



YALPAE

**YOUNG AFRICAN LEADERS
PIONEERS AND ENTREPRENEURS**

Africa's Light, paying forward to the future

MEMBERSHIP & DISCIPLINE

ANNEX F

MARCH 2026



YALPAE Policy

LEGAL STATEMENT

This document constitutes an official governance instrument of Young African Leaders, Pioneers and Entrepreneurs (YALPAE), a registered Non-Profit Company operating in accordance with the laws of the Republic of South Africa.

This document is classified under the YALPAE Policy Class, within which all policies, frameworks, declarations, and operational instruments are maintained as part of an integrated governance system. This document forms part of YALPAE's internal governance framework and shall be read together with the YALPAE Constitution, By-Laws, Mandate, and all applicable Annexes and policies.

This document applies to all persons acting under the authority, representation, or auspices of YALPAE, including members, directors, officers, volunteers, partners, and affiliated participants.

AUTHORITY CLAUSE

This document is issued under the authority of the YALPAE Board of Directors in accordance with the YALPAE Constitution and By-Laws.

Its provisions derive their authority from, and must be interpreted consistently with:

- The YALPAE Constitution
- The YALPAE By-Laws
- The YALPAE Mandate
- All applicable Annexes, including the Code of Conduct and Safeguarding Framework

In the event of any inconsistency:

- The Constitution shall prevail
- Safeguarding provisions shall take precedence in all safeguarding-related matters
- This document shall govern operational implementation within its defined scope

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MEMBERSHIP & DISCIPLINARY POLICY

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ANNEX F: MEMBERSHIP & DISCIPLINE PROCEDURES FRAMEWORK

1. Legal Status & Constitutional Authority

1.1 This Membership & Discipline Procedures Framework (“this Annex”) is adopted pursuant to the YALPAE Constitution and derives its authority from provisions relating to:

- Governance and Board authority
- Membership administration
- Code of Conduct & Ethics
- Safeguarding and disciplinary processes

1.2 This Annex is a **binding operational instrument** applicable to all persons acting under YALPAE’s authority.

1.3 This Annex:

- Does **not create new substantive rights or penalties**
- Does **not override the Constitution, By-Laws, or Safeguarding Framework**
- Provides **procedural implementation of existing governance authority**

1.4 In the event of any inconsistency:

- The **Constitution prevails**
 - The **Safeguarding Framework prevails in safeguarding matters**
 - This Annex governs procedural execution
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2. Purpose

This Annex establishes a **uniform, enforceable, and accountable system** for:

- Managing membership status
 - Handling misconduct and disciplinary matters
 - Ensuring procedural fairness and institutional consistency
 - Protecting organisational integrity and safeguarding obligations
-

3. Scope of Application

This Annex applies to:

- All membership categories
- Volunteers, staff, and participants
- Board members, committees, and chapter leadership
- Partners and representatives acting under YALPAE authority

It governs:

- Conduct and ethical breaches
- Membership suspension and termination
- Disciplinary processes
- Internal disputes requiring formal resolution

4. Foundational Principles

All actions under this Annex shall be governed by:

- **Fairness and natural justice**
- **Accountability and responsibility**
- **Proportionality of response**
- **Confidentiality and dignity**
- **Restorative intent where appropriate**
- **Safeguarding supremacy at all times**

5. Governance Authority

5.1 The **Board of Directors** retains:

- Final decision-making authority
- Oversight of all disciplinary outcomes
- Power to confirm, vary, or overturn recommendations

5.2 Operational responsibilities may be delegated to:

- Membership Committee
- Ethics Committee
- Safeguarding Focal Person
- Appointed investigators or panels

5.3 Delegation:

- Must be formally authorised
 - Is limited in scope
 - Does not transfer ultimate accountability
-

6. Reporting Mechanisms

6.1 Reports may be submitted through designated YALPAE channels.

6.2 Reports must be made in good faith and may be confidential.

6.3 Reports should include:

- Description of incident
- Involved parties
- Supporting evidence

6.4 False or malicious reporting constitutes misconduct.

7. Classification of Matters

All reported matters shall be classified as:

