




**ECOSA**

ENGINEERING COUNCIL OF SOUTH AFRICA



## **Rules: Requirements for Recognition as a Voluntary Association Framework**

**REVISION No. 01: 19 September 2025**


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**BOARD NOTICE ... OF 20...**

**ENGINEERING COUNCIL OF SOUTH AFRICA**


**Requirements for Recognition as a Voluntary Association Framework**

**Engineering Profession Act, 2000  
(Act No. 46 of 2000)**

In terms of section 36 of the Engineering Profession Act, 2000 (Act No. 46 of 2000), the Engineering Council of South Africa makes known the Requirements for Recognition as a Voluntary Association Framework in the Schedule.

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## DEFINITIONS

In this policy, and unless the context otherwise indicates, any expression or word to which meaning has been assigned in the Engineering Profession Act, 2000 (Act No 46 of 2000), bears the same meaning and -

**"Act"** means the Engineering Professions Act, 2000 (Act No 46 of 2000);

**"Association"** for purposes of these rules means an institute, institution, association, society, or federation established by engineering practitioners to promote their collective professional and/ or business interests;

**"Annual fees"** means the fees determined by the *Council* in terms of section 12(1)(c) of the Act;

**"Council for the Built Environment"** means the Council for the Built Environment established by section 2 of the Council for the Built Environment Act, 2000;

**"Code of practice"** means a written guideline issued by a professional body that lays out ethical standards for the engineering profession, in accordance with section 27 of the Act;

**"Code of professional conduct"** means the code of conduct drawn up by the *Council* in terms of section 27(1) of the Act;


**"Corporate member"** means a member of an association contemplated in Category B which is eligible to vote at any meeting of such association;

**"Council"** means Engineering Council of South Africa established by section 2 of the Act.

**"Continuing professional development"** means continuing education and training by registered persons as contemplated by section 13(k) of the Act.

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“**CPD Licensed body**” means bodies determined and licensed through ECSA to verify CPD Service Providers and validate CPD activities for Category 1 as contemplated by Standard on continuing professional development (ECPD-01-STA).

“**Governing body**” means the highest authority of an association charged with controlling the affairs of an association;

**Identification of Engineering Work** means the Identification of Engineering Work regulations as gazetted/published in March 2021.

“**In good standing**” a person or organization that has met all of its obligations and is not subject to sanctions, suspensions, or disciplinary actions;

“**Majority**” means 50% plus 1

“**Minister**” means the national Minister responsible for the Public Works Portfolio;

“**Profession**” means Engineering Profession.

“**Registered persons**” means persons registered in any of the categories of registration referred to in section 18(1) of the Act;


“**Rules**” means a rule made and in force in terms of the Act which in this case, is the requirement for recognition as a voluntary association.

“**Voluntary Association**” means an association recognised by the *Council* as a voluntary association in terms of section 25(3) of the Act, and

“**Voting member**” means a member of an association contemplated in Category A and B, who is entitled to vote in terms of its constitution.

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## ABBREVIATIONS

AGM	Annual General Meeting
CBE	Council for the Built Environment
CPD	Continuing Professional Development
ECSA	Engineering Council of South Africa
IDoEW	Identification of Engineering Work
PDP	Professional Development Program
VA	Voluntary Association

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## 1. INTRODUCTION


In terms of Section 25 of the Act, the *Council* shall draw up a recognition framework for a Voluntary Association (VA) in consultation with the Council for the Built Environment (CBE). Section 14 (d) of the Act implies that the *Council* is also responsible for administering the Voluntary Association (VA) recognition framework and compliance of the Voluntary Associations. Furthermore, the *Council* shall ensure that this policy is available to all recognised Voluntary Associations and members of the public at all reasonable times.

The main objective of the Voluntary Association recognition requirements is to ensure that the Voluntary Association:

- a) Encourage and support members to register as professionals with the *Council*
- b) Promote the engineering profession
- c) Provide a minimum quality of professional expertise through the formation of various chapters within the Voluntary Association
- d) Commit to the development of the profession through a well-structured Professional Development Program (PDP).
- e) Provide a mentoring platform for graduates and engineering practitioners through PDP
- f) Promote learning and continuous development for its members through attendance of Continuing Professional Development (CPD) validated training courses
- g) Encourage members to comply with the Council's Code of Conduct and Code of Practice
- h) Promote the interest of its members and discipline with due regard to the public interest
- i) Contribute to the common interests and welfare of the discipline-specific engineering community through close cooperation with the *Council*
- j) Promote the identification of engineering work (IDoEW) regulation and other *Council* policies to its members
- k) Encourage its members to report the unregistered engineering practitioners performing

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IDoEW.

