

POLICY

POLITIQUE

National Operating Policy # 11

Subject: Affiliate Membership Approval and Benefits
Approved: June 24, 2011 by the National Executive Council
Reviewed: June 2019
Revised: February 8, 2025

Objective and Rationale

The Canadian Institute of Public Health Inspectors recognizes that building and fostering affiliate memberships contributes to the vitality of CIPHI and encourages supportive partnerships.

CIPHI By-Law #1 (revised September 2024) established a new membership classification system where existing corporate, affiliate and fraternal memberships were reclassified as Class C - Affiliate members. Affiliate Members are defined as individuals, corporations and other entities (such as non-profit organizations) that have an interest in environmental health.

An individual who holds a Certificate in Public Health Inspection (Canada) may apply for Affiliate membership provided they are not employed in a position where they are required to hold a CPHI(C) in order to qualify for the position

Affiliate members are not entitled to vote at meetings of the Members of the Corporation or hold elected office. However, there are other benefits offered to this membership class to promote the recruitment and retention of individuals and organizations.

This policy defines the process for approval of affiliate members and describes the benefits CIPHI offers this membership class.

Specific Operations

Affiliate Membership Types:

- **Corporate:** corporations who derive benefits of information, education and self-promotion through membership in the Institute.
- **Individuals or Non-Profit Organizations:** may be eligible for Affiliate Membership if they share a common interest in the field of environmental health and wish to work toward a unified voice on issues of common interest.

For more information on applying for Affiliate Membership please visit our website [here](#).

Membership Review and Approval

- The National Office will receive the applications for affiliate memberships and process membership renewals.
- The National Office will identify any new applicants and forward them to the Board along with any recommendations for granting or denying the application.
- The Board shall review the application, assign the appropriate membership category, and return the decision to the National Office.
- The National Office will process payment following approval of the application
The National Office will notify the Board of an affiliate member whose membership has lapsed. If applicable the Board will advise the Editor and the CIPHI Webmaster to remove any references or links to the affiliate member.

Membership Fees

- Membership fee will be set by the Board annually.
- Effective 2025 all memberships will be issued for a calendar year and expire December 31st.
- Membership year dues must be paid in full regardless of when in the year they are submitted. CIPHI does not offer partial year memberships.

Renewal Notifications for current Members

- The National Office will invoice all Affiliate Corporate and Non-profit members 30 days prior to the December 31st expiry date.

Benefits

CIPHI will offer the following to all affiliate members:

- Access to National Mailing List – contact e-mail added to MailChimp distribution list, ability to post to MailChimp through MailChimp moderator.
- Copies of Environmental Health Review (paper or electronic) and other information mail outs.
- Certificate of membership issued to all affiliate members annually. The certificate expires on December 31st of the membership year it was issued in.

CIPHI will offer the following to all corporate and non-profit affiliate members upon request:

- Posting of corporate and non-profit member's organizational link on the website and or Member Service Centre. Postings may be done on a rotational basis, based on the number of members and requests we receive.

- Acknowledgement in the Member Service Centre
- Recognition in the Environmental Health Review (EHR)
- Preferred advertising rates in the EHR and a yearly opportunity to place a full page Product Profile at no additional cost.
- Preferred pricing and booth location at CIPHI Annual Educational Conferences.

Accountability

The CIPHI Board is responsible for the review and approval of memberships and endorsements.

Attachments / Appendices

N/A

Document Change History

Initial Draft – May 16, 2011
Approved – June 24, 2011
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