

Policy on Member Fees
Effective Date: 10 December 2025

1. Purpose and Scope	The purpose of this policy is to provide guidance related to the collection, refund, and documentation of member fees in specific situations not clarified in the Institute bylaws.
2. Membership Fee Categories (BOD – Dec 2025)	● Regular Member: Pay fee as established by the Annual General Meeting (AGM). ● Life Member: Exempt from fee payment. ● Retired Member: Pay a reduced fee as determined by the AGM. ● Affiliate Member: Pay a reduced fee as determined by the AGM:. ● Honorary Member: Exempt from fee payment.
3. Refunds	The Board may, at its discretion and within a reasonable time, refund fees, in full or in part, to Regular members who are defined by the applicable legislation as casual employees, or under such other circumstances deemed appropriate by the Board.
4. Leave Without Pay	Regular members on leave without pay wishing to retain their rights, shall be charged the same fee as Retired Members.
5. Lay-Off	Regular members who become ineligible to belong to an Institute bargaining unit may, for the duration of the lay-off period or action taken by the Institute because of lay-off, opt to become an Affiliate member as provided for in the By-Laws. Notwithstanding the foregoing, Regular members on lay-off status shall retain their membership for a period up to and including six (6) months, and fees shall be waived for the duration of said period.
6. Retired & Affiliate Members (BOD – Dec 2025)	Retired Members shall be charged a fee equal to eight percent (8%) of the regular membership fee. (AGM 2004) Affiliate Members shall be charged a fee equal to twenty-five percent (25%) of the regular membership fee.
7. Receipts	Official receipts, for tax purposes, shall be sent at the end of the year to all members not receiving same from the employer.

8. Arrears and Termination

(BOD – Dec 2025)

Regular Members – Members whose fees are more than ninety (90) days overdue shall be deemed “not in good standing.” Any amounts owing from the Institute to a member shall be applied to offset fees in arrears.

Retired & Affiliate Members – Retired members and Affiliate members in arrears for more than sixty (60) days shall receive written notice of their status. If full payment is not received within thirty (30) calendar days of such notification, their membership shall be deemed terminated effective on the thirty-first (31st) day following notification.

Application for retired membership may occur only once, pursuant to By-Law 6.2.1.1. Members whose retired membership has been terminated for arrears may not reapply.

9. Dues Fairness

Members who have paid more than 2.0% of their gross annual earnings as indicated on their T4 are eligible to apply to PIPSC for reimbursement of any dues paid above the 2.0%, to be credited against the following year’s dues.

(AGM 2017)

10. References

Bylaws 6, 7 & 14

Canada Not-for-Profit Corporations Act