This policy is specifically aimed at Voluntary Associations and should be read in conjunction with the Act, overall Code of Practice and identification of engineering work (IDoEW) policies as well as other related policies/documents; it is not intended to duplicate the requirements thereof.

## 2. POLICY STATEMENT

This policy framework applies to all Voluntary Associations registered and recognised by the *Council*. Moreover, this policy applies when a new Voluntary Association is applying for recognition by the *Council* or when an existing Voluntary Association undergoes the recognition renewal process.

## 3. PURPOSE AND SCOPE OF THIS POLICY

The purpose of this policy framework is to provide guidelines for the requirements and process of recognition as a Voluntary Association. This framework sets out principles to ensure that the recognition of Voluntary Associations is fair and reasonable and that the principles are applied uniformly across the profession.


## 4. APPLICABLE LEGISLATIVE FRAMEWORK

Section 25 of the Act empowers the *Council* to draw up the recognition of the Voluntary Association framework while Section 14 (d) of the Act determines, subject to Section 25, the requirements with which a Voluntary Association must comply to qualify for recognition by the *Council*.

This recognition of the Voluntary Association framework should be read in conjunction with the Act, Council for the Built Environment (CBE) policy framework on recognition of Voluntary Associations and related policies and documents.

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## 5. THE ROLE OF VOLUNTARY ASSOCIATIONS ON THE IDENTIFICATION OF ENGINEERING WORK

### Why is the identification of engineering work important?

The Engineering Profession Act forbids unregistered individuals from carrying out specific engineering tasks. This legislation is intended to safeguard the public by prohibiting those lacking the requisite expertise and accountability from performing work that poses hazards to their health, safety, or the environment. It is significant to remember that the purpose of this policy is to manage unregistered individuals in the legal system. Therefore, the role of a Voluntary Association on the IDoEW is stated in Rule1(k) and 1(J).

## 6. CATEGORIES OF VOLUNTARY ASSOCIATIONS

The following categories of *voluntary associations* are hereby established:

### 6.1 Category A


Associations whose membership consists of *natural persons*, including corporate partners who, subject to the applicable provisions of Rule 7.1, are practising in engineering in any particular discipline or sub-discipline of engineering; or in any particular category of registration contemplated in Section 18 of the Act.

### 6.2 Category B

Associations whose membership consists of *juristic persons*, including sole proprietors (corporate members), who, subject to the applicable provisions of Rule 7.2, are engaged in carrying out work of an engineering nature.

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## 7. REQUIREMENTS WITH WHICH AN ASSOCIATION MUST COMPLY TO QUALIFY FOR RECOGNITION AS A VOLUNTARY ASSOCIATION


### 7.1. Category A requirements

Any Association wishing to be recognised as a Voluntary Association contemplated in Category A referred to in 6.1 must comply with the following requirements:

- 7.1.1. The association must be governed by a formally accepted constitution which –
- a) is not in conflict with the Constitution of the Republic of South Africa;
  - b) is not in conflict with the Act or any policies and rules of the *Council*; and
  - c) does not obligate its members to adhere to a code of conduct, which conflicts with the *Council's* code of professional conduct, or any applicable code of practice published by the *Council*.
  - d) indicate how the Voluntary Association is incorporated in terms of Common law (Universitas), the Non-Profit Organisations Act (1997), and Companies Act (2008) and Companies Amendment Act (2011).
- 7.1.2. The association must have at least the promotion of the engineering profession among its core missions. A well-structured PDP should form part of this core mission towards promoting the professional registration of engineering practitioners.
- 7.1.3. The association must be of South African origin and its governing body must be independent of direct influence by any foreign body.
- 7.1.4. For the association to be recognized, it should have a minimum number of 100 registered members in good standing with the association and the *Council*. Moreover,

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the office bearers of the association should be registered as professional engineering practitioners with the Council.

