



Membership Rules and Regulations

Preface

The starting point of the membership rules and regulations remains to create a framework from which to enter discussions with (future) members, while at the same time allowing flexibility in the cooperation with the members, within the frameworks.

Principles of Membership

Africa FM sees associations, universities, research institutes and companies as sustainable, long-term partners in collaboration to promote the development of the facility domain in the broadest sense of the word. Africa FM is an added value for its members: by actively sharing knowledge, enabling meeting, and connecting. The reverse also applies: the member is also an added value for Africa FM.

1.1 Admission criteria

Any legal entity interested in joining the Association should do so by completing the Membership Application Form and sending it to the office of the Association for the attention of the Chairman of the Board.

Membership within the various categories must meet the admission criteria as outlined under Rules 1.2

Memberships shall be issued only to legal entities or persons approved by the Board and subject to the criteria set forth in these Internal Rules and Regulations.

1.2 Membership Benefits

The Membership of Africa FM will.

1. Enhance collaboration among members Associations.
2. Promote sharing of information and events.
3. Participation in Africa FM programs - Exchange programs, internship, mentoring,
4. Get them to support all Africa FM programs through adoption and sponsorship.
5. Identify opportunities for research based on challenges at the organizational level.
6. Members to participate in events / stay connected sessions / FM talks
7. Voting and electing rights for General Members Meetings (General Assembly)
8. Active knowledge sharing with an expert group or committee
9. Entrance to Africa FM events with discounted prices such as Africa FM Conferences
10. Making use of Africa FM international relations
11. Logo on website (per 12 months)
12. Logo on invitations to Africa FM events (In case of sponsorship)
13. Logo on event page website Africa FM (In case of sponsorship)
14. Announcement Africa FM membership (website and social media)
15. Use the Africa FM logo on your own website



1.3 Membership Categories and Dues

- Full FM Association - \$1,000
- Emerging FM Associations - \$400
- Universities & Research - \$750
- Silver member Companies - \$400
- Gold member Companies - \$1,000

Categorization of Companies will be based on their revenue base. Silver is for small and medium level companies while Gold is for large companies. The class for member companies can be enlarged with more benefits as time goes on.

1.4 Admission as a Member

An association/company/university shall be admitted as a new Member, provided that the following conditions are met:

- Has business and or presence in an African country
- Has a declared interest in the development of FM
- Must be registered as a legal entity
- Provides two directors to attend board meetings

A **Membership register** with all the approved member names shall be held at the Association's registered office.

1.5 Application

(a) Application for Membership

Applications for Membership shall be made in the Membership Application Form approved by the Board.

(b) Application requirements

Membership application shall be supported by the documents as specified below and where applicable:

- (i) Proof of registration as a legal entity
- (ii) A copy of the applicant's bylaws
- (iii) A copy of the tax Register
- (iv) Number of members the association had in the previous year
- (v) Board composition and,
- (vi) Any other document requested by the Board to permit the Board to make an informed assessment of a candidate's application



(c) Review of application

The application for Membership shall be considered by the Board in accordance with the Constitution. The Board will evaluate the candidate and, if any, its proposed representatives (natural persons), under the criteria set out in the Constitution and in these Internal Rules.

The decision by the Board whether it agrees or disagrees with the application is communicated in writing to the applicant within one (1) month as from the receipt of the completed documentation concerning the application or, if a special committee has been appointed, not later than two (2) weeks after the receipt of the recommendation of the special committee. The decision of the Board does not need to state reasons for approval or disapproval and is not capable of appeal

1.6 Representation of Members

Each Member shall designate two (2) principal representatives (natural persons) who shall be the representatives of the legal entity in all matters relating to the Association. In case of absence, unavailability, or incapacity of both principals, the Member's vote may be cast, and the Member may otherwise be represented, by any named substitute representative of the Member. The Association shall be entitled to rely on the acts of the designated principals or the named substitute representative as prima facie authorized action of the Member.

Of the two principal representatives (natural persons), one shall hold an employment position within the Member, and the other shall hold a non-employment position within that same Member, unless the Member does not have employment positions within its organization.

The mandate of the principal representatives automatically terminates in case of termination of the employment or of the non-employment position of the representative (natural person) within the Member.

The Member may revoke the representation power of each of the principal representatives only if it simultaneously appoints a new representative (natural person).

The Board reserves itself the right to propose to the Member to designate another representative. The Board shall give the reason underlying this proposal.

1.7 Term of Membership

Membership of the Association is for the period as specified within each membership category. Members shall renew their membership of the Association on an annual basis.

Emerging Members shall be members of the Association on an annual basis and with a maximum of two (2) years. After a two-year period as Emerging Member, the Board can either decide that the Emerging Member meets the requirement of Full Membership and admit the Emerging Member as a Full Member, or, alternatively, give the Member an extension of one (1) further year to fulfill the Full Member conditions.



1.8 Suspension or termination of Membership

The decision to suspend or terminate a Member shall be taken by the Board which may delegate the initial review to a special committee.

1.9 Dues

(a) Payment of Member Dues

All annual contributions shall become due in advance on **the first day of January** in every year.

Each new Member joining the Association will pay its fees as of the month following the resolution regarding the admission of its Membership by the Board. For the first year in which the Member joins the Association, Membership fees are due on a pro-rata basis calculated from the month following the admission in the Association until December of that year. The call for the membership fees payment is made each year in writing by the Secretary.

The Directors will agree on an annual budget for approval at the Annual General Meeting each year which will be made up of income generated from Members and the remainder from enterprise. The annual membership fee will be determined from time to time and approved by the Board.

Members early payment discounts and late payment penalties may be applied at the discretion of the Executive Committee from time to time.

The Executive Committee shall notify the Members at least one month before the first month of the financial year of the amount of the annual dues.

(b) Procedure for non-payment of Dues and Levies

The Executive Committee shall determine and publish annually the interest rate due for late payment. In addition, the Executive Committee will determine any other administrative fines that shall be due by a Member for the late payment of any amount due to the Association.

Any Member who fails to pay any dues, assessments or any other amount due to the Association beyond 31 January of each year shall be automatically suspended and shall, unless relieved of such suspension by the Executive Committee, not be entitled to vote, to inspect the books and records of the Association, to use any of the facilities of the Association, to attend any functions of the Association, or more generally, to take advantage of any benefits and services offered by the Association until such dues have been paid.

The Executive Committee shall inform the Board of the failure to pay invoices by the Members and of the automatic suspension of Members or relief given of such suspension.



The Executive Committee has the power, but not the duty, to relieve a Member from suspension or to reinstate a Member whose Membership was terminated upon payment of all amounts due plus such interest and other administrative costs levied as may be determined by the Executive Committee; notwithstanding the foregoing, the Executive Committee has the power, but not the duty, in its sole discretion, to grant an extension of time to any Member to pay an amount due to the Association.

The Board should at its next meeting decide whether to refer the suspension decision to the special committee as determined by the above Rule 1.8

The membership can be ended at the end of a year after giving written notice at minimum 3 months in advance.

1.9 Responsibilities

a) Responsibilities, powers, procedures:

The board members are responsible for the membership policy.

This is concerning the sponsorship of events and projects, etc. Each board member Business, Associations, Education, Research or Chair, as the primary point of contact is responsible for monitoring and supervising the implementation of the membership policy, is responsible for retaining existing memberships and is responsible for recruiting new members