

**The Manitoba Association of Landscape Architects**  
a component organization of the Canadian Society of Landscape Architects

**MALA POLICY**  
**INACTIVE MEMBER STATUS**

**PURPOSE OF POLICY:**

This policy is designed to clarify the procedures and requirements for obtaining a leave of absence from active full membership for a period not less than one year, as well as for being reinstated to active full membership. The period of absence shall be known as *Inactive Member* status, which shall be available to any full Member in good standing who is currently not practicing landscape architecture in the Province of Manitoba.

The policy, through the various conditions and requirements, attempts to uphold the membership standards for the benefits of the profession and the public it serves by assuring, to the extent possible, that all Members who enter *Inactive Member* status are suitably qualified to return to the practice of the profession.

**ENTERING INACTIVE MEMBERSHIP:**

In order to enter this status, the Member in good standing shall submit an application on the prescribed form to the Association's office. The applicant is required to surrender his/her professional seal to the Association at the time of application. The leave of absence may be granted by MALA Council for any length of time beyond one year. Upon approval in writing, the *Inactive Member* is entitled to pay a reduced annual membership fee, which shall be equivalent to 25% of a full Member's dues.

The *Inactive Member* will continue to be on the Association's membership roster (as *Inactive Member*) and receive all mailings, but will no longer be listed as a member of the CSLA. The *Inactive Member* shall have the right to speak on all matters concerning the business of the Association and shall be eligible to serve on committees, but is not entitled to hold office on Council, to vote at a meeting of members, or to use the initials 'MALA' or 'CSLA' after his/her name.

**REINSTATEMENT REQUIREMENTS:**

In order to be reinstated to active full membership, the *Inactive Member* in good standing shall submit an application on the prescribed form, endorsed by two Members, to the Association's office, together with a reinstatement fee which shall be equal to the application fee for full membership. The application will be reviewed by the Examining Board in accordance with policies and requirements in force at that time. If the leave of absence has been in excess of three (3) years, the Examining Board will establish the qualification experience required to reinstate full membership status, including but not limited to current requirements for continuing education. The Board's recommendation will be forwarded to Council for final decision and the applicant will be advised in writing. Upon approval, the applicant is required to remit payment of the full current year's CSLA dues, as well as the Association's dues, pro-rated to time of acceptance. Upon payment of all outstanding dues and fees, the applicant's professional seal will be returned to him/her free of charge.