

POLICY AND PROCEDURE FOR AFFILIATION AND DISAFFILIATION

1. POLICY:

All Organisations that function under the FAMSA name or logo should be affiliated to FAMSA National Directorate and commit and adhere to the vision and mission of the FAMSA Movement, as well as all conditions and responsibilities of an affiliated organisation as embodied in the Constitution of FAMSA.

2. PROCEDURE:

2.1 Affiliation of an organisation can only be established once an organisation delivers services in line with the principles and standards of the FAMSA Movement.

2.2 Requirements for application for affiliation to be fulfilled by an affiliating organisation:

2.2.1 A democratically elected management committee.

2.2.2 A Constitution.

2.2.3 Application as an independent NGO.

2.2.4 Application for affiliation on a prescribed form to FAMSA National Board of Management.

2.3. The application for affiliation:

2.3.1 Shall be considered at a meeting of the National Board of Management:

- on receipt of the prescribed application form, and
- on undertaking to adhere to organisational practices contained in the FAMSA Manual which may be revised and reviewed from time to time by the National Board of Management.

2.3.2 Once affiliation is granted, a Certificate of Affiliation and a copy of the FAMSA Manual are issued to the newly affiliated Organisation at an official induction ceremony of the Directors and Board of Management.

2.4 Responsibilities of an Affiliated Organisation in relation to the role of National Directorate

FAMSA Affiliated Organisations shall:

2.4.1 Pay the annual affiliation fee as determined by the National Board of Management. In case of delay of payment due to National Directorate, a reminder must be sent to the Director of the specific Organisation. Should there still be no response, a request should be forwarded to the applicable Provincial Forum to address the matter with the Director and Executive Committee of the specific organisation. If no satisfactory results are obtained, affiliation of the specific organisation should be terminated.

- 2.4.2 Comply with policy decisions made by the National Board of Management from time to time.
- 2.4.3 Establish and maintain such standards of services as required by the standards policy and procedures of FAMSA including but not limited in guidelines by the SACSSP.
- 2.4.4 Maintain a certain level of organisational practice in keeping with labour legislation, inclusive of Service Conditions, Code of Ethics, Disciplinary Procedures, Service Contracts, Job Description linked to performance indicators and not less than annual performance evaluations taking performance indicators into consideration.
- 2.4.5 Ensure that their staff familiarise themselves with the contents of the FAMSA Manual during their orientation period at the organisation as well as amendments made from time to time.
- 2.4.6 Submit reports on their activities (for the period leading up the Board of Management meeting), to their Provincial Representative for presentation at the Board of Management meeting.
- 2.4.7 Submit copies of Annual Report to the National Directorate
- 2.4.8 Respond timeously to circulars from the National Directorate.
- Requesting information on matters that contribute to the corporate image of the Movement or;
 - As requested, in order to execute decisions taken by the Board of Management;
- 2.4.9 Ensure accurate monthly contributions to employee benefit programs such as the Pension Fund and Medical Aid, reach the National Directorate no later than the 3rd of every month.
- Late payments will be addressed by the Bookkeeper:
- a) With an immediate telephonic reminder to the Director of the specific organisation on the 4th of the month in which the payment is due.
 - b) Raise a penalty in the form of interest added to the late payment.
 - c) Send an urgent letter to the National Executive Committee of the specific Organisation.
- 2.4.10 Notify the National Directorate of any curtailment or extension of existing services or the introduction of new services, change of office bearers and staff.
- 2.4.11. Submit to National Directorate it's Constitution and any amendments thereto.
- 2.4.12. Ensure representation of their Organisation twice annually at National Meetings.
- 2.4.13. Adhere to recommendation made to the Board of Management.

2.5 Non – adherence to conditions of affiliation

- 2.5.1 In order to monitor the satisfactory adherence to these Conditions of Affiliation, the Board of Management shall have the right to mandate the National Directorate to undertake an audit of the service delivery and the financial situation in instances where there is reason to believe that standards of practice are not being upheld or where it could have detrimental effects on the corporate image of FAMSA. An evaluation report and recommendations shall be submitted to the National Board of Management and the relevant Management Committee of the Organisation in question for the necessary attention and action to rectify the situation.
- 2.5.2 The FAMSA National Board of Management shall be entitled to cancel an affiliated Organisation membership in the event of that Organisation failing to comply with provisions of the above clauses. In such an event the relevant Organisation shall no longer use the FAMSA name, logo or in any way whatsoever be associated with the FAMSA Movement.

ADOPTED: 11 DECEMBER 2006

PROCESS REVIEW: JANUARY 2014

