

## **MEMBERSHIP POLICY**

**Approved by the Board on September 17, 2020**

### **1. PREAMBLE**

1.1 The Canadian Association of Professional Immigration Consultants (CAPIC) is committed to promoting the best interests of immigration consulting professionals.

1.2 CAPIC welcomes practitioners and stakeholders to apply for membership who meet the membership qualifications set out in the CAPIC Bylaws and in the Membership Services Committee Policy and Procedures (the "Policy") set out herein.

1.3 The purpose of this Policy is to supplement the CAPIC Bylaws. If there are any inconsistencies between the Policy and the Bylaws, the Bylaws govern.

### **2. MEMBERSHIP CATEGORIES**

2.1 In accordance with section 2.1 of the Bylaws, Membership in the Association shall be divided into the following classes of Members:

- (i) Registered Members;
- (ii) Associate Members;
- (iii) Student Members;
- (iv) Honorary Registered Members; and,
- (v) Honorary Life Members.

### **3. VOTING RIGHTS AND MEMBERSHIP**

3.1 In accordance with section 2.2 of the Bylaws, only Registered Members and Honorary Registered Members who are Members in Good Standing shall have the right to vote at meetings of the Members of the Association.

3.2 Registered Members, Associate Members, and Student Members are required to pay their membership dues in accordance with Section 10 of the Policy herein.

3.3 Honorary Registered Members and Honorary Life Members are exempt from membership dues.

### **4. MEMBERSHIP QUALIFICATIONS**

4.1 In accordance with section 2.3 of the Bylaws, a person must meet the following criteria in order to be eligible to become a Member of the Association:

- (i) be an individual who is at least 18 years of age with a power under the law to contract;
- (ii) not be an undischarged bankrupt;
- (iii) not have a prior or pending criminal charge or record;
- (iv) submit a membership application to the membership coordinator

- (v) provide the following supporting documents to the membership coordinator in accordance with section 2.3 (a)(v) of the Bylaws:
  - A. a copy of a valid photo identification issued by the federal government of Canada or by a Canadian province or territory;
  - B. Student applicants shall produce police clearance certificates indicating that the applicant does not have a criminal record in Canada, and police clearance records from any other jurisdiction as determined by the Board or its delegate as being appropriate in the circumstances;
  - C. the following proof of Canadian Citizenship or Canadian Permanent Residence:
    - i. for an applicant who is not an Authorized Regulator as defined in the By-laws, the applicant shall provide a certified true copy of proof of Canadian Citizenship or Canadian Permanent Residence (this may be in the form of a certified true copy of a Canadian Passport, Canadian Citizenship card, Canadian Permanent Resident card, or Canadian Birth Certificate);
    - ii. for an applicant who is an Authorized Regulator as defined in the By-laws, the applicant shall submit a copy of proof of Canadian Citizenship or Canadian Permanent Residence (this may be in the form of a copy of a Canadian Passport, Canadian Citizenship card, Canadian Permanent Resident card, or Canadian Birth Certificate); and, such further and other supporting documents as the Board or the Membership Services Committee may from time to time determine;
- (vi) has satisfied the Membership Services Committee that he or she is of good and reputable character, by either:
  - A. providing reference letters from two professionals or regulated Canadian Immigration Consultant who have known the applicant for at least two years; or
  - B. endorsing a Declaration, if available, in a form approved by the Board or its delegates.
- (vii) has adequately answered any questions posed by the Membership Services Committee regarding whether the applicant is of good and reputable character;
- (viii) sign an undertaking [in the form attached to Schedule A herewith] to uphold and be governed by the purposes of the Association and to comply with the Bylaws, Code of Conduct and Ethics, and all policies established or adopted by the Board from time to time; and
- (ix) pay the applicable fee, as set by the Board or the Membership Services Committee from time to time;

4.2 In addition to the general qualification criteria set out in section 4.1 of this Policy and in accordance with section 2.3(b) of the Bylaws, to be eligible to become a Registered Member or an Honorary Registered Member, the applicant must be registered with an Authorized Regulator.

4.3 In addition to the general qualification criteria set out in section 4.1 of this Policy and in accordance with section 2.3(c) of the Bylaws, to be eligible to become an Associate Member, the applicant must be:

- (i) an Authorized Representative;
- (ii) a Regulated International Student Immigration Advisor.