7.1.5. The majority of members of its governing body must be registered persons in good standing with the Council (paid annual fees, in compliance with CPD attendance, and not subject to sanctions, suspensions, or disciplinary actions).

7.1.6. A list of the names and registration numbers of the members and its governing body must accompany the application for recognition by associations.

7.1.7. The association must adhere strictly to its constitution and be able to satisfy the *Council* of such adherence.

7.1.8. The association must declare, in writing, a commitment to promote registration with the *Council* among its members and undertake to solicit a commitment from its members to register with the *Council*.

7.1.9. The association should be registered as a CPD Licensed body by the Council to promote learning and continuous development for its members with the ultimate goal of renewing their professional registration with the Council after every five years.

## 7.2. Category B requirements


An *association* wishing to be recognised as a *voluntary association* contemplated above in 6.2 must comply with the following requirements:

7.2.1. The association must be governed by a formally accepted constitution which –

- a) is not in conflict with the Constitution of the Republic of South Africa;
- b) is not in conflict with the Act;
- c) A list of the names and registration numbers of the members and a list of its corporate members must accompany the application for recognition by

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voluntary associations;

d) does not obligate its *corporate members* to adhere to a code of conduct which is in conflict with the principles of the *Council's* code of professional conduct, or to permit conduct by an employee of a *corporate member* which is in conflict with the *Council's* code of professional conduct, or any applicable code of practice published by the *Council*; and

e) contains objectives to the effect that –

(i) the common interests of its *corporate members* in the pursuit of excellence in an engineering environment are to be promoted, encouraged, and protected; and

(ii) the technical competence of its *corporate members* and their employees within the particular industry in which the *association* is active, is promoted.

f) Clearly indicate the how the Voluntary Association is incorporated in terms of Common law (*universitas*), the Non-Profit Organisations Act (1997), and Companies Act (2008) and Companies Amendment Act

7.2.2. An association must declare, in writing, a commitment to promote registration with the *Council* among its corporate members and undertake to solicit a commitment from its corporate members to promote registration among their employees.


7.2.3. An association must adhere strictly to its constitution and be able to satisfy the *Council* of such adherence.

7.2.4. The association must have at least ten (10) corporate members who are in good standing with the association.

## 8. EXEMPTIONS

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8.1. Notwithstanding the provisions of Rules 6 to 7 above, the *Council* may, on application by an *Association* and on good case shown, exempt an association from having to comply with any of the requirements prescribed herein if the *Council* is satisfied that such exemption is in the interest of achieving the objectives contemplated in the Act and these rules.

8.2. The *Council* may impose such conditions as it deems appropriate on an association that has been exempted in terms of Rule 8.1, and Rule 11.8 will apply if such association fails to comply with any condition so imposed.

## 9. APPLICATION FOR RECOGNITION

9.1. Any *association* wishing to be recognised as a *voluntary association* must submit an application, in the format prescribed in Appendix A of these Rules, to the *Council* and provide all the information required therein, and such additional information as the *Council* may determine in each particular case.


9.2. All applications by associations wishing to be recognised as voluntary associations will be considered by the *Council*.

9.3. *Council* shall endeavour to process and finalise all applications by associations wishing to be recognised as voluntary associations within a period not exceeding three (3) months from the date of receipt by the *Council* of such applications,.This timeline is contingent upon the association wishing to be recognised as a voluntary association having provided all the required information at the time of submitting its application for recognition or promptly when any additional information is requested.

9.4. The *Council* reserves the right to, prior to recognising any association applying for recognition, conduct an audit or an inspection at the premises of that association to verify the information submitted by any association in support of its application for recognition in terms of these Rules.

