

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

MALA POLICY
MEMBER FIRM REQUIREMENTS

PURPOSE OF POLICY

This policy is designed to clarify the requirements for professional offices to be recognized by MALA as Member Firms practicing landscape architecture in the Province of Manitoba, to indicate the entitlements of recognized Member Firms, and to outline the process for obtaining a listing in the MALA Member Firm Roster.

POLICY STATEMENTS

Requirements for Member Firms:

1. A Member Firm is defined as a corporation, partnership, or proprietorship that, in the opinion of Council, specializes in providing landscape architectural services that are carried out, supervised, or directed by a full Member of MALA in good standing, who resides in Manitoba.
2. A Member Firm must carry Errors & Omissions (E&O) Insurance and submit proof to the MALA office on an annual basis.
3. A Member Firm shall submit the *MALA Member Firm Information Form* to the MALA office on an annual basis, indicating the name of the firm, the name(s) of the full MALA Member(s) in good standing within the firm (resident in Manitoba), and the firm's address, phone number, fax number, and e-mail address.

Entitlements of Member Firms:

1. Only recognized Member Firms are entitled to advertise under the heading "Landscape Architects" in the Winnipeg/Manitoba Yellow Pages.
2. Only recognized Member Firms are entitled to use MALA's logo on company websites or printed promotional material.
3. Only recognized Member Firms are entitled to appear in the MALA Member Firm Roster (MFR), which is published annually. The MFR contains a description of the services provided by landscape architects and the purpose of the Association. Each year, copies of the MALA MFR are distributed to the MALA membership, component organizations of CSLA, members of the general public, appropriate government offices, and other professionals.

Process to Obtain a Listing in the MALA MFR:

1. To ensure accuracy and equal opportunity, every full Member of MALA residing in Manitoba will annually receive the *MALA Member Firm Information Form*, together with an invitation to appear in the next MALA MFR for a prescribed fee, set by Council.
2. To appear in the MFR, Member Firms must submit the completed form and proof of E&O Insurance, together with a cheque in payment of the prescribed fee prior to the publication deadline.
3. For MALA to determine that a professional office qualifies as a Member Firm between publication dates of the MFR, the completed form and proof of E&O Insurance must be submitted to the MALA office. Digital versions of the MFR (including MALA's website) will be updated to include the new listing if a cheque in payment of the prescribed fee is provided. The fee will be applied to the cost of a listing in the next publication of the MFR.