



Policy Document 2020

API Membership Policy

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1. Definitions

Continuing Professional Development	Continuing Professional Development (CPD) comprises learning activities that enhance individual professional knowledge and skills.
General Membership	General Membership is a group of membership categories that do not have academic, professional or experience requirements. A General Member, other than Retired may not hold API Certifications.
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 set by the API.
Professional Membership	Professional Membership is a group of membership categories with academic, professional and experience requirements which must be met prior to admission and ongoing professional certification requirements. Professional Members may apply for and hold API Certifications according to any guidelines published by the API relevant for their membership category.

2. Professional Member Obligations

An API and/or APIV Member must, at all times, observe and comply with the following as applicable to their membership, any certifications held, and the professional services undertaken by an API and/or APIV Member:

- a) the API Constitution;
- b) the APIV Constitution;
- c) any policies set by the API and/or APIV;
- d) any rules and/or codes set by the API and/or APIV;
- e) any valuation standards or valuation protocol or valuation and property guidelines, prepared and published or adopted by the API and/or APIV;
- f) carry out their professional services ethically, with honesty, competence, in good faith without personal bias and without detrimentally impacting the good name and reputation of the API.

3. Membership Categories

3.1. The following categories of Membership are available:

Professional Memberships:

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

General Memberships:

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

3.2 The rights, benefits of each category of Membership are in the table below. Professional membership consists of property professionals who meet the eligibility criteria and professional members are encouraged to undertake the API Education modules designed to support their career development.

Membership Category	Right to receive notices of General Meetings	Right to attend General Meetings of the Company	Right to vote and speak at General Meetings of the Company	Right to nominate for the Board of the Company
MAPI	Yes	Yes	No	No
Provisional	Yes	Yes	No	No

Associate	Yes	Yes	Yes	Yes
Fellow	Yes	Yes	Yes	Yes
Life Fellow	Yes	Yes	Yes	Yes
Connect	Yes	Yes	No	No
Student	Yes	Yes	No	No
Retired	Yes	Yes	No	No
Honorary	Yes	Yes	No	No

4. Eligibility Requirements and Admission Processes

- 1.1 Eligibility for each Membership category is established by the Chief Executive Officer (CEO), under the direction of the API Board, as outlined in Appendix 1 attached to this Policy. It will include, as a minimum, that the applicant:
 - be of good character and repute;
 - meet the minimum required standard of education and professional experience for the membership category as set by the API from time to time; and
 - supply the required proof of experience and qualifications upon request by the API
- 1.2 Residents of countries other than Australia may apply for any of the existing Membership categories provided they meet the eligibility requirements specific to international members as outlined in the relevant criteria set by the API for that category of Membership.
- 1.3 Each application for Membership may be subject to an application fee payable prior to processing and will follow the process as outlined by the API.
- 1.4 Memberships that include an entitlement to post-nominals will be ratified by the CEO with delegated authority from the API Board and will come into effect on completion of any approval or assessment processes and payment of the relevant membership fee.

5. Change in Membership Level

- 1.1 A Member may apply for a change to their membership level at any time subject to them meeting the eligibility criteria for the new membership level.
- 1.2 In certain circumstances a Member may apply for a deferment of their membership fees in accordance with any requirements or policy of the API.

6. Reciprocity Agreements

- 1.1 The API Board may, from time to time, approve reciprocity agreements with property industry associations or peak bodies.
- 1.2 Rules governing these arrangements will be approved by the API Board.
- 1.3 A list of organisations with whom the API has reciprocity arrangements will be published on the API website.

7. Continuing Professional Development (CPD)

- 7.1 Where required, Members must satisfy the API's CPD requirements relevant to their membership category and certification as prescribed in the API's Continuing Professional Development Policy.
- 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 API from time to time.

8. Cessation of Membership

- 1.1 Member will cease to be a member on death or if:
 - 8.1.1 the Member gives notice of resignation in writing as required by Section 9 of this Policy; or
 - 8.1.2 the Member's subscription, levies or other amounts due to the API are overdue for a period of sixty (60) days and no provision or suitable guarantee can be agreed for payment of fees.
- 2.2 The API 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:
 - 8.2.1 the Member becomes bankrupt or insolvent; or
 - 8.2.2 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
 - 8.2.3 the Member is or has been convicted of:
 - a. an offence punishable with imprisonment for three months or more and which detrimentally impacts the good name of the reputation of the API; or
 - b. any offence in connection with the promotion, formation or management of a corporation, or
 - 8.2.4 the API Board makes a decision pursuant to a complaint to terminate the membership of the Member.

The Member may appeal to the API Board against the termination of membership made pursuant to Section 8.2 (a to d) and the API Board may, if it allows the appeal, reinstate that person as a Member.

The provisions of this Policy will not prejudice any right of the API to recover all arrears including the subscription for the current membership year.

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.

9. Resignation of Membership

- 1.1 A Member may resign their membership by providing that resignation in writing to the CEO or nominated API staff member from time to time.
- 2.2 The resignation will take effect from the date the Member is removed from the Membership Register.
- 3.3 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.

10. Re-Admission to Membership

- 1.1 Except in relation to a Member removed in accordance with Section 8.2.4, a former Member may apply for readmission under the following conditions:
- 2.2 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.
- 3.3 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 including previously held certifications. Applications for re- admission are subject to the meeting of criteria as set out in Appendix 1.
- 4.4 A Member removed in accordance with Section 8.2.4 may be readmitted to membership subject to such terms and conditions deemed appropriate by the API Board after taking into account of any findings under the Professional Conduct Policy.

