

**POLICY**

**POLITIQUE**

**National Operating Policy # 7**

**Subject:** *Associate Membership*

**Approved:** *January 15, 2011 by the National Executive Council*

*Objective and Rationale*

The Associate Membership category was introduced in 2007 in response to requests from members seeking to maintain their CIPHI membership while not actively employed in Environmental Public Health. (e.g.-those on leave, working in an unrelated discipline etc.)

With the introduction of the CPC Program, the associate member category was reviewed and found to be inconsistent with the objectives of the CPC Program. Consequently, this membership category was removed from the CIPHI constitution by a vote of the members at the annual general meeting September 2010. This change comes into effect for the 2011 membership year.

There are a few members in this category that work in a discipline far removed from environmental public health, have been long-term CIPHI members and would like to maintain their CIPHI membership for the remainder of their careers. The National Executive Council made the decision to offer the existing associate members identified in 2010 the option to maintain membership in this category until they reach retirement age, non-renewal of membership occurs or there is a change in their membership status.

*Specific Operations*

**Definitions**

Associate Member-Those members holding CIPHI associate membership status in 2010.

**Policy and Procedure**

1. Notification

A letter from the CIPHI National President will be sent to all existing associate members. The letter will advise these members that they are being offered an extension on the associate member category until: retirement age, they cease to renew their membership, or they chose to change their membership status, whichever comes first. This notification will include a copy of the 2011 Membership Form with the associate member category included.

## 2. Administration

The CIPHI office will make note of all existing associate members as of 2010. The associate member category will be removed from the 2011 Membership Form for all other membership renewals. The rate for associate members will remain the same as the 2010 rate.

## 3. Supplemental Information

If a member in the associate member category does not renew this membership or changes membership categories, they may not go back to the associate member category at a later date. This is a one-time only offer.

### *Accountability*

The National Executive Council shall ensure this policy is followed.

### *Attachments / Appendices*

1. Letter to associate members.

### *Document Change History*

Initial Draft – October 2010  
Approved – January 2011

Date

Address

Dear,

**Re: Extension of CIPHI Associate Membership**

A review of the “Associate Member” category was conducted by the Canadian Institute of Public Health Inspectors National Executive Council (NEC). This membership category was found to be inconsistent with the guiding principles of the CIPHI Continuing Professional Competencies Program. The decision to remove this membership category was deemed to be necessary in order to address this inconsistency. A motion was passed at our Annual General Meeting held on September 7, 2010 in Vancouver, BC to remove this category from the CIPHI constitution.

The NEC recognizes that some associate members feel they are not eligible for regular membership in CIPHI, but would like to remain CIPHI members for the balance of their careers. For this reason, we are offering you the opportunity to maintain your associate member status until you retire, fail to renew your membership, or change your membership status.

The CIPHI office will provide you with a membership renewal form each year that offers you the choice of continuing your associate member category under these understood conditions.

Please be advised if you fail to renew your associate membership, this membership category will no longer be available to you.

Thank you for your support of CIPHI.

Respectfully,

Phi Phan,  
National President  
CIPHI