

QASA

Membership & Associate Membership Communication and Protocol Policy

Background

This policy is formulated to guide and advise members and associate members into protocols of communication with Regional Associations, the QASA Management Board and the QASA staff

1. QASA MEMBER

- 1.1. A Quadriplegic or Paraplegic who has signed a membership form of the Regional Association in the Region which they reside.
- 1.2. A Quadriplegic or Paraplegic who has signed a membership form of QASA if they reside-in a Region that does not have an established and affiliated Regional Association.

2. QASA ASSOCIATE MEMBER

- 2.1. A non-Quadriplegic or non-Paraplegic who has signed a membership form of the Regional Association in the Region which they reside
- 2.2. A non-Quadriplegic or non-Paraplegic who has signed a membership form of QASA if they reside in the Region that does not have an established and affiliated Regional Association.
- 2.3. Associate Members do not have voting rights at QASA forums, but might have voting rights in Regional Associations depending on each Regional Association Constitution.

3. COMMUNICATION WITH REGIONAL ASSOCIATIONS, QASA & QASA MANAGEMENT BOARD.

- 3.1. Members and Associate Members are to communicate directly with their Regional Association to enquire about projects, products and services delivered by QASA.
- 3.2. The Regional Association will liaise with QASA on behalf of the Member or Associate Member.
- 3.3. Members and Associate Members who have membership directly with QASA as they are residing in a Regions that has no established and affiliated Regional Association, can direct enquiries about QASA projects, products and services directly to QASA through the QASA Secretary or info@qasa.co.za.
- 3.4. Members and Associate Members may communicate with the QASA Management Board through their Regional Association Management Board representatives.
- 3.5. Members and Associate Members who are direct members of QASA, as they reside in a Region that does not have an established or affiliated Regional Association may

	QASA Membership Policy		Page 1	Date Approved	
Compiled By:	A.Seirlis	Revised By:	15/10/2013	Approved By:	

communicate with the QASA Management Board Members through the CEO of QASA.

- 3.5.1. The CEO of QASA will allocate the communication or enquiry to the appropriate Management Board Member.
- 3.6. Members and Associate Members may communicate directly with the QASA CEO.
 - 3.6.1. The QASA CEO, when necessary, will delegate further communication between the Member and Associate Member with the appropriate staff member of QASA
 - 3.6.2. The CEO may relay the communication and refer to the Regional Association if it related to projects, products or services of QASA through their own Regional Association.

4. Formal Visits to QASA office

- 4.1. Members and Associate Members may request a formal visit to the QASA office(17 Hamilton Crescent, Gillitts)
 - 4.1.1. The purpose of the visit must be communicated in writing to the CEO.
 - 4.1.2. The CEO of QASA will advise the QASA Executive Board of the request.
 - 4.1.3. A response will be given to the Member or Associate Member in writing by the CEO, within 7 days of the request.
 - 4.2. Any person visiting QASA office will be required to sign in and out in a Visitors book.
 - 4.3. Any formal meeting at the QASA office will be recorded and minuted.
 - 4.4. An attendance register will be kept and signed.
 - 4.5. Any formal meeting, at the QASA office will start with an emergency evacuation procedure orientation.
 - 4.6. QASA reserves the right to test the alcohol level in any visitor with the use of a breathalyser machine.
 - 4.7. QASA states that the QASA premises (17 Hamilton Crescent, Gillitts) is monitored by security cameras.
5. Failure to comply with the requirements of this policy and procedure may result in a disciplinary action.

	QASA Membership Policy		Page 2	Date Approved	
Compiled By:	A.Seirlis	Revised By:15/10/2013		Approved By:	