



MEMBERSHIP CHARTER

RIMPA GLOBAL

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

Contents

1	Document Control	4
2	Effective Date, Review, and Amendments	4
3	Related Policies, Procedures or Documents.....	4
4	Introduction.....	5
5	Purpose.....	5
6	Scope and Audience	5
7	Definitions.....	5
8	Our Membership Community	7
9	Register of Members	7
10	Membership Categories.....	8
10.1	Corporate/Organisation	8
10.1.1	Nominees.....	8
10.2	Individual	9
10.2.1	Practitioner.....	9
10.2.2	International.....	9
10.2.3	Reciprocal.....	9
10.2.4	Allied.....	10
10.2.5	Retiree.....	10
10.3	Professional	10
10.3.1	Continuous Professional Development.....	11
10.3.2	Professional Recognition.....	11
10.3.3	Use of Post Nominals	11
10.4	Student	12
10.5	Life.....	13
11	Complimentary Membership	13
11.1	Eligibility Criteria	13
11.1.1	Strategic Partnership.....	13
11.1.2	Sponsorship Agreements	14
11.1.3	Scholarship or Program Participation	14
11.1.4	Discretionary Cases.....	14
11.1.5	Honorary Members	14
12	Member Groups	14
12.1	Our Wise Leaders (OWLs)	14

12.2	Community of Practice (CoP)	14
12.3	Community Subscriber	15
13	Member Value	15
14	Membership Lifecycle.....	15
14.1	Applying for Membership	15
14.2	Deferring Membership	16
14.3	Suspension of Membership.....	16
14.4	Cessation of Membership	16
14.5	Reinstatement of Membership	16
14.6	Right of Appeal	17
15	Member Expectations.....	17
16	Membership Fees	18
16.1	Concessional Membership	18
17	Membership Benefits.....	18
18	Member Communication	18
19	Compliance with this Charter	18



1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	27 April 2026	Meryl Bourke Nancy Taia		Initial Draft
1.0	03 June 2026		Anne Cornish	Final Approved

2 Effective Date, Review, and Amendments

- a. This policy is effective from 04 June 2026 and is reviewed every two years.
- b. This policy may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

3 Related Policies, Procedures or Documents

NUMBER	POLICY NAME	INTERNAL OR EXTERNAL
1.0	Code of Professional Conduct	External
2.0	Constitution	External
3.0	Corporate Member Benefits/Bundles	Internal
4.0	Individual Member Benefits	Internal
5.0	Life Membership	External
6.0	Membership Policy	External
7.0	Membership Status Upgrade Procedure	Internal
8.0	Membership Terms and Conditions	External
9.0	Status Upgrade Assessment Committee Terms of Reference	Internal
10.0	Strategic Plan	External

4 Introduction

RIMPA Global acknowledges that good governance is fundamental to our organisation’s success. Our policies and policy framework is designed to enable our people to contribute effectively to achieving RIMPA Global’s objectives, enhancing our reputation, improving the member experience, and attaining sustainable business outcomes.

5 Purpose

The RIMPA Global Membership Charter establishes the shared expectations, responsibilities and professional values that guide all members of RIMPA Global.

6 Scope and Audience

This Charter applies to all individuals who hold membership with RIMPA Global, regardless of membership level and category.

This Charter is an External Charter. This Charter will be published on RIMPA Global’s website.

7 Definitions

Phrase	Definition
Allied Member	A person interested in engaging with RIMPA Global but is not directly engaged in an information management capacity.
Appointed Director	A person appointed a specialist by the Board to manage the business of RIMPA Global in accordance with the RIMPA Global Constitution.
Associate Member (ARIM)	A Professional Member who has met the requirements for Associate status as defined by RIMPA Global.
Board	The Board of Directors of RIMPA Global.
CEO	The Chief Executive Officer of RIMPA Global or their delegated representative.
Certified Member	An individual who has undertaken the RIMPA Certification Program but does not hold professional status.
Chartered Member (CRIM)	A Professional Member who has met the requirements for Chartered status as defined by RIMPA Global.
Community Subscriber	A person who subscribes to the Company Community Hub.
Company	Records and Information Management Practitioners Alliance Global (RIMPA Global).

