

## SAMEA Membership Policy V1.3

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### Document Control

<b>Document Title:</b>	SAMEA Membership Policy
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<b>Comments:</b>	SAMEA Board
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### Version Control

Ver.	Section	Date	Reviewer	Comments
1	All	10/3/2014	ML	Initiated drafting the membership policy
1.1	All	24/3/2014	ML	Made minor revisions throughout document
1.2	Schedule A	30/6/2014	ML	Provided for discounted rates and membership fees
1.3	Governance	3/8/2014	ML	Made minor corrections following Ramesh's inputs
1.3	All	13/8/2014	SAMEA Board	Adopted Membership policy

## Approval

Terence Beney

SAMEA Chair

Signature

Date

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SAMEA Board Members

Signature

Date

## Abbreviations and Acronyms

AGM

Annual General Meeting

SAMEA

South African Monitoring & Evaluation Association

SAMEATalk Listserv

A moderated email distribution list open to non-SAMEA members, hosted by Yahoo

## Introduction

This membership policy was developed to provide clarity on the types and benefits of SAMEA membership. From this policy, all current, prospective and historical members should have a clear idea of what SAMEA membership provides for, as well as the associated responsibilities.

## Purpose of the Membership Policy

Members are the lifeblood of SAMEA and this policy exists to serve two key purposes: to ensure that all rights and benefits associated with SAMEA membership are clearly documented and available to all current and prospective members; to set out the professional code of conduct and values which all members will be expected to uphold as Active Members of SAMEA.

## SAMEA Code of Professional Values and Conduct

By joining SAMEA all members subscribe to the following Code of Professional Values and Conduct and agree to observe the following principles:

- **Respect:**  
by treating clients, peers and/or colleagues with dignity; considering the views of others whether in person, in writing, or in electronic communications.
- **Integrity:**  
by maintaining personal honesty, transparency and observing appropriate ethical protocols in all endeavours, acknowledging sources of information and communicating in a sincere manner.
- **Accountability:**  
by realistically assessing resources before committing to achieve defined outcomes, and following through on personal undertakings, to ensure achievement of time, process and quality solutions.
- **Flexibility:**  
by demonstrating an open attitude to cultural diversity; managing potential conflict constructively; and being receptive to new ideas, opinions, initiatives and approaches.
- **Collaboration:**  
by giving and receiving feedback in a positive manner; and contributing effectively to teamwork, shared tasks, defined timelines and quality standards.

## Types of Membership

The Code of Professional Values and Conduct shall apply to all of the following types of Active SAMEA members:

**Individual-** An individual member has any variety of professional interests in monitoring and evaluation, joining SAMEA solely in his/her personal capacity;

**Student-** A student member is enrolled in an accredited course relevant to the study or practice of monitoring and evaluation, formally recognised in terms of the National Qualifications Framework of South Africa and can provide proof of enrolment on joining SAMEA;

**Institutional-** An institutional member is any one of a fixed number of individuals that have received SAMEA membership through formal institutional affiliation to SAMEA as set out in Schedule A of the membership policy. When an “institution” obtains membership status (e.g. the Public Service Commission), institutional membership is conferred on a fixed number of declared individuals and that institution receives benefits as set out in Schedule A of this document. Institutional members may be differentiated by sub-types as deemed necessary and all declared individuals registered under institutional membership enjoy the same benefits as Individual members.

All membership fees, benefits and further details pertaining to the membership types appear as Schedule A to the policy and may be updated and revised by vote of the SAMEA Board as deemed necessary.

## Stages of SAMEA membership

All current and prospective members are expected to follow standard membership registration, activation and re-activation processes depending on the type of membership. There are three membership stages which apply across the typology of members. The following sets out the three stages:

**Non-member stage-** The non-member stage refers to the stage when a person has not ever registered on the SAMEA website; or, has not ever been included as an individual or an institutional membership historically; or, has allowed sufficient time to elapse since membership activity that he/she has been removed from the SAMEA membership database entirely.

**Inactive SAMEA member stage-** The inactive member stage applies to anyone who has not paid annual membership fees to SAMEA but has registered the intention to do so or has been an active SAMEA member historically, but whose membership dues have since lapsed. All historical SAMEA members appear as Inactive unless he/she has been removed from the SAMEA membership database on account of prolonged inactivity.

**Active SAMEA member stage-** The Active SAMEA member stage applies to anyone who has paid annual membership fees and completed SAMEA registration in full for one of the three aforementioned typologies. Full participation and voting rights apply to all types of SAMEA members

in the Active SAMEA member stage. A differentiated list of benefits for Active SAMEA members appears as Schedule A to this policy.