4.4 In addition to the general qualification criteria set out in section 4.1 of this Policy and in accordance with section 2.3(d) of the Bylaws, to be eligible to become a Student Member the applicant must be enrolled in an educational program approved by an Authorized Regulator and submit official documents confirming one's enrolment.

4.5 A Registered Member may become an Honorary Registered Member upon being nominated by the Governance and Nomination Committee and determined by the Board as being deserving of recognition and a lifetime distinction for their outstanding contribution to the profession of immigration consulting. CAPIC Lifetime Achievement Award Recipients and Chairs who have served one or more complete full terms, and who otherwise meet the qualification criteria to be eligible to become an Honorary Registered Member, are eligible for this nomination.

4.6 An Honorary Registered Member shall automatically become an Honorary Life Member upon retiring from the profession of Immigration Consulting.

4.7 An applicant will be accepted as a Member if and when his or her application is processed and accepted by the membership coordinator having regard to the applicable qualification criteria.

4.8 A list of accepted members for the quarter will be presented at every Membership Services Committee meeting.

## **5. RETURNING MEMBERS**

5.1 In accordance with section 2.4 of the Bylaws, a Returning Member whose membership has expired and has submitted a written request to the membership coordinator to again become a Member may be exempt from providing the documents required by section 4.1(v) and (vi) of this Policy and section 2.3(v) of the Bylaws, provided that the following conditions are met:

- (i) no more than two (2) years have elapsed since the Returning Member ceased to be a Member;
- (ii) the Returning Member is a Member in good standing of an Authorized Regulator;
- (iii) the Returning Member has never been terminated or suspended from the Association or the Authorized Regulator; and
- (iv) the Association has retained and is able to access the Returning Member's previous application and supporting documents.

5.2 A Returning Member will be accepted as a Member if and when his or her application is processed and approved by the membership coordinator having regard to the applicable qualification criteria.

**6. TERM OF MEMBERSHIP** - In accordance with section 2.6 of the Bylaws, a member's term shall be from the date the member was accepted into membership in the association until the date his or her membership terminates pursuant to part 4 of CAPIC bylaws.

**7. NON-TRANSFERABLE** - In accordance with section 2.7 of the Bylaws, the interest of a member in the association is not transferable.

**8. LOSS OF REGISTRATION**

8.1 In accordance with section 2.8 of the Bylaws, if at any time a Registered Member or an Honorary Registered Member ceases to be registered with an Authorized Regulator, the De-Registered Member shall immediately lose the right to vote at any meetings of the Members until such time as such registration with the Authorized Regulator is restored. If such registration is not restored within 30 days, on the expiration of such 30-day period, the De-Registered Member's membership in the Association shall automatically terminate with no further act or refund.

8.2 A De-Registered Member may become an Associate Member, provided that he or she submits an application and meets the qualifications for that class of membership set out in sections 4.1 and 4.2 of this Policy.

8.3 Termination of membership under this section shall not terminate or prevent any disciplinary procedures underway or that may be commenced against a De-Registered Member.

**9. DUTIES OF MEMBERS**

9.1 In accordance with section 4.2 (a) of the Bylaws, all Members by their application for membership, including Returning Members, or by their continuance of Membership, agree and shall be deemed to have agreed with the Association and each of its Members to the terms of the Bylaws, Code of Conduct and Ethics, and policies established or adopted by the Board or its Members from time to time, and all acts or things done thereunder, including the interpretation of any Bylaws, Code of Conduct and Ethics, and policies by the Board pursuant to the Bylaws.

9.2 In accordance with section 4.2 (b) of the Bylaws, a Member shall be familiar with and comply with the provisions of Bylaws, Code of Conduct and Ethics, and policies established or adopted by the Board from time to time.