Phrase	Definition
Complaint	A concern or information complaint which refers to any accusation or allegation.
Complimentary Membership	An individual or organisation granted RIMPA Global membership at no cost for a defined period, typically in recognition of a partnership, contribution, sponsorship, or special circumstance.
Concessional Membership	A person who has retired or has adverse circumstances enabling them to apply for concessional membership.
Continuing Professional Development (CPD)	Structured learning, training, professional activities, and development undertaken by a member to maintain professional competence and meet ongoing professional membership requirements.
Corporate Member	An organisation with at least one nominee.
Corporate Nominee	An individual appointed by the <i>Primary Contact</i> of a corporate membership to be included as a representative of the organisation. Corporate nominees may access member benefits associated with the organisation's membership but do not have authority to manage or alter the membership itself. Only the <i>Primary Contact</i> holds that responsibility, including the ability to add or remove nominees. The <i>Primary Contact</i> does not need to be listed as a corporate nominee but may choose to be included as one if they wish to access the same member benefits as other nominees.
Expired Membership	A membership where the 30-day renewal period following the membership expiry date has concluded.
Fellow Member (FRIM)	A Professional Member who has met the requirements for Fellow status as defined by RIMPA Global.
Honorary Member	An individual who has rendered exceptional service or made significant contributions to the advancement of the records and information management profession.
International Member	A person who resides outside of Australia or New Zealand.
Lapsed Membership	A lapsed membership is where the paid membership period has concluded but the 30-day renewal period has not expired.
Life Member	A person who is recognised for their dedication and continued support to RIMPA Global and for commitment to professional membership.
Member	A person who has a specific membership with RIMPA Global, whose name appears on the register of members.
Membership Status	The current standing of a membership, including active, lapsed, expired, suspended, deferred, ceased, or reinstated.



Phrase	Definition
Post Nominals	Letters used after a member's name to signify a recognised professional membership status, including ARIM, CRIM, and FRIM.
Practitioner	A person who applies for general membership with RIMPA Global.
Professional Member	A person who has obtained status through the demonstration of acquired knowledge and has achieved the required Continuing Professional Development (CPD). Status is awarded as either Associate (ARIM), Chartered (CRIM) or Fellow (FRIM).
Reciprocal Member	A person who is a member of a partner association, <u>for example</u> Health Information Management Association of Australia (HIMAA), Kenya Association of Records Managers & Archivists (KARMA), and Archives and Records Association (ARA).
Register of Members	The register detailing all members of RIMPA Global.
Retired Member	A person who has retired from the records and information management industry but still holds membership.
RIMPA Global	Records and Information Management Professional Alliance Global.
Student Member	A member who is undertaking studies in the information and records management field.
Volunteer	Person who provides goods or services to RIMPA Global without being paid.

8 Our Membership Community

RIMPA Global members represent a diverse and global community of professionals, practitioners, vendors, regulators and students working across records and information management, data governance, archives, and related disciplines.

Membership supports members at all stages of their professional journey.

9 Register of Members

RIMPA Global maintains an official register of members.

The register includes all members with the necessary details:

- a) member's name
- b) member's contact details
- c) date the member was entered into the register of members
- d) membership category
- e) date professional member status was attained



- f) membership forfeiture or cessation date, including the terms
- g) membership suspension, including the terms
- h) Any other information deemed relevant to RIMPA Global.

10 Membership Categories

Membership categories are defined as per the RIMPA Global Membership Policy. The following provides details of each membership category:

- a) Corporate:
 - a. Organisation
 - b. Nominees including a primary contact.
- b) Individual Membership:
 - a. Practitioner
 - b. International
 - c. Reciprocal
 - d. Allied
 - e. Retired
 - f. Professional
 - g. Student
 - h. Life.

10.1 Corporate/Organisation

A Corporate Member refers to an organisation.

A Corporate Nominee refers to individuals nominated under the Corporate Membership.

When obtaining corporate membership, organisations will nominate individual representatives, known as Corporate Nominees.

A primary contact is the individual authorised by a Corporate Member to act as the principal liaison with RIMPA Global and to manage all aspects of the corporate membership, including payments, renewals, and nominee details.

A variety of corporate membership options are available. (the number of nominees)

Corporate Members or Corporate Nominees are not entitled to vote on resolutions and elections.

10.1.1 Nominees

Nominees receive full member benefits.

A Corporate Nominee is not entitled to vote on resolutions and elections.



The quantity of nominees depends on the level of corporate membership that the organisation holds.

10.2 Individual

Any person may apply to be an Individual Member.

The below represent various options for individual membership.

10.2.1 Practitioner

An individual who applies for and is granted general membership with RIMPA Global.

A Practitioner Member is eligible to vote on elections and resolutions after 12 months of continuous membership with RIMPA Global, and the membership has been renewed for an additional term.

A Practitioner Member can obtain RIMPA Global Certification and where successful they can use the below post nominals:

CERTIFICATION LEVEL	POST NOMINAL
Experienced	CERIM
Skilled	CSRIM
Expert	CXRIM

10.2.2 International

An International Member is a person residing outside Australia or New Zealand who is not part of an existing Corporate or Individual membership tier.

Membership fees for this category are adjusted based on economic factors such as wealth, exchange rates, and cost of living. This ensures professionals from diverse backgrounds can engage, collaborate, and grow globally.

An International Member can vote after 12 months of continuous membership with RIMPA Global, and the membership has been renewed for an additional term.

10.2.3 Reciprocal

A Reciprocal Member refers to an individual who is a current member of an organisation that has entered into a reciprocal membership arrangement with RIMPA Global under a Memorandum of Understanding or other formal agreement.