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## 10. RECOGNITION AS A VOLUNTARY ASSOCIATION AND DURATION OF RECOGNITION

- 10.1. If, after consideration of an application referred to in Rule 9, the *Council* is satisfied that the *association* meets the relevant requirements for recognition as set out in these rules, the *Council* must recognise such *association* as a *voluntary association* in the appropriate category, formally notify such *association* and issue it with a certificate of recognition in terms of Section 25(3) of the Act.
- 10.2. The certificate of recognition is valid for a period of five (5) years from the date of issue, which date is deemed to be the date on which the *Council* resolves to recognise the voluntary association.
- 10.3. The voluntary association must display its certificate of recognition in a prominent place at its head office and may display the *Council's* logo on its stationery as an indication of its recognition status.
- 10.4. The *Council* must, within 30 days from the date on which it recognises a voluntary association, publish the name of such voluntary association on its website, and thereafter make it known in such other manner as it may deem appropriate.
- 10.5. If, after consideration of an application referred to in Rule 9, the *Council* is not satisfied that the association meets the relevant requirements for recognition as set out in these Rules, the *Council* must formally notify such association and give reasons why it does not meet the relevant requirements for recognition as set out in these Rules.
- 10.6. Any voluntary association that fails to comply with any of the provisions of Rule 11 will be regarded by *Council* to be non-compliance with the requirements for recognition with which every voluntary association should comply.

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## 11. RENEWAL AND LAPSING OF RECOGNITION

- 11.1. The recognition of a voluntary association remains in effect for as long as it meets the requirements for recognition in terms of these Rules.
- 11.2. *Council* reserves the right, in giving effect to Rule 11.1, to conduct regular audits and inspections on all recognised voluntary associations to ensure that the voluntary associations remain compliant to the requirements for recognition in terms of these Rules.
- 11.3. The recognition of a voluntary association lapses in terms of Section 25(6) (a) of the Act–
- a) if that voluntary association is found to no longer comply with the requirements set out in these Rules, after having failed to remedy the deficiencies within the timelines determined by the *Council*; or
- b) at the expiry of the five-year period referred to in Rule 10.3.
- 11.4. Every voluntary association must provide the *Council*, by no later than thirty (30) months prior to the expiry date contemplated in Rule 10.3, with information on its membership profile to enable the *Council* to monitor whether the requirements for recognition are still being met.
- 11.5. Notwithstanding Rule 11.3, a voluntary association which is required to comply with the relevant margins specified in Rule 7.1.5, must annually submit the required information by no later than the appropriate deadline specified therein.
- 11.6. Every voluntary association must advise the *Council* of any changes to its constitution and/or by-laws, within sixty (60) days of the date on which the changes were approved.

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11.7. If at any time during the period of five years referred to in Rule 10.3, a voluntary association becomes aware that it no longer complies with the requirements, it must notify the *Council* forthwith in writing of such fact and provide the reasons for it.

11.8. Any voluntary association that fails to comply with any of the provisions of Rule 11 will be regarded by the *Council* to be non-compliant with the requirements

11.9. for recognition, as contemplated in these Rules.

11.10. If the *Council* is satisfied that a voluntary association has ceased to comply with the requirements specified in these Rules, the recognition of such voluntary association lapses in terms of Section 25(6)(a) of the Act on the date on which the *Council* resolves that the voluntary association ceased to comply.

## 12. AMENDMENT OF THE REQUIREMENTS FOR RECOGNITION

12.1. If the *Council* at any stage decides to amend these Rules, the *Council* must-


- a) inform all voluntary associations of this decision and provide them with the proposed amendments.
- b) call for comment on the amendments from the voluntary associations; and
- c) prescribe such amendments in terms of Section 36 of the Act.

12.2. If an amendment of the requirements so prescribed results in a voluntary association ceasing to comply with the requirements, that voluntary association must, within twelve months from the date on which the amended requirements have been prescribed, take the necessary steps to comply with the amended requirements, and provide the *Council* with proof that it does comply.

12.3. The *Council* may at its discretion, and on application by the affected voluntary association, extend the period of twelve (12) months by an additional period not exceeding six (6) months, if the *Council* is satisfied that the voluntary association in question has taken definite steps to comply with the requirements, but has

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nevertheless not succeeded in the timeframes allowed.

- 12.4. If a voluntary association fails or refuses to comply with any of the amended requirements within the period allowed its recognition as a voluntary association lapses on the day when the *Council* resolves that the voluntary association ceased to comply with the requirements.