9.3 In accordance with section 4.2 (c) of the Bylaws, a Member shall exemplify professionalism and bring credit to the industry by building on the Association's mission, values, and core goals. A Member shall:

- (i) act in such a way as to maintain the integrity of Canada's immigration system;
- (ii) at all times perform his or her duties as immigration consultants or citizenship consultants in a professional manner;
- (iii) not engage in professional misconduct or conduct unbecoming of a CAPIC Member;

- (iv) at all times act honestly and in good faith towards immigration officials, without intent to deceive or undermine the integrity of the system, or to assist others to do so;
- (v) be courteous and civil, and shall act in good faith, in all professional dealing and in all communications with other Members;
- (vi) avoid maligning the reputation of fellow Members for personal motive or personal satisfaction; and,
- (vii) not send correspondence or otherwise communicate with a Member, client, government official or any other person in a manner that is abusive, offensive or otherwise inconsistent with the proper kind of professional communication from a CAPIC Member.

9.4 A Member shall immediately advise the Association in writing of any change in his or her professional circumstances that could reasonably affect his or her ability to practice as an immigration consultant or citizenship consultant, or bring discredit to the profession or the Association.

9.5 Member shall immediately advise the Association in writing if, at any time, he or she ceases to be registered with an Authorized Regulator.

9.6 A Member shall only use the Association name and logo, and Membership Certificates issued by the Association, in accordance with the Associations' Bylaws, Code of Conduct and Ethics, and policies established or adopted by the Board from time to time, including section 17 of the Policy herein.

9.7 A Member shall recognize that only the Chair, alternatively the Chief Executive Officer or a Member of the Board or an Officer appointed by the Chair as spokesperson on a particular issue, shall have the authority to make public statements on behalf of the CAPIC.

9.8 A Member shall not publicly convey in the course of a public statement or a written publication that he or she is publishing on behalf of CAPIC or that his or her views represent the views of CAPIC, unless specifically authorized in writing by the Chair or the Chief Executive Officer.

9.9 A member must notify the Association of any change in address or contact information within 15 days.

9.10 The failure to abide by these duties may lead to sanctions provided for this Policy and in the Bylaws.

## **10. MEMBERSHIP DUES**

10.1 In accordance with section 4.1 of the Bylaws, Members shall be notified in writing of any membership dues at any time payable by them and, if such dues are not paid within one calendar month of such notice, the Member shall be in default and shall automatically cease to be a Member of the Association as of the date of default.

10.2 The Board may from time to time fix and determine the amount and time for payment of dues, fees, or assessments payable by Members.

10.3 CAPIC Membership subscription is on a yearly (12 months) basis and membership fees are due on the first day of each membership year. Membership fees paid is non-refundable unless when a membership application is refused.

10.4 To ensure members have uninterrupted access to member benefits and services, members are encouraged to authorize CAPIC to automatically charge yearly dues to the member's credit card.

10.5 CAPIC may from time to time offer payment plans and various payment methods to meet Members' needs.

10.6 Members who wish to pay for their membership fee by a payment method other than credit card can do so if such options are available. If a member is paying by cheque, the cheque shall be provided at least 5 business days before the due date to allow time for the funds to clear.

10.7 Where payment by installments option is available, members must ensure sufficient funds are available in their auto pay account for CAPIC to process payments.

10.8 CAPIC may charge an administration fee on returned cheques, declined payments and payments that are past due.

## **11. TERMINATION OF MEMBERSHIP**

11.1 In accordance with section 4.3 of the Bylaws, Membership in the Association is terminated when:

- (i) the Member dies;
- (ii) a Member fails to maintain any qualifications for membership specified in Bylaws Section 2.3, and a set out herein;
- (iii) the Member resigns by delivering a written resignation to the head office of the Association, in which case such resignation shall be effective on the date specified in the resignation;
- (iv) the Member is terminated in accordance with Bylaws Section 4.4 (d) (vii) or 4.5 (b) of the Bylaws;
- (v) any specified term of membership expires; and
- (vi) the Member fails to pay its membership dues in accordance with Bylaws section 4.1.

## **12. SUSPENSION OF MEMBERSHIP**

12.1 Subject to the articles, upon any termination of membership, the rights of the Member, including any rights in the property of the Association, automatically cease to exist.

