

<i>Policy Number:</i>	NOP #5
<i>Subject:</i>	Membership Recognition
<i>Approved:</i>	December 17, 2010
<i>Last Revised:</i>	n/a

Objective and Rationale

The Canadian Institute of Public Health Inspectors relies on a strong membership as the foundation of the association. CIPHI membership categories reflect the rich diversity of the environmental public health profession. Recognition of members is important to sustain the foundation of CIPHI and is a priority for all Branch and National executive members.

Specific Operations

Regular Members

All **new**¹ regular members of CIPHI shall receive the following upon receipt and approval of their application for membership and payment:

- Welcome letter from the National President,
- CIPHI member pin (blue background),
- CIPHI membership certificate,
- CIPHI membership wallet card,
- Membership decal for the current year and,
- Receipt of payment.

Student Members

All **new** student members of CIPHI shall receive the following upon receipt and approval of their application for membership and payment:

- Welcome letter from the National President and,
- Receipt of payment.

Retired Members

All **new** retired members of CIPHI shall receive the following upon receipt and approval of their application for membership and payment:

- Welcome letter from the National President,
- CIPHI membership certificate,
- CIPHI membership wallet card,
- Membership decal for the current year and,
- Receipt of payment.

Specific Operations

Life Members

All **new** life members are to have their status noted in the Members Services Centre by the MSC Administrator. Payment status for life membership dues is to be noted as “paid” for each membership year and a membership decal provided for each year of membership until deceased. Note: in addition to a recognition award, life members are to be given a life member pin. (blue background with “Life Member” bar)

International & Fraternal Members

All **new** international and fraternal members of CIPHI shall receive the following upon receipt and approval of their application for membership and payment:

- Welcome letter from the National President,
- CIPHI member pin,
- CIPHI membership certificate,
- CIPHI membership wallet card,
- Membership decal for the current year and,
- Receipt of payment for the current year.

Honourary Members

Honourary members are awarded membership in CIPHI at each Annual General Meeting and remain members of CIPHI “at the pleasure of the National Executive Council”. Honourary members receive a recognition award at the CIPHI Awards luncheon. Honourary members should be recorded in the Members Services Centre by the MSC Administrator. Payment status for honourary membership dues is to be noted as “paid” for each membership year.

25 year Membership Recognition:

CIPHI recognizes long-term membership with the awarding of a 25 year membership pin. (blue background with a “25 year” bar) Branch Executive members are responsible for identifying members who are eligible to receive this recognition. Pins may be requested from the CIPHI Office and should be awarded to members at CIPHI function where possible by a Branch Executive member. Branch Executive members should notify the MSC Administrator to ensure the member profile reflects this membership milestone.

¹**New**-for the purposes of CIPHI membership, a new member is someone who has never been a member of CIPHI previously or lapsed membership for 5 years or more when referring to regular, student, retired, fraternal, international membership categories.

Accountability

The Membership Portfolio is responsible for administration of membership recognition.

Attachments

None.

Approving Officers

Phi Phan, National President

____(original signed)____ December 17, 2010

Claudia Kurzac, National Past President

Keir Cordner, President, BC Branch

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Document and Change History

Initial Draft – September 2007

Approved – December 2010