11. Membership Certificates

- 11.1. Any Professional Member may request a membership certificate subject to any conditions the API may determine, and on payment of any fees or other sums the API may determine.

12. Membership Register

- 1.1 The API Company Secretary is responsible for ensuring the API keeps a Register of all Members of the API.
- 2.2 Every Member must furnish the API with all required information to enable the API to compile a record of qualifications of members.
- 3.3 The name of any Member whose membership is as a result of an API Board appointment may only be entered into, or removed from, the Membership Register by authority of the API Board.
- 4.4 The names of all other Members may be entered into, or removed from, the Membership Register by authority of the Chief Executive Officer.

13. Administration of Membership Processes

- 13.1 The administration of all membership processes, including setting of procedures, processes and allocation of resources, is the responsibility of the CEO and those employees of the API to whom this is delegated.

14. Membership of APIV Ltd

- 14.1 All Members holding Residential Property Valuer (RPV) or Certified Practicing Valuer (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.

Appendix 1 to Membership Policy - Membership Eligibility Criteria

This Appendix outlines the eligibility criteria for Professional and General membership with the Australian Property Institute (API) and is complementary to the API Membership Policy.

Application processes and specific rules applicable to each membership category are provided in the API Member Guideline: Admission Requirements and Application Process for Membership which is approved by the CEO and updated annually.

PROFESSIONAL MEMBERSHIPS

1. MAPI

A person is eligible to become a MAPI if they have either:

- 1.1 Completed a university degree (or equivalent), or
- 1.2 Have been accepted to study a University post graduate course (or equivalent), or
- 1.3 Have worked within the property industry for a period of three years.

2. Provisional Member with Residential Property Valuer PMAPI (RPV)

A member who has completed a university course accredited by the API for Residential Property Valuer (RPV) or Certified Practicing Valuer (CPV) is eligible to apply to become a Provisional Member, Residential Property Valuer.

3. Associate Member AAPI (CPV)

A member who has completed a university course accredited by the API for CPV is eligible to apply to become an Associate Member, Certified Practicing Valuer.

4. Fellow (FAPI)

To be eligible for admission as a Fellow member of the API an individual must:

- a. have been a Professional Member of the API for a period of at least 10 years immediately prior to the date of application;
- b. have practised in the property profession in full-time employment for an aggregated total of 10 years prior to the date of application;
- c. have been engaged in a senior position for at least five years;
- d. be recommended in writing by at least three Fellows to whom the applicant is personally known, one of whom was at one time a supervisor or manager of the applicant; and
- e. have an established professional reputation and high ethical standards and be held in high esteem within the property profession.

5. Life Fellow (LFAPI)

Life Fellowship is conferred upon a recommendation to the API Board and adopted by a formal Board resolution.

Life Fellowship is awarded for exceptional contribution to the API, leadership within the profession and a measurable positive impact upon the profession and the career development of other members of the API.

The criteria for assessment are:

- a. The member has been a Fellow of the API for a minimum of 10 consecutive year
- b. The member has rendered exceptional and conspicuous service to the API
- c. The member is recognised as a prominent and distinguished leader in the property industry
- d. The member has made a significant and valuable contribution to the property industry

This is the most prestigious honour which the API awards to members for outstanding service and leadership.

6. Recognition of Membership with Overseas Organisations

6.1. *Property Institute of New Zealand (PINZ)*: Members of PINZ holding Full, Senior, Fellow or Life Fellow membership may apply for corresponding membership and certification of the API. They are not required to submit reports, referee reports or be subject to a professional interview.

6.2. *Royal Institution of Chartered Surveyors (RICS)*: Members of RICS seeking to join API are assessed as follows:

6.2.1 Member (MRICS) or Fellow (FRICS) members of RICS are eligible for direct entry to AAPI (no assessment) with a nomination by three API members in the AAPI or FAPI category. Applicants must meet the CPD Policy requirements.

6.2.2. MRICS and FRICS with Chartered Valuation Surveyor (CVS) to be admitted

as Associate Members with Certified Practising Valuer as long as they have met the API CPD requirements and have two years of relevant experience with at least one year in Australia. The requirement for one year of Australian experience may be waived if the applicant successfully achieved VR using Australian valuation case studies.

6.2.3 All other RICS applicants to be reviewed by the GM Professional Development and Membership before making recommendation to the CEO.

6.3. *Reciprocal Agreements*: Appraisal Institute of Canada; Hong Kong Institute of Surveyors (General Practice Division); Singapore Institute of Surveyors and Valuers (General Practice Division). Members of any associated bodies

6.3.1. Any Associate equivalent Member of one of these organisations must have one year of professional valuation experience in Australia. If the application is for API membership with an RPV or CPV Certification, the applicant will be required to submit reports supporting their Australian experience, referee reports and undertake a professional interview before being awarded the Certification

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- 6.4. All other applications for membership will be assessed on a case by case basis.

GENERAL MEMBERSHIPS

1. Student Member

Student Membership is open to anyone who is studying a tertiary course either part-time or full-time.

2. Connect Member

Connect Membership is open to anyone with an interest in property.

3. Honorary Member

Honorary Member is conferred by the API Board 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.

4. Retired Member

Retired Membership is open to any API Member who has retired from work and in the case of a Residential Property Valuer or Certified Practicing Valuer, no longer undertakes any valuation services.