12.2 In accordance with section 4.5 of the Bylaws, in the event a Member is suspended from Membership in the Association in accordance with section 4.4 of the bylaws, the Member shall not be entitled to exercise any of the rights of being a Member of the Association under the bylaws and the Act, including, but not limited to, the following:

- (i) the right to receive notice of any Members' meetings;

- (ii) the right to use any designation, title, term, initials or description implying that the suspended Member is a Member of the Association during the term of suspension;

12.3 A Member suspended for an indefinite period of time shall automatically cease to be a Member one year from the date of such Member's suspension unless a decision is made by the Board to restore the Member to good standing;

12.4 A Member suspended for a period stipulated by the Board or its delegates shall automatically resume his or her membership upon completion of the term of suspension and compliance with any other disciplinary sanction imposed.

### **13. RIGHT OF APPEAL**

13.1 In accordance with section 4.6 of the Bylaws, a Member who has been found by the Board or its delegate to have engaged in Conduct of Concern can appeal the finding and the remedy imposed within 30 days of the written reasons being provided to the Member.

13.2 The Board shall establish an appeal procedure, the content of which shall be consistent with the principles of natural justice.

13.3 In the event that a new applicant or a Returning Member's application is rejected by the membership coordinator, the applicant or Returning Member must be given written reasons for the rejection and may be offered 14 days to remedy the basis for rejection. If the reasons are that the membership coordinator has found that the applicant is not of good and reputable character, the basis for that finding must also be stated in writing..

13.4 An applicant or Returning Member whose application was rejected by the membership coordinator may submit an appeal of the rejection to the Membership Services Committee by submitting the Request to Review form attached to this Policy as Schedule B to the Membership Services Committee within 21 days of receipt of the rejection notice from the membership coordinator. The Membership Services Committee shall render a final written decision within a reasonable period of time from the receipt of the appeal.

13.5 An applicant or Returning Member whose application was rejected by the Membership Services Committee may submit an appeal of the rejection to the Board by submitting the Request to Review form attached to this Policy as Schedule B to the Membership Services Committee within 21 days of receipt of the rejection notice from the Membership Services Committee. The Board shall render a final written decision within a reasonable period of time from the receipt of the appeal.

13.6 If the appeal is denied by the Board, the applicant or Returning Member shall have no further right of appeal.

13.7 An applicant or Returning Member whose application has been rejected may not submit a new application for membership until at least one (1) year has elapsed from the date on which the right to appeal expired.

### **14. REINSTATEMENT OF SUSPENDED AND TERMINATED MEMBERS**

8659597.214.1 In accordance with section 4.7 of the Bylaws, a Member suspended for an indefinite period of time may be reinstated as a member by a resolution of the Board passed by a 2/3 majority if the suspended Member:

- (i) submits a written request to the Board or its delegate seeking reinstatement no more than twelve (12) months after the suspension took effect;
- (ii) has served a duration of the suspension that is reasonably reflective of the reasons for suspension, as determined by the Board or its delegate in its sole and absolute discretion;
- (iii) provides a statutory declaration stating that the suspended Member agrees to abide by the Association's Bylaws, Code of Conduct and Ethics, and policies established or adopted by the Board or its members from time to time and that any violation of same will be grounds for expulsion from the Membership of the Association;
- (iv) provides letters of support from two (2) Members in Good Standing attesting to the good character of the suspended Member and how the suspended Member will contribute to the best interests of the Association if reinstated;
- (v) meets the Association's Membership criteria when applying for reinstatement; and
- (vi) pays a reinstatement fee in such amount as may be set from time to time by resolution of the Board and pays any applicable membership fees.

14.2 In accordance with section 4.7 of the Bylaws, a terminated Member may be reinstated by a resolution of the Board passed by a 2/3 majority if the terminated Member:

- (i) has not been previously reinstated after termination or a suspension that was for an indefinite period of time;
- (ii) submits a written request seeking reinstatement to the Board not less than twelve (12) months after the expulsion took effect;
- (iii) provides a statutory declaration stating that the terminated Member agrees to abide by the Association's Bylaws, Code of Conduct and Ethics, and policies established or adopted by the Board or its members from time to time and that any violation of same shall be grounds for permanent expulsion from the membership of the Association with no right to apply for reinstatement;
- (iv) provides letters of support from two (2) Members in Good Standing attesting to the good character of the terminated Member and how the terminated Member will contribute to the best interests of the Association if reinstated;
- (v) meets the Association's Membership criteria when applying for reinstatement; and
- (vi) pays a reinstatement fee in such amount as may be set from time to time by resolution of the Board and pays any applicable Membership fees.

