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## MEMBERSHIP APPLICATIONS

### Guidance Manual for Administration + Applicants

#### TOPIC: ILI GOVERNANCE - MEMBERSHIP

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## 1.0 Introduction

### 1.1 Preamble

These Guidelines comprise a governance document in respect of how the ILI administers its various categories of membership. It was adopted and published by ILI Council in January 2018, as a comprehensive guide for ILI administrators, Honorary Secretaries and for those considering applications for membership. The ILI will review and update the document on in the light of experience gained in its application, and to take account of any governance changes at national and European level (i.e. IFLA Europe).

### 1.2 Terms of Reference

- Articles of Association (1992)
- and motions at various AGM's of the ILI
- customs and procedures developed by ILI Council of the years

## ILI REGISTERED TRADEMARK

ILI Past President Tony Williams has overseen the registration of a new trademark for the exclusive use of corporate members of ILI. The trademark image may be used as needed by full members to demonstrate their status as an ILI registered Landscape Architect and full corporate member of the Institute. The following note should be used in conjunction with the trademark: 'Registered Trademark 248769 with the Irish Patents Office

## 2.0 Membership Categories

### 2.1 Student

#### 2.1.1 Definition

#### STUDENT MEMBERSHIP

Student membership is provided for those studying a relevant course of landscape architecture. Student membership is free.

#### 2.1.2 Requirements for Membership

#### 2.1.3 Procedure

### 2.2 Graduate

#### 2.2.1 Definition

#### GRADUATE MEMBERSHIP

Graduate membership is provided for those who have completed a relevant course of landscape architecture, but who have not been working in practice for more than two years or have yet to successfully pass the Professional Practice exams.

#### 2.2.2 Requirements for Membership

#### 2.2.3 Procedure

### 2.3 Affiliate

#### 2.3.1 Definition

#### AFFILIATE MEMBERSHIP

Affiliate membership of ILI is open to

- Persons who hold a primary or post primary degree related to Landscape architecture or Landscape management

- Persons who have been engaged in approved research or practice of Landscape architecture for a minimum of two years
- Persons who have made a special contribution to Landscape architecture in the opinion of the ILI Council

Benefits include: Access to ILI events at member rates, entry to ILI Awards, receipt of ILI e-zine and Landscape Ireland magazine twice annually

#### 2.3.2 Requirements for Membership

#### 2.3.3 Procedure

### 2.4 Corporate

#### 2.4.1 Definition

##### FULL MEMBERSHIP - CORPORATE

Full membership is provided for those who hold a qualification from **a relevant course in Landscape Architecture and who have successfully completed the ILI's Professional Practice Examination.**

#### 2.4.2 Requirements for Membership

To be eligible to sit the exam, candidates must have been working in landscape architecture for at least 2- years prior to taking the exam and must be registered as a Graduate member. The 2-years must be documented in a timesheet format, signed by a senior ILI member and submitted to the ILI Professional Practice Committee to ensure that candidates have the required experience. A portfolio of work may also be requested.

The pass mark for the exam is 60%. Following success in the Exam, Graduate members may then become Corporate members and use the letters MILI after their name to indicate full membership of the ILI

#### 2.4.3 Procedure

### 2.5 Parks Profession

#### 2.5.1 Definition

##### ILI PPN MEMBERSHIP

See information about this new chamber (established March 2016)  
<http://www.irishlandscapeinstitute.com/the-parks-professional-chamber-ili/>

#### 2.5.2 Requirements for Membership

#### 2.5.3 Procedure

### 2.6 Fellow

#### 2.6.1 Definition

##### FELLOWSHIP

Members of the ILI who have made a significant or outstanding contribution to the profession may be honoured with a Fellowship of the Institute

#### 2.6.2 Requirements for Membership

#### 2.6.3 Procedure

### 2.7 Honorary

#### 2.7.1 Definition

**HONORARY MEMBERSHIP** is bestowed on non-landscape architects for their exceptional contribution to the work of the profession of the planning, design and management of the Irish landscape.

2.7.2 Requirements for Membership

2.7.3 Procedure

## PRACTICE MEMBERSHIP

Practice Membership entitles company members to have their details published with the register of practices on our website, and to discounts on advertising on the site and in the Landscape Ireland Magazine. To be eligible, the practice must have at least one corporate member of ILI.