### 13. RETURN OF RECOGNITION CERTIFICATE

- 13.1. A voluntary association whose recognition has lapsed must, within thirty (30) days from the date on which it is so directed in writing by the *Council*, return and remove its certificate of recognition, cease to display such certificate of recognition at its head office, satellite offices and website.
- 13.2. A voluntary association recognition of which has lapsed must, within thirty (30) days from the date on which it is so directed in writing by the *Council*, inform its members and stakeholders of the lapse in recognition by the *Council*.

### 14. RIGHTS AND OBLIGATIONS OF COUNCIL AND VOLUNTARY ASSOCIATIONS

- 14.1. The *Council* is obliged to consult with the voluntary associations as required by all the provisions of the Act that require the *Council* to do so.
- 14.2. The *Council* undertakes to –
- a) subject to the *Council's* rules governing the nomination of persons to serve on *Council*, give consideration to persons nominated by voluntary associations for purposes of appointment as members of the *Council* and any of its committees, provided that this provision may not be construed as usurping the powers of the Minister to appoint *Council* members or precluding the *Council* from engaging in constructive co-operation

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with any other association, institute, society or interested group or stakeholder in sourcing persons with the necessary expertise in fulfilling its functions under the Act;

b) promote greater awareness among registered persons of the advantages of membership of voluntary associations. In giving effect to this Rule, all voluntary associations will be required to invite the *Council* at the open sessions of their Annual General Meetings and accord the *Council* a slot to present to the Annual General Meeting on the role of the *Council*, its relationship with voluntary associations, the benefits of being registered with the *Council* and the advantages of membership of voluntary associations. In addition, the *Council* shall be afforded, **when practical**, the exhibition space at the Annual General Meetings of all voluntary associations and other voluntary association activities; and;

c) grant, in terms of Section 12(2) of the Act, and on application by a voluntary association, a discount in the payment of full registration application fees payable by applicants for registration who are members in good standing of a voluntary association; and of annual registration fees payable by registered persons who are members in good standing of a voluntary association. The extent of the discount in registration application fees and annual registration fees payable by members of a voluntary association in good standing will be determined by the *Council* during renewal of recognition. If approved by the Council, this discount should be valid for a period of one year.


d) Audit the association on a yearly basis to ensure that the voluntary association complies with the provision of these rules.

14.3. The voluntary associations undertake to-

a) support and cooperate with the *Council* in all matters pertaining to the execution of its legislative mandate, its vision, its strategy, its performance plans, and its transformation agenda.

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- b) give effect to the Council's resolutions as far as they require implementation by voluntary associations in conducting the Council's functions or mandate; and
- c) acknowledge the *Council* as the sole regulator and representative of the organised engineering profession on all cross-cutting engineering related matters nationally and internationally.
- d) ensure that it remains in good standing and compliant with the requirements of the Rules as gazetted.

14.4. Any voluntary association that fails to comply with any of the provisions of Rule 14.3 will be regarded by the *Council* to be in non-compliance with the requirements for recognition with which every voluntary association should comply.

## 15. APPEAL PROCESS FOR VA

If the recognition requirements are not met, the *Council* will decline an application and notify the applicant in writing. If the applicant is unsatisfied with the application outcome, it has the right to appeal against any *Council* decision through the avenues provided for in the Act (Section 35), including lodging an appeal through the Council for the Built Environment.


## 16. ADMINISTRATION

16.1.1 This policy is subject to revision by the *Council* occasionally, in consultation with the Council for the Built Environment, voluntary associations and registered persons.

16.1.2 The *Council* is responsible for administering this policy and must ensure that the latest version of the Rules is posted on the Council's website.

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## 17. REFERENCES

1. Council on the Built Environment Policy Framework on Recognition of Voluntary Associations
2. Engineering Profession Act, 46 of 2000, as amended.
3. Standard for Continuing Professional Development ECPD-01-STA REVISION No. 4


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## ANNEXURE A

### Voluntary Association Application Form

<b>New Application</b>	
<b>Renewal</b>	

\*Tick appropriate section

<b>Name of Association:</b>	
<b>Abbreviation:</b>	

#### Physical address:

<b>Street number</b>	
<b>Street name</b>	
<b>Suburb</b>	
<b>City/Town</b>	
<b>Province</b>	
<b>Postal code</b>	

#### Postal address:


<b>Box number</b>	
<b>Post office</b>	
<b>Suburb</b>	
<b>City/Town</b>	
<b>Province</b>	
<b>Postal code</b>	

