

ARCHITECTS ASSOCIATION OF BOTSWANA



MEMBERSHIP APPLICATION FORM *(for Individuals)*

Full Name:			
Postal Address:			
Date of Birth:		Nationality	
Name and Address of employer Company:			
Position:		Date of First Employment	
Work Tel. No.		Fax No	
Mobile No:		Email Address	

Unless otherwise requested, correspondence from AAB will be sent to Postal Address

Type of Membership Applied for:- *(please tick relevant box - see annexure)*

- | | | |
|-------------------|---------------------|--------------------------|
| Full Member | Under Clause 7c(i) | <input type="checkbox"/> |
| Full Member | Under Clause 7c(ii) | <input type="checkbox"/> |
| Associate Member | Under Clause 7d | <input type="checkbox"/> |
| Technician Member | Under Clause 7f | <input type="checkbox"/> |
| Student Member | Under Clause 7e | <input type="checkbox"/> |

University / College attended *(please provide dates)*:

.....

Title of Course attended:

.....

Academic Qualifications (degrees or diplomas - *please provide dates*):

.....

Professional Qualifications: (Membership of Institute / Registration - *please provide dates*):

.....

ARCHITECTS ASSOCIATION OF BOTSWANA



MEMBERSHIP APPLICATION FORM *(for Individuals continued)*

Practical Experience:

Previous Employers

Name / Address / Dates:.....

What Periods Have You Worked Professionally in Botswana
(state dates)

The Committee may, if necessary, seek further information to determine the admissibility of the practical experience stated.

ARE YOU A SHAREHOLDER OR DIRECTOR OF A PROFESSIONAL FIRM OPERATING UNDER LIMITED LIABILITY? **YES** **NO**

This Application is Proposed by:

Signed:Date:AAB membership No:

This Application is Seconded by:

Signed:Date:AAB membership No:

DECLARATION:

I declare that I have read the Constitution of the Architect's Association of Botswana. I undertake to be bound by it and by any Regulations issued by the Association in accordance with the said Constitution.

Enclosed are:

- A: Remittance B: Certified Copies of Qualifications
C: Technician – Letter from Employer D: Students – Details of Course

Signed:Date:.....

Witness (signature):Witness (Print Name):.....

FOR OFFICIAL USE:

Date Received: Remittance:
Sub-Comm. Decision Date:
Exc. Co Ratify: Date:
Applicant Informed: Reg. No.
Remarks:

ARCHITECTS ASSOCIATION OF BOTSWANA



NOTES ON APPLICATION FOR MEMBERSHIP:- (Rev 2010)

1. Please complete the Application Form in full.
2. Ordinarily, proposer and seconder should be full or associate members of the Association.
3. Remittance must accompany the Application Form:
Cheques should be made payable to A.A.B

Category of Membership	Joining Fee	Annual Subscription	Total
Full Member	P200	P500	P700
Associate Member	P200	P400	P600
Technician Member	P100	P300	P400
Student Member	P30	P70	P100

4. Certified copies of your Degree(s)/Diploma(s)/Institute(s) Membership must be attached. They must be signed "Certified a true copy of the original which I have seen" by either a member of the Executive Committee or by a lawyer in Botswana.
5. Qualifications not printed in either English or Setswana must be accompanied by a certified translation. A copy of a statement (preferably from the Ministry of Education or the Architects Registration body in the country of obtaining such qualification) setting out the rights derived from such a qualification and whether its holder qualifies for registration, would be advantageous.
6. Applications for technician membership should enclose a letter from their employer confirming that they are in full time employment.
7. Applications for student membership should enclose details on the course they are studying: start date, likely completion date, the name of the course and the name the institute/university.