## **15. MEMBERSHIP CERTIFICATE**

8659597.2

15.1 CAPIC will issue a Membership Certificate to each member.



15.2 The Membership Certificate, duly signed by the Chair and affixing the CAPIC Association seal, will indicate the member's name, his/her membership category, CAPIC Member number, his/her acceptance date and the expiry date.

15.3 Membership Certificates are considered CAPIC properties at all times and CAPIC reserves its right to recall any Membership Certificate issued, whether valid or invalid, at any time it deems appropriate.

## **16. USE OF CAPIC NAME, CAPIC LOGO AND CAPIC MEMBERSHIP CERTIFICATE**

16.1 CAPIC logo and its name, whether in its full name or in its acronym form, and the goodwill associated with the name and its logo, is the property of CAPIC. Only CAPIC members in good standing are authorized to associate themselves with the CAPIC name and its logo in any format.

16.2 Being a part of a professional association is a demonstration of one's commitment. It is a symbol of pride. In order to demonstrate that commitment and pride CAPIC has authorized the use of the CAPIC logo and display of CAPIC Membership Certificate for all CAPIC members in good standing.

16.3 CAPIC members in good standings with the exception of student members, may use the official logo in their advertising, business cards, websites and other promotional material, provided that they follow the guidelines listed below:

- (i) since no firm or corporation is a member of CAPIC, the member's name must appear with the logo;
- (ii) the member must indicate with the logo the class of membership he or she has in CAPIC;
- (iii) in case of revocation or expiry of membership, one must immediately discontinue use of the CAPIC logo;
- (iv) the CAPIC logo and membership must not be used to imply authorization to practice in any way;
- (v) CAPIC Membership Certificates are for display in a member's office only;
- (vi) to minimize the risk of stolen identity, Membership Certificates shall not be posted on the Worldwide Web;
- (vii) Below are some examples of permitted usage of the CAPIC logo on the internet;
  - A. a member may display the logo and his/her name together with a clear indication as to what class of membership he or she has;
  - B. A member may display the logo and his/her name together with a clear indication as to what class of membership he or she has with CAPIC;
  - C. a member may display the logo and his/her name together with a clear indication as to what class of membership he or she has with the wording: A member of CAPIC;

- D. a member may display the logo with a link to CAPIC website, and his or her name together with a clear indication as to what class of membership he or she with CAPIC.

16.4 Any violation of the above provision will result in discipline proceedings in accordance with section 4.4 of the Bylaws.

16.5 In accordance with section 4.4(b) of the Bylaws, the Board or the Membership Services Committee will inquire into the matter to determine whether the Member has acted in violation of section 16.3 herein.

16.6 In the event that the Board or the Membership Services Committee has grounds to believe that the Member has violated section 16.3 of the Policy herein, then:

- (i) the Board or the Membership Services Committee shall provide the Member with a letter setting out the details of the concern and requests a response in writing within a reasonable period of time. If the publication in violation of section 17.3 continues to appear, then the Member shall be required to provide the response within the specified expedited period of time;
- (ii) if the Member provides a written response within the time period provided, the Board or the Membership Services Committee shall consider such written response in arriving at a decision;
- (iii) the Board or the Membership Services Committee shall render a written decision as to whether the Member is found to have violated section 17.3 of this Policy.

16.7 If the Board or the Membership Services Committee determines that the Member has violated section 17.3 of this Policy, then the Board or the Membership Services Committee may, as per Bylaws section 4.4(e), in its discretion:

- (i) issue a warning letter to the Member;
- (ii) require that the Member take any specified rehabilitative measures, including requiring the Member to successfully complete specified professional development courses or to seek specified counselling or treatment;
- (iii) require the Member to pay a monetary penalty, or the association's reasonable costs of investigating and the legal fees incurred by the association, within a specified time frame;
- (iv) direct that the failure to comply with the sanction shall result in the revocation of Membership;
- (v) order that the Membership be suspended indefinitely or for a period stipulated by the Board or the Membership Services Committee;
- (vi) delay the imposition of a measure under this subsection for a specified period or on specified terms;
- (vii) recall the Membership Certificate, and terminate the Member; and/or,

- (viii) make any other order that the Board or the Membership Services Committee considers necessary in the circumstances.