#### Contact details:

<b>Primary contact number</b>	
<b>Secondary contact number</b>	
<b>Email address 1</b>	
<b>Email address 2</b>	
<b>Website</b>	

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Name of Nominated Administration Head (e.g. Chief Executive Officer/Executive Director/National Secretary):

<b>Position</b>	
<b>Title</b>	
<b>Name</b>	
<b>Surname</b>	

<b>Primary contact number</b>	
<b>Email address</b>	

Name of Administrator:

<b>Position</b>	
<b>Title</b>	
<b>Name</b>	
<b>Surname</b>	
<b>Primary contact number</b>	
<b>Email address</b>	

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_ of the \_\_\_\_\_

and on behalf of the \_\_\_\_\_ hereby make application for recognition as a Voluntary Association in terms of Section 25(2) of the Engineering Profession Act, 2000 (Act No. 46 of 2000), and specifically for recognition as a

<b>Category of the Voluntary Association*</b>	
<b>Category A</b>	
<b>Category B</b>	


\* Tick (✓) appropriate block.  
 ✓

I enclose the required information in substantiation of the application and confirm that the information, to the best of my knowledge, is accurate and complete.

I confirm that the Association has consistently complied in all respects with its Constitution since its establishment.

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Signed on this \_\_\_\_\_ day of \_\_\_\_\_ (month)  
and \_\_\_\_\_ (year).

Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

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**Information & Supporting Documents:**

**1.1 Current Serving President/Chairperson:**

Title	
Name and Surname	
Date of inauguration	
Date of Termination of Term	

**1.2 Additional Serving Office Bearer:**

Title	
Name and Surname	
Date of inauguration	
Date of Termination of Term	

**2. Applicable legislation for incorporation:** (Relevant documents for incorporation must be attached) (\* Tick )

Common law	
Non-profit Organisation Act (71 of 1997)	
Companies Act (71 of 2008)	


**3. Constitution and Bylaws:** (\* Tick ) Relevant documents must be attached

Constitution and or By-laws	
Minutes of the Association's most recent Annual General Meeting	

<b>4. Code of Conduct:</b>	Yes	No	<b>(If "Yes," submit )</b> (* Tick <input type="checkbox"/> )
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<b>5. Membership Profile: (attach and reflect ECSA registration number)</b>	
<b><u>Category A</u></b>	
Number of Voting Members	
Number of Persons Registered with ECSA	

<b><u>Category B</u></b>	
Number of Voting Members	
Number of Persons Registered with ECSA	
Number of Corporate Members	

<b>6. Governing body or Council profile: (attach and reflect ECSA registration number)</b>	
<b><u>Category A</u></b>	
Number of Members	
Number of Members Registered with ECSA	
<b><u>Category B</u></b>	
Number of Members	
Number of Members Registered with ECSA	
Number of Corporate members	

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**7. Relationship with Foreign Bodies and Proof of Autonomy:**

(Describe relationship and provide confirmation of autonomy from direct foreign influence)


**8. Statements of Commitment:**

An association must declare, in writing, a commitment to promote registration with ECSA among its members.

Declaration:

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## REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Rev.0	05 May 2017	Gazette	
Rev.1 Draft A	30 March 2024	Final draft	Working Group
Rev.1 Draft B	July 2024	Consultation with Voluntary Associations	CPD BU and Working Group
Rev.1 Draft C	8,13 & 15 August 2024	Webinar with ECSA recognised voluntary association hosted to source inputs	CPD BU and Working Group
Rev.1 Draft D		Consideration received inputs	Working Group
Rev.1	12 August 2024.	Registration committee inputs	RC
Rev.1	12 February 2025	Approval	RPSC
Rev.1	19 September 2025	Approval	RPSC
Rev.1	27 November 2025	Ratification	Council

The Framework for:

### Requirements for Recognition as a Voluntary Association

Revision 01 dated **19 September 2025** and consisting of **27** pages, has been reviewed for adequacy by the Assistant Manager and is approved by the Acting Executive: Regulatory Services and International Relations (RSIR)



Assistant Manager

27 November 2025

Date




Acting Executive: RSIR

2026/01/20

Date

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This definitive version of the policy is available on our website.

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