

Australian Property Institute Limited

POLICY

MEMBERSHIP POLICY

Reference	Membership Policy
Effective	DECEMBER 2018
Review	DECEMBER 2019
Owner	National Manager – Membership Services
Approved by	API Ltd Board

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1. Definitions

Member	An individual who is deemed to be a member of the API under this policy and who has paid membership fees for the current membership year.
Membership Category	A Membership Category is a specific type of membership subject to a set of admission requirements, application fees and membership fees as outlined in relevant explanatory notes.
Professional Membership	Professional Membership is a group of membership categories with academic and experience requirements which must be met prior to admission. Professional Members may apply for and hold API Certifications according to the Explanatory Notes for their membership category.
General Membership	General Membership is a group of membership categories that do not have academic or experience requirements. General Members may not apply for or hold API Certifications.
Continuing Professional Development	Continuing Professional Development (CPD) comprises learning activities that enhance individual professional knowledge and skills.

2. Members' Obligations and Rules Governing Conduct

- 2.1 A Member must, at all times, observe and comply with the following as applicable to their membership category and any certifications held:
- The Constitution;
 - The Company Policies;
 - The Code of Professional Conduct;
 - Explanatory Notes applicable to the level of Membership;
 - any practice standards, guidance notes and technical information papers published by the Company; and
 - The Australian and New Zealand Valuation and Property Standards, as published by the Company and updated from time to time.
- 2.2 The Board shall from time to time prepare and distribute to the Members a new edition of the Code of Professional Conduct. The Chief Executive Officer will give notice in writing of the amendments to each Member of the Company.

3. Membership Categories

- 3.1 The following categories of Membership are available:

Professional Memberships:

- a) Provisional
- b) Associate
- c) Fellow
- d) Life Fellow

General Memberships:

- a) Connect
- b) Student
- c) Retired
- d) Honorary

3. Eligibility Requirements and Admission Processes

- 3.1 Eligibility for each membership category is established by the National Manager Membership Services, National Manager Education and National Manager Professional Standards and will include, as a minimum, that the applicant
 - a) be of good character and repute
 - b) meet the minimum required standard of education and professional experience, if applicable, for the membership category as set out in the relevant Explanatory Notes
 - c) supply the required proof of experience and qualifications as outlined in the relevant Explanatory Notes
- 3.2 Residents of countries other than Australia may apply for International Membership under any of the existing membership categories provided they meet the eligibility requirements specific to international members as outlined in the Explanatory Notes.
- 3.3 Each application for Membership
 - a) May be subject to an application fee payable prior to the application being processed;
 - b) Will follow the process as outlined in the relevant explanatory notes or policy (see Schedule 1);
 - c) Memberships that include an entitlement to post-nominals will be ratified by the Chief Executive Officer with delegated authority from the Board; and
 - d) Will come into effect on completion of any approval or assessment processes and payment of the relevant membership fee.

4. Change in Membership Level

- 4.1 A Member may apply for a change to their membership level at any time if they meet the eligibility criteria as outlined in the relevant Explanatory Notes for the new membership level.
- 4.2 In certain circumstances a Member may apply for a deferment of their membership fees in accordance with the Deferment of Membership Policy (see Schedule 1).

5. Reciprocity Agreements

- 5.1 The Board may, from time to time, approve reciprocity agreements with property industry associations or peak bodies.
- 5.2 Rules governing these arrangements will be approved by the Board
- 5.3 A list of organisations with whom the Company has reciprocity arrangements as well as the rules governing those arrangements will be published on the Company website.

6. Membership Admissions Standards Committee

- 6.1 A Membership Admissions Standards Committee will be established by the National Membership Admissions Manager as delegated by the CEO.
- 6.2 The Membership Admissions Standards Committee may consider special case applications where the applicant does not strictly meet the requirements for membership as outlined in this policy and/or in the explanatory notes for the relevant category of membership. The Committee shall have discretionary power to allow such applicants to be admitted to the membership.
- 6.3 Should the Membership Admissions Standards Committee not be able to reach a majority decision concerning an applicant the matter will be referred to the CEO for a determination.

7. Continuing Professional Development (CPD)

- 7.1 Where required, Members must satisfy the Company's CPD requirements relevant to their membership category and certification as prescribed in the Continuing Professional Development Policy (see Schedule 1).
- 7.2 A random audit will be conducted each year to ensure adherence to CPD requirements. Members who are selected in a random audit are required to provide evidence of the requisite number of CPD points as well as certificates of completion for any mandatory modules or training as prescribed by the Company from time to time.

8. Appointment as an Honorary Member

- 8.1 The Board may, at its discretion, confer Honorary Membership to any person who has rendered services to the Company or to the Property Industry which, in the opinion of the Board, entitle that person to an Honorary Membership as per the explanatory notes.
- 8.2 Any Member may nominate a person for Honorary Membership by notifying in writing the State & Territory Committee in the area where the nominee resides. The State & Territory Committee will assess the nomination and make a recommendation to the Board who will make the final decision.