## **17. MEMBERSHIP DIRECTORY**

17.1 CAPIC will maintain an on-line database of its membership. Only names of Registered Members will be published on the CAPIC website unless otherwise determined in the policy.

17.2 It is management's responsibility to ensure the maintenance, protection and archive of CAPIC Member database.

## **18. MEMBERS PROPOSALS**

18.1 A Member entitled to vote at an Annual General Meeting of Members may submit a written proposal to make, amend, or repeal a Bylaw, or raise an issue at the next Annual General Meeting, referred to herein as a "Proposal."

18.2 If a Proposal includes nomination for the election of Directors, then the Proposal must be signed by not less than 5% of the Members entitled to vote at the upcoming meeting of Members. Nothing in this subsection precludes nominations made at a meeting of Members.

18.3 The Association shall only be required to include the Proposal in the Notice of Meeting and place the Proposal on the agenda if:

- (i) the Proposal is received by CAPIC between 90 to 150 days before the anniversary of the previous annual meeting of Members;
- (ii) the Proposal does not exceed the maximum number of words of 500;
- (iii) the Proposal relates in a significant way to the activities or affairs of the Association;
- (iv) the apparent purpose of the Proposal is not to enforce a personal claim or redress a personal grievance against the Association or its Directors, Officers, Members, or debt obligation holders;
- (v) the Member submitting the Proposal pays the costs of including the Proposal and any statement in the notice of meeting. Such amount may be reimbursed to the Member if an ordinary resolution to do so is passed at the meeting of Members;
- (vi) the Member has not submitted a previous Proposal in the preceding two years and then failed to appear to speak to the previous Proposal;
- (vii) if substantially the same Proposal was submitted to Members at a previous Annual General Meeting of Members, then the Proposal may only be presented if it received the prescribed minimum support of 3% of the total number of membership votes at its last submission to the Members;
- (viii) if substantially the same Proposal was submitted to Members at two previous Annual General Meetings of Members, then it may only be presented if it received the prescribed minimum support of 6% of a total number of membership votes at its last submission to Members;

- (ix) if substantially the same Proposal was submitted to Members at 3 or more previous annual meetings of Members, then it may only be presented if it received the prescribed minimum support of 10% of the total number of membership votes at the last submission to the Members;
- (x) the rights conferred to bring a Members Proposal are not being abused to secure publicity.

18.4 If the Association refuses to include the Proposal and a Notice of Meeting, it shall, within 21 days after the day on which it receives the Proposal notify in writing, the Member submitting the Proposal of its intention to omit it from the Notice of Meeting and of the reasons for the refusal.

## **19. LEAVE OF ABSENCE**

19.1 The interpretation of this Policy shall be consistent with the By-Laws of the Corporation in force at the time.

19.2 If there are any inconsistencies between this Policy and the By-Laws of the Corporation, the By-Laws of the Corporation governed.

19.3 Terms used in this Policy have the same meaning as the terms used and defined in the By-Laws of the Corporation.

## **20. APPLICATION FOR LEAVE OF ABSENCE**

20.1 A Member who is in good standing may apply to the membership coordinator for a Leave of Absence based on one or more of the following grounds:

- (i) Medical reasons that require the Member to take a leave of absence from all employment or practice, and which is based on the advice of a duly licensed medical practitioner. For such grounds, a letter from a duly licensed medical practitioner is required;
- (ii) Maternity, paternity, adoption leave, or leave in order to be the primary caregiver for a sick family member;
- (iii) You are a Registered Member and have been granted a leave of absence from the Immigration Consultants of Canada Regulatory Council ("ICCRC");
- (iv) You are an Authorized Representative and have been granted a Leave of Absence from your Authorized Regulator;
- (v) You have been unemployed for the preceding 12 months or more, but are actively seeking employment in the immigration consulting profession or as an Authorized Representative;
- (vi) Other reasons acceptable to the Board or the Membership Services Committee considers deserving for compassionate consideration.

20.2 A member may request a leave of absence by submitting the requisite application form and supporting evidence, to the membership coordinator.