## 3.0 Viva Voce Membership Route

### The Migration of Qualified Landscape Architects (MoQLAs)

#### 3.1 Background

A motion was carried by the ILI members at the 2015 AGM to set up a route to full Membership of the ILI via the Viva Voce. This motion would enable full members of IFLA organisations who wish to become full ILI members to undertake a Viva Voce in order to satisfy the requirements. This would bring ILI procedures into line with other IFLA organisations. Allowing the ILI to fully implement the IFLA statutes and enable candidates to progress to corporate membership without necessarily needing to sit the Professional Practice exam.

- **Motion:** *"ILI will introduce a Viva Voce facility which may be used to accommodate full members of IFLA registered fellow Institutes who wish to become full corporate members of ILI."*

Proposed: Tony Williams, President ILI

Seconded: Kevin Fitzpatrick, Hon. Secretary, ILI

Votes: For = 17 | Against = 0 | Abstained = 2 | > Motion was carried

#### 3.2 Guidance Notes

These notes set out the process and procedures for IFLA member applicants wishing to migrate between Associations, based on EU legislation and IFLA EUROPE regulations.

##### 3.2.1 IFLA Europe Regulation - Articles

###### Article 8.10

National or multi-national professional Associations who wish to become Effective members of IFLA Europe shall accept Applications for membership from graduates of all Landscape Architecture programmes in the countries of the European Union and the Council of Europe (specifically programmes recognised by IFLA Europe), subject to whatever additional professional practice requirements may be suggested or recommended by the specific Association.

###### Article 8.10

The Article outlines issues of movement between Associations within Europe. It does not clarify movement of professionals from or to an IFLA Association that is not in IFLA Europe. The Irish Landscape Institute will apply IFLA Europe procedures in cases where applicants wish to migrate from members of IFLA Associations outside of Europe.

### 3.2.2 The Application Process

To assist aspiring MoQLAs there is a web-link on the ILI website ([www.irishlandscapeinstitute.com/member/viva-voce-route-to-membership-migration-of-professionally-qualified-landscape-architects/](http://www.irishlandscapeinstitute.com/member/viva-voce-route-to-membership-migration-of-professionally-qualified-landscape-architects/)) to the IFLA Europe Application Form. The ensuing procedures are in accordance with the legal requirements of Directive 2005/36/EC and IFLA Europe Regulations.

Completing the Application Form records the process of migration between Associations and identifies any problems. It acts as an Application Form to the Association to be joined and it certifies the candidate's academic and professional status.

Upon completing the form and the following procedures: -

i. Applicants can either become members of [the Irish Landscape Institute](#) from another IFLA Europe Association

**or**

ii. An ILI member can become a member of an IFLA Europe Association.

### 3.2.3 Procedures - Stages of Migration

1. The candidate downloads and completes the Application Form from the IFLA Europe website.
2. The candidate sends the Form to the Association where the candidate is already a member. That Association confirms the candidate's academic qualifications and professional status. The candidate must be in good standing with the Association in order for their application to be approved.

Note: If the candidate is not a member of the Association in the country where he/she is resident and practising, he/she may need to join to obtain this verification.

3. The form is returned to the candidate, who sends a copy of the form to IFLA Europe. IFLA Europe Secretariat will register the Application and send a registration number to the applicant. [secretariat@iflaeurope.eu](mailto:secretariat@iflaeurope.eu) completes the form with the Registration No. issued by IFLA EUROPE and sends it to the Association in the country where he/she wishes to migrate and practice.
4. The candidate completes the Form, using the Registration No. issued by IFLA EUROPE and sends it to the new Association in the country where he wishes to migrate and practice.
5. The form is completed by the new Association, which determines the class (category) of membership, and notes other prerequisites (CPD – continuing professional development, membership fees, professional indemnity insurance). In addition, the new Association decides if the presentation of a portfolio, an adaptation period under supervised practice, or if submission to a Professional Practice Examination (PPE), is required. The Association may also wish to state any limitations or privileges relating to the class of membership.
6. The Form is returned to the candidate with a copy to IFLA EUROPE.