



MEMBERSHIP COMMITTEE
TERMS OF REFERENCE
(Approved by Council on March 23, 2007)

1.0 STATUS

1.1 The Membership Committee is a standing Committee of the Council.

2.0 MEMBERSHIP

2.1 The Committee shall consist of four Full Members of API and CIP in good standing, one of whom shall be from each Branch of the Institute. One member shall be designated by the Council as the Chair and one member shall be designated as the Vice Chair. One member shall be designated by the Council as the API member on the Affiliate/National Membership Committee (A/NMC).

3.0 TERM OF OFFICE

3.1 The members and officers of the Committee shall hold office at the pleasure of the Council for a two year term and until their successors are named or a resignation is received.

4.0 MEETINGS

4.1 The Committee shall meet at the call of the Chair or when so directed by the Council.

5.0 QUORUM

5.1 A quorum shall consist of the majority of the Members holding office at the time of the meeting.

6.0 DUTIES

6.1 The duties of the Committee are:

- a) to receive, review and decide on applications for membership, changes in membership class and log books submitted by Provisional Members.
- b) to arrange for written and oral examinations for Provisional Members
- c) to admit qualified persons to membership in the Canadian Institute of Planners.
- d) to prepare and maintain a Membership Manual.

- e) to identify and study issues with respect to membership matters and make recommendations to the Council on membership matters
- f) to prepare and submit activities reports:
 - i) to the Council prior to each Council Meeting;
 - ii) to the Membership prior to each Annual Meeting;
 - iii) to the editor of the Planners Pen prior to publication of each issue;
- g) to undertake any other duties with respect to membership matters which may be assigned by or agreed to by the Council;
- h) that the individual Members of the Committee shall report to their respective Branches on the results of application from persons who are resident within the Branches.