7. MEMBERSHIP (Cited from the AAB Constitution)



a) The Membership of the Association shall consist of the following:

- i) Honorary Members
- ii) Full Members
- iii) Associate Members
- iv) Student Members
- v) Technician Members
- vi) Retired Members

b) **An Honorary Member:-**

- i) Membership shall be by the invitation of the Executive Committee after obtaining prior approval by ballot of the full members of the association.
- ii) May take part in all activities and General Meetings and make use of all facilities provided by the Association except those which the Executive Committee considers are privy to full members of the Association.
- iii) Shall possess no right to voting or intervening in the affairs of the Association and shall not be liable to pay any subscriptions to the Association

c) **A full Member** shall be elected by the Executive Committee of the Association upon being proposed and seconded by two full members and shall possess one of the following qualifications:

Either

- i) Normally have passed the final examination at the end of a minimum four and a half years full time , study in architecture as may from time to time be approved by the Executive Committee, and have at least three years approved post qualification practical experience in the profession, at least two of which shall have been in Botswana.

Or

- ii) Hold the professional qualification of such recognized professional institute or body as may be approved by the Executive Committee from time to time and with the same level of experience as required in item (i) above.

The Executive Committee may from time to time draw up regulations which amplify the above but the normal criteria for the acceptability of an exam or professional qualification shall be their conferring in the country of obtaining such exam or qualification, the ability to practice as an Architect and to obtain registration as an Architect (where such registration exists). Such regulations may also stipulate what constitutes approved practice and means of recording same and method of submission to the Executive Committee.

The Executive Committee may at its discretion delegate a subcommittee the task of establishing the eligibility of and the class of membership of an applicant, and of approving an Associate's practical experience. The Executive Committee shall not without good cause fail to ratify the decision of such a subcommittee. All applications for membership or upgrading of class of membership must be decided and replied to within 3 months of receipt of such application.



Such membership subcommittee shall comprise a maximum of five members at least two of whom shall be members of the Executive Committee.

- d) **An Associate** shall be elected by the Executive committee upon being proposed and seconded by two full members and shall be a person who has passed an examination or holds a qualification referred to in paragraph (c) above, who is in the process of acquiring the approved practical experience therein referred to. An Associate will have the right to apply to become a full member on completion the practical experience referred to in 7 [c] (i) above after such experience is approved by the Executive Committee.
- b) **A student Member** shall be elected by the Executive committee upon application to the Secretary and shall be a person following approved training to become an architect.
- c) **A Technician Member** shall be elected by the Executive committee on application to the Secretary (such application to be countersigned by his employer) and shall hold an approved qualification as a technician and be in full time employment either in a private firm of architects or in any architects' department of a local authority or government agency. Proof of employment shall be submitted every year.
- d) Associate, student and technician members shall be entitled to attend general meetings and ordinary meetings of the Association but student members and technician members shall have no right to vote at these meeting.
- e) **A retired member.-**
 - I. shall be a member who has formally retired from practice but who wishes to continue his connection with the Association.
 - II. shall attain such status, on production to the Executive committee of satisfactory proof that he has retired from practice.
 - III. shall pay one-half of the current annual subscription for the class of membership he held before retirement or such less amount as the Executive Committee may deem fit in the circumstances of each specific case. He shall continue to hold the rights and privileges of the class of membership he enjoyed immediately before retiring.
- j) Any member wishing to resign from the Association shall submit his resignation to the secretary. The resignation shall take effect fourteen (14) days from the date of receipt by the Secretary of such notice. In the case of a member of the Executive committee two month's notice shall be required so as to facilitate a smooth hand over to the new Executive committee member and to answer any queries which may arise. The President is entitled to co-opt another member on to the Executive Committee in the event of a committee member's resignation.
 - I. Subscriptions are payable annually. (see clause 14)
 - II. Any person who resigns or is removed from membership shall not be entitled to refund of his subscription, or any part thereof, or any monies contributed by him at any time.
- k) The Executive committee will support the formation and operation of sub-committees for members of a particular class of membership. Minutes of such meetings shall be sent to the Secretary who shall table matters raised by such a sub-committee at the following Executive Committee meeting.