20.3 The membership coordinator may seek further documents or evidence before rendering a decision.

20.4 A Member who has been suspended for any reason or is no longer in good standing cannot apply for a leave of absence.

## **21. DURATION OF LEAVE OF ABSENCE**

21.1 A Leave of Absence may be granted for a period lasting between six (6) and twelve (12) months.

21.2 An application for leave may be approved to a maximum of twelve (12) months at any one time, and to an overall maximum duration of twenty-four (24) months in any five (5) year period.

21.3 A Member wishing to return to active practice and thereby conclude an approved leave early shall notify the membership coordinator of such request in writing. Upon receipt of the request, the membership coordinator shall arrange for the member to be returned to active membership status and for a pro-rated invoice.

21.4 The Board or the Membership Services Committee may, for extenuating circumstances on a case-by-case basis, extend the twenty-four (24) month maximum period.

## **22. REDUCED DUES RATE DURING LEAVE**

22.1 Dues already paid are not refundable but will be retained on deposit towards future dues payable.

22.2 The partial membership dues for a Member on an approved leave is fixed at \$10.00 plus applicable taxes for each month of approved leave. Regular dues become payable upon conclusion of the leave period.

22.3 Payment of the total partial dues amount, equating to the number of months requested and approved for leave, shall be paid in full within thirty (30) days of the dues invoice to complete the Leave of Absence approval process.

## **23. OBLIGATIONS WHILE ON LEAVE**

23.1 A member on leave shall:

- (i) Maintain all required personal and business contact details with the CAPIC Office;
- (ii) Respond to any correspondence for CAPIC, including communications regarding any discipline proceedings concerning the members.

## **24. MEMBERSHIP STATUS**

24.1 A member on leave may be disciplined or terminated for failing to maintain any of the membership obligations.

24.2 A member while in good standing and on leave may continue to hold him or herself out as a CAPIC Member.

8659597.24.3 A member on leave may actively participate in the affairs of the Corporation including serving as a committee member, volunteer, stand for elected office as well as attend meetings and vote on member-related matters.

**Appendix:**

**Schedule A: Declaration of Good Character**

**CAPIC Membership Application Declaration of Good Character**

All applicants for membership in the Canadian Association of Professional Immigration Consultants (CAPIC) must complete the following declaration:

I, \_\_\_\_\_ (Print Name) hereby declare that:

- 1. I do not have a criminal record in any jurisdiction.
- 2. I do not have any outstanding criminal charges against me in any jurisdiction.
- 3. I am not undischarged bankrupt.
- 4. I am:
  - A member in good standing with the Immigration Consultants of Canada Regulatory Council (“ICCRC”);
  - A Regulated International Student Immigration Advisor, as defined by the CAPIC Bylaws;
  - A member in good standing of the Law Society of \_\_\_\_\_;
  - A member in good standing of the Chambre des notaires du Québec; or,
  - Other \_\_\_\_\_
- 5. At no time has a professional regulatory body, court, tribunal, society, or academic establishment in any jurisdiction reached an adverse finding against me concerning my professional obligations, professional ethics, honesty, integrity or my regard for human rights;
- 6. I have carefully read Part 4.2 of the CAPIC’s By-Law, a copy of which is set out on page 2 herein, and confirm that I agree to abide by the CAPIC Bylaws, Code of Conduct and Ethics, and CAPIC Policies established or adopted by the Board or its members from time to time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness (Print)

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Phone Number of Witness

**Schedule B:**

**Appeal Form for Rejected Membership Application**

**To: Membership Services Committee**

**To: Board of Directors**

I \_\_\_\_\_(name), **ICCRC no:** \_\_\_\_\_, **CAPIC ID no:** \_\_\_\_\_  
request an appeal of:

the rejection of my membership application by the membership coordinator

the rejection of my membership application by the Membership Services Committee

**Additional explanation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached the notice of rejection specified above.

I have carefully read CAPIC's Membership Policy and Parts 2 and 4 of CAPIC's Bylaw and; confirm that I agree to abide by CAPIC's Bylaws, Code of Conduct and Ethics, and Policies established or adopted by the Membership Services Committee or the Board in this appeal.

Name of Applicant: \_\_\_\_\_

Signature and Date: \_\_\_\_\_