9. Cessation of Membership

- 9.1 A Member will cease to be a member on death or if:
- a) the Member gives notice of resignation in writing as required by Section 10 of this Policy; or
 - b) the Member's subscription, levies or other amounts due to the Company are overdue for a period of sixty (60) days and no provision or suitable guarantee can be agreed for payment of fees.
- 9.2 The Board may, by resolution, which must be conveyed to the Member in writing, terminate the membership of a Member for any of the following reasons:
- a) the Member becomes bankrupt or insolvent; or
 - b) the Member becomes of unsound mind within the meaning of the current law relating to mental health in the place in which the Member resides; or
 - c) the Member is or has been convicted of:
 - i. an offence punishable with imprisonment for three months or more and which detrimentally impacts the good name of the reputation of the Company; or
 - ii. any offence in connection with the promotion, formation or management of a corporation.
 - d) The Board makes a decision pursuant to a complaint to terminate the membership of the Member.
- 9.3 The Member may appeal to the Board of Directors against the termination of membership made pursuant to Section 9.2 (a to d) and the Board may, if it allows the appeal, reinstate that person as a Member.
- 9.4 The provisions of this Policy will not prejudice any right of the Company to recover all arrears including the subscription for the current year.
- 9.5 After a membership has been terminated, for any reason, the former Member shall not use any means to imply existing membership status or the holding of any certification relating to the former membership, including the use of post-nominals.

10. Resignation of Membership

- 10.1 A Member may resign their membership by providing that resignation in writing to the local Member Services Manager, National Manager Membership Admissions, National Manager Membership Services or the CEO.
- 10.2 The resignation will take effect from the date the Member is removed from the Membership Register.
- 10.3 After acceptance of the resignation, the former Member shall not use any means to imply existing membership status or the holding of any certification relating to the former membership, including the use of post-nominals.

11. Re-Admission to Membership

- 11.1 Except in relation to a Member removed in accordance with Section 9.2 (d), a former Member may apply for readmission under the following conditions:
- a) A lapsed member (i.e. a member whose membership lapsed due to non-payment) may apply to be reinstated to their former category within the same membership year with no loss of status. If approved, the full amount of their membership fees must be paid prior to their membership becoming active.
 - b) A former member (i.e. a member who previously resigned or lapsed and who has not been a member within the current membership year) may apply to be reinstated either to their former category or to a different category. Applications for re-admission are subject to the same requirements as outlined in Section 3 of this Policy. Special consideration may be granted by the National Membership Admissions Manager depending on the time elapsed since the applicant was a financial member.
 - c) Former members applying for readmission who have been non-financial members for longer than three (3) years may be required to meet certain CPD or other minimum standards prior to readmission, to be determined on a case by case basis by the National Membership Admissions Manager.
 - d) Former members who are granted readmission may also apply to have their previous certification reinstated. Reinstatement may be subject to the applicant meeting certain CPD or other minimum standards prior to readmission, to be determined on a case by case basis by the National Membership Admissions Manager in conjunction with the National Manager Professional Development & Education and the National Manager Standards.
 - e) The National Membership Admissions Manager may consult the Membership Admissions Standards Committee in cases where criteria and minimum requirements are in doubt.
- 11.2 A Member removed in accordance with Section 9.2 (d) may be readmitted to membership subject to such terms and conditions deemed appropriate by the API Complaints Policy (see Schedule 1) and with the approval of the Board.

12. Membership Certificates

- 12.1 Any Member, excluding Students, may request a membership certificate subject to any conditions the Company may determine, and on payment of any fees or other sums the Company may determine.

13. Membership Register

- 13.1 The Chief Executive Officer is responsible for ensuring the Company keeps a Register of all Members of the Company.

- 13.2 Every Member must furnish the National Membership Admissions Manager with all required information to enable him or her to compile a record of qualifications of members.
- 13.3 The name of any Member whose membership is as a result of a Board appointment may only be entered into, or removed from, the Membership Register by authority of the Board.
- 13.4 The names of all other Members may be entered into, or removed from, the Membership Register by authority of the Chief Executive Officer.

14. Administration of Membership Processes

- 14.1 The administration of all membership processes, including setting of procedures, processes and allocation of resources, is the responsibility of the Chief Executive Officer and those employees of the Company to whom this is delegated.

15. Membership of APIV Ltd

- 15.1 All Members holding RPV or CPV certification who undertake valuations of real property in Australia and who reside in a State or Territory in which the APIV Ltd Professional Standards Scheme is operational, must, unless exempted, participate in the APIV Ltd Professional Standards Scheme.

SCHEDULE 1 – Resources

1. API Code of Professional Conduct
www.api.org.au/code-of-professional-conduct
2. API Membership Explanatory Notes
 - 2.1. Provisional Membership Explanatory Notes
www.api.org.au/sites/default/files/uploaded-content/website-content/20170808_api_provisional_explanatory_notes.docx_.pdf
 - 2.2. Provisional Membership with RPV Explanatory Notes
www.api.org.au/sites/default/files/uploaded-content/website-content/20170808_api_provisional_rpv_explanatory_notes.pdf
 - 2.3. Associate Membership Explanatory Notes
www.api.org.au/sites/default/files/uploaded-content/website-content/20170808_api_associate_explanatory_notes.pdf
 - 2.4. Fellow Membership Explanatory Notes
https://www.api.org.au/sites/default/files/uploaded-content/website-content/20170808_api_fellow_explanatory_notes.pdf
 - 2.5. Connect Membership Explanatory Notes
www.api.org.au/connect-membership-explanatory-notes
 - 2.6. Student Membership Explanatory Notes
www.api.org.au/student-membership-explanatory-notes
3. API Certifications
www.api.org.au/certifications-0
4. Continuing Professional Development Policy
www.api.org.au/continuing-professional-development-rules-and-requirements
5. API Deferment of Membership Policy (may be provided on request)
6. API Membership Admissions Standards Committee Charter (may be provided on request)
7. API Bankruptcy Policy (may be provided on request)
8. API Complaints Policy
www.api.org.au/sites/default/files/uploaded-content/website-content/20160101_api_complaints_policy.pdf