## **Rights of all Active SAMEA members**

All Active SAMEA members, whether Individual, Student or Institutional members, are afforded a number of association rights in line with the SAMEA Articles of Association. These rights include, but are not limited to:

- Participation in the Annual General Meeting (proposing agenda items, voting matters and associated decision-making processes)
- Participation in SAMEA sub-committees and task team activities upon request
- Access to minutes of all meetings of the SAMEA Board of Directors upon request
- Access to an annual report on the business operations of SAMEA yearly
- Access to audited financial statements of SAMEA on a yearly basis
- Make representations to the SAMEA Board of Directors or a delegated task team in the event of any allegation of transgression of SAMEA policy
- Make nominations for the SAMEA Board of Directors
- Stand for the SAMEA Board of Directors if nominated
- Vote for representatives of the Board of Directors of SAMEA

## **Governance**

Oversight of, and amendments to, the Members' Policy are the responsibility of the SAMEA Board which ensures that the membership typology, Code of Professional Values and Conduct\*, and associated costs included herein are applied consistently and fairly to all prospective and current SAMEA members. All SAMEA members agree to observe the Code of Professional Values and Conduct of the Association as part of membership registration process and may access all related policy documentation via the SAMEA website. The implementation of policy provisions in the process of membership registration and activation is the responsibility of the SAMEA Secretariat.

## **Procedure to follow in the event of a transgression of SAMEA policy**

In the event of an alleged transgression of any SAMEA Policy, the following procedure will apply:

- Any alleged transgression must be submitted in writing (electronically or physically) to the SAMEA Secretariat within 1 month of discovery of the incident;
- All complaints laid must identify the alleged transgressor, all details of the violation alleged (Date, time, subject, medium, etc) and provide any supporting evidence in relation to the breach of SAMEA Policy to substantiate the allegation; and
- The complainant must be identifiable and contactable.

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\* Once adopted by SAMEA membership at the next AGM.

Complaints or allegations of transgression can be laid against Active SAMEA members, Inactive SAMEA members and non-members making use of the SAMEA platforms (e.g. SAMEAlistserv). Complainants need not be Active SAMEA members in order to make a formal complaint to SAMEA.

Upon receipt of complaint, the SAMEA Secretariat will give notice to the SAMEA Board and a body established in terms of the SAMEA Articles of Association, or a group of delegates (the “disciplinary body”) sanctioned by the SAMEA Board of Directors. This body or group will:

- Contact the alleged transgressor and any affected parties identified in the complaint or alleged transgression reported to SAMEA to determine the validity of the claims; and
- Seek to resolve the matter through mediation and informal means of resolution.

If the matter cannot be resolved informally or by mediation to the satisfaction of the complainant(s), the aforementioned body or group shall convene to decide whether the alleged transgressor has violated SAMEA Policy based on the balance of evidence available. Prior to rendering judgement the group must:

- Notify the alleged transgressor of the complaint, the procedure that will be followed, the possible sanctions, provide a right of reply to the alleged transgressor and allow for representations to the disciplinary body; and
- Inform the complainant of the process and possible sanctions before rendering judgement.

Once all parties have been informed, the disciplinary body shall convene and render a judgement. The disciplinary body may decide on sanctions as appropriate, in line with the mandate afforded it in terms of the SAMEA Articles of Association and any subsequent policies passed by the SAMEA Board of Directors. The judgement and sanction will be considered final. The judgement will then be communicated to the complainant and alleged transgressor as well as the SAMEA Board and enforced with immediate effect from the time of judgement. There is no provision for an appeals process.

## **Disclaimer**

Whilst SAMEA expects all members to uphold the Code of Professional Values and Conduct set out in this policy, SAMEA cannot assume responsibility for actions of members or non-members participating in SAMEA related forums and platforms. In no event shall SAMEA be held liable for any special indirect, or consequential damages or damages whatsoever resulting from the actions of Active, Inactive or Non-members of SAMEA.

## Schedule A- Membership type costs and benefits

### Annual Membership Fees

All membership fees apply for one calendar year from the date of confirmation of receipt of proof of payment by the SAMEA Secretariat.

### Individual membership fees: R380

#### SAMEA INDIVIDUAL MEMBERSHIP BENEFITS

- Discounted rates to all fee-based SAMEA events
- Direct electronic communication via the SAMEA newsletter
- Qualify for scholarships/bursaries to events for Emerging Evaluators based on criteria
- Opportunity to publicly list as a member on the SAMEA website
- Access to reserved resources on the SAMEA website
- Opportunity to advertise services in a 'Opportunities' page of the SAMEA website
- Right to participate in the affairs and decision-making process of the association such as Annual General Meetings and the Election of Board members

### Student membership fees: R90

#### SAMEA STUDENT MEMBERSHIP BENEFITS

Same as the benefits applied to individual members above at a discounted rate for students.

### Institutional membership fees: R10 000

#### SAMEA INSTITUTIONAL MEMBERSHIP BENEFITS

- Institutional membership for up to fifteen (15) individuals
- Discounted rates to events for up to fifteen (15) members
- Discounted rates for marketing and exhibition space for all SAMEA events
- Formal recognition and acknowledgement of your organisation on the SAMEA website
- Reserved space for notices in the SAMEA newsletter
- Special SAMEA presentations to your organisation on request

### Group registration discounts

Whenever groups of five (5) or more individual or student members are registered together at the same time the total membership fees will qualify for a discount of 10%.