***Honorary Membership***

Honorary Membership shall be bestowed on any person deemed worthy of this honor whether or not they have been engaged in the management of physical infrastructure or not. Honorary membership shall require annual approval by the Executive Committee. Honorary members cannot hold elective or appointive office, cannot vote, and do not pay annual dues.

### **Annual Membership Fees**

- **Institutional Membership:** R3 250 per year - fees include membership for three persons
- **Associate Membership:** R500 per additional associate member