7.1 Informal Matters

- Minor behavioural concerns
- Miscommunication or low-level conflict

7.2 Disciplinary Matters

- Breach of Code of Conduct
- Misuse of authority or resources
- Reputational harm

7.3 Safeguarding Matters

- Any concern involving children or vulnerable persons
- Abuse, exploitation, or risk

Automatically escalated under Annex D

8. Interim Protective Measures

8.1 May be applied where risk exists.

8.2 Measures include:

- Suspension
- Access restriction
- Role removal (temporary)

8.3 Interim measures:

- Are precautionary
- Are not disciplinary
- Must be reviewed periodically

9. Informal Resolution

9.1 Applicable only to minor matters.

9.2 Methods include:

- Mediation
- Guided dialogue
- Behavioural agreements

9.3 Not permitted for:

- Safeguarding matters
- Serious misconduct
- Abuse of authority

10. Formal Investigation

10.1 Investigations shall be:

- Independent
- Impartial
- Confidential

10.2 The subject shall receive:

- Written notice
- Opportunity to respond

10.3 Standard of proof:

- **Balance of probabilities**
-

11. Decision-Making

11.1 Findings shall be based on:

- Evidence
- Consistency with governance instruments

11.2 Final decisions are made by:

- The Board or authorised body
-

12. Disciplinary Outcomes

Outcomes must be:

- Proportionate
- Documented
- Communicated

Possible outcomes include:

- Warning
 - Corrective action
 - Suspension
 - Termination
 - Referral to authorities
-

13. DISCIPLINARY MATRIX

This is where the system becomes **practical and enforceable**.

13.1 Level 1 – Minor Misconduct

Examples:

- Disruptive behaviour
- Minor policy breaches
- First-time non-compliance

Response:

- Verbal or written warning
 - Guidance or coaching
-

13.2 Level 2 – Moderate Misconduct

Examples:

- Repeated minor breaches
- Failure to follow procedures
- Misuse of organisational platforms

Response:

- Formal written warning
 - Mandatory corrective actions
 - Temporary restrictions
-

13.3 Level 3 – Serious Misconduct

Examples:

- Harassment or discrimination
- Abuse of authority
- Misrepresentation of YALPAE
- Financial mismanagement

Response:

- Suspension

- Removal from role
 - Probationary conditions
-

13.4 Level 4 – Gross Misconduct

Examples:

- Safeguarding violations
- Fraud or theft
- Severe reputational harm
- Criminal conduct

Response:

- Immediate suspension
- Termination
- Referral to authorities

Safeguarding cases override this matrix and follow Annex D

13.5 Aggravating & Mitigating Factors

Decisions must consider:

Aggravating:

- Intentional harm
- Repetition
- Abuse of power

Mitigating:

- First offence
 - Cooperation
 - Demonstrated accountability
-

14. Appeals

14.1 Appeals are governed strictly by the Constitution.

14.2 This Annex:

- Does not create additional appeal rights
- Does not alter procedures

15. Junior Members & Safeguarding

15.1 All matters involving minors must:

- Follow safeguarding protocols
- Include guardian considerations

15.2 Safeguarding obligations override all procedures.

16. Confidentiality & Data Protection

16.1 All information shall be:

- Confidential
- Securely stored
- Access-controlled

16.2 **Data must comply with applicable law (including POPIA).**

17. Protection Against Retaliation

17.1 Retaliation is prohibited.

17.2 Any retaliation constitutes **serious misconduct**.

18. Review & Amendment

18.1 This Annex shall be reviewed periodically.

18.2 Amendments require Board approval and must remain aligned with:

- Constitution
 - By-Laws
 - Safeguarding Framework
-

19. Legal Effect

Compliance with this Annex is a condition of:

- Membership
- Leadership
- Participation



- Representation

Non-compliance may result in disciplinary action.

