

## POLICY

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| <i>Policy Number:</i> | National Operating Policy #11               |
| <i>Subject:</i>       | Corporate and Affiliate Membership Benefits |
| <i>Approved:</i>      | June 24, 2011                               |
| <i>Last Revised:</i>  | September 17, 2011                          |

### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors recognizes that building and fostering our corporate and affiliate memberships are critical to the long term vitality of CIPHI. These relationships offer funding, education and advocacy opportunities not necessarily realized from within our profession.

It is important that CIPHI offer attractive membership rewards to recruit and retain individuals and organizations to these membership opportunities.

This policy outlines the process for approval of corporate and affiliate members as well as what CIPHI offers these membership levels, equally as important what CIPHI will not offer or sacrifice for these members.

### *Specific Operations*

#### **Membership Review and Approval**

- Applications for corporate and affiliate memberships are received by the National Office.
- The National Office will forward to the CIPHI Membership committee for review.
- The CIPHI Membership Committee will review the application and determine if membership will be granted or denied, based on CIPHI bylaws and policies.
- Where there is a conflict between the membership descriptions claimed by applicant(s), the CIPHI Membership committee shall review the applicants profile and determine the appropriate membership category and forward decision to National Office.
- A written (letter or electronic) notification will be provided to the applicant within 2 weeks of receipt of application.
- The National Office will process payments upon approval.
- The National Office will request an organizational logo or web link from the applicant and send the logo/link to the Website Committee. The Website Committee will forward the logo/link to the CIPHI Webmaster.
- Corporate and Affiliate membership is for one year from the date of application approval. The National Office will notify the Website committee of corporate/affiliate members whose membership has lapsed. The Website committee will advise the CIPHI Webmaster to remove the reference to the corporate/affiliate member and logo/link.

**Renewal Notifications for current Members**

- The National Office will invoice all Corporate and Affiliate members 30 days prior to the membership expiry date.

**Promotion of Corporate and Affiliate Members**

- CIPHI will send out an annual recruitment letter to current, past and potential corporate and affiliate members – outlining the benefits of membership.
- Recruitment letter will be reviewed annually by the membership committee.

**Branch Specific Access**

- Corporate and Affiliate memberships are National memberships.
- Where a Corporate member expresses interest in membership to a particular Branch via membership form or written request the request will be forwarded to the Branch for review.
- The Branch will review the application and provide a response to the CIPHI Membership committee within 1 week of notification.
- Upon approval the member will be granted appropriate Branch Level access in addition to National level membership access. (i.e. public access to Branch communities on MSC).

**CIPHI will offer the following to active corporate and affiliate members:**

Access to National and approved Branch Listservs – contact e-mail added to listserv distribution list, ability to post to listserv through listserv moderator.

Access (public level) to the Member Service Centre, including Public communities at the National and approved branch levels.

Acknowledgement on the Member Service Centre.

Posting of organizational link on website and or Member Service Centre on a regular rotational basis, based on number of corporate members.

Copies of Environmental Health Review (paper or electronic) and other information mail outs.

Recognition in the Environmental Health Review as a Corporate / affiliate member.

Preferred advertising rates in the Environmental Health Review with the opportunity to place an annual full page Product Profile at no additional cost.

Preferred pricing and booth location at our Annual Educational Conferences.

Certificate of membership for new members.

**Accountability**

The National Executive Council is responsible for the review and approval of memberships and endorsements.

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*Attachments*

Attachment 1: Corporate member recruitment letter

*Approving Officers*

Phi Phan, National President

\_\_\_\_\_(original signed)\_\_\_\_\_ June 24, 2011

Claudia Kurzac, Past President

Keir Cordner, President, BC Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ June 24, 2011

\_\_\_\_\_(original signed)\_\_\_\_\_ June 24, 2011

Jason MacDonald, President, AB Branch

Ryan Philipation, President, SK Branch

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Darcy Chrisp, President, MB Branch

Ken Diplock, President, ON Branch President

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Barry MacGregor, President, NS/PEI Branch

Sara Timpa, President, NL Branch

\_\_\_\_\_(original signed)\_\_\_\_\_ June 24, 2011

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*Document and Change History*

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