Membership fees, discounts, and associated benefits for Reciprocal Members will be determined by the CEO in accordance with the relevant Memorandum of Understanding or agreement between RIMPA Global and the partner organisation.

A Reciprocal Member may vote after completing 12 months of continuous membership with RIMPA Global and renewing their membership for a subsequent term.



10.2.4 Allied

An Allied Member refers to an individual who is not primarily engaged in information management as a profession but has a demonstrated interest in the industry and wishes to participate in the activities and benefits offered by RIMPA Global.

This membership is open to various professions, including Document Controllers, CEOs or CIOs, Librarians, Data Managers, Vendors and individuals holding Governance Roles.

A Professional Member who ceases to be directly employed or engaged in an information management capacity may apply for Allied Membership. The CEO may grant Allied Membership for a maximum period of two years.

An Allied Member can vote after 12 months of continuous membership with RIMPA Global, and the membership has been renewed for an additional term.

The membership fee applicable to Allied Members will be determined by the CEO and may be set at a reduced rate to encourage participation from professionals whose roles support, intersect with, or have an interest in the information management profession.

10.2.5 Retiree

A Retiree Member refers to a member who has retired from the records and information management industry.

A Retiree Member can vote after 12 months of continuous membership with RIMPA Global, and the membership has been renewed for an additional term.

Membership fees for Retiree Members may be set at a reduced rate as determined by the CEO and approved within the annual fee schedule.

10.3 Professional

A Professional Member refers to a person who has obtained status through the demonstration of their professionalism, industry experience, knowledge sharing, personal growth, and industry contribution and has achieved the required Continuing Professional Development (CPD).

There are three professional member status levels:

- a) Associate
- b) Chartered
- c) Fellow.

The assessment for professional status is based on five criteria:

- a) Industry Experience
- b) Industry Contribution
- c) Industry Advancement
- d) Leadership
- e) Networking.

The assessment approach is detailed in RIMPA Global’s Professional Status Upgrade Procedure.



All members attaining Professional Member status are issued with a certificate.

RIMPA Global can alter, cancel, or issue new certificates.

A defaced, lost, or destroyed certificate can be replaced for a fee, unless the CEO approves a fee exemption.

A Professional Member is entitled to vote on resolutions and elections.

10.3.1 Continuous Professional Development

A Professional Member must participate in the CPD program. A Professional Member who does not complete required CPD within 45 days of the due date forfeits their professional membership status.

A Certified Professional Member refers to a Professional Member who has undertaken the RIMPA Certification Program. See the *RIMPA Global Certification Policy* and Company website for further details.

10.3.2 Professional Recognition

RIMPA Global provides structured pathways to professional recognition, including:

- Professional status (ARIM, CRIM, FRIM)
- Certification programs.

These pathways support career progression and industry recognition.

10.3.3 Use of Post Nominals

Professional Members are attributed post-nominal letters.

These letters are detailed in the below tables, along with the format to be used:

Professionals:

PROFESSIONAL STATUS	POST NOMINAL
Associate	ARIM
Chartered	CRIM
Fellow	FRIM
Associate – Life	ARIM (Life)
Chartered – Life	CRIM (Life)
Fellow – Life	FRIM (Life)

Certified Professionals:

PROFESSIONAL STATUS	CERTIFICATION LEVEL	POST NOMINAL
Associate	Experienced	CERIM ARIM
	Skilled	CSRIM ARIM



PROFESSIONAL STATUS	CERTIFICATION LEVEL	POST NOMINAL
Chartered	Expert	CXRIM ARIM
	Experienced	CERIM CRIM
	Skilled	CSRIM CRIM
Fellow	Expert	CXRIM CRIM
	Experienced	CERIM FRIM
	Skilled	CSRIM FRIM
Associate – Life	Expert	CXRIM FRIM
	Experienced	CERIM ARIM (Life)
	Skilled	CSRIM ARIM (Life)
Chartered – Life	Expert	CXRIM ARIM (Life)
	Experienced	CERIM CRIM (Life)
	Skilled	CSRIM CRIM (Life)
Fellow – Life	Expert	CXRIM CRIM (Life)
	Experienced	CERIM FRIM (Life)
	Skilled	CSRIM FRIM (Life)

Where membership becomes lapsed or expired:

- The individual must immediately cease using professional status post-nominals
- The individual must not represent themselves as holding current professional status.

The CEO is responsible for monitoring and enforcing compliance with the requirements relating to professional status and the use of post-nominals. Any misuse or misrepresentation will be addressed in accordance with the Membership Policy.

Certification-based post-nominals may be retained in accordance with the Certification Policy.

10.4 Student

A Student Member refers to a person who is undertaking studies in the records and information management field. This study may be undertaken on a full-time or part-time basis.

A person applying for Student Membership must provide evidence of current enrolment and, where requested, ongoing proof of study.

Student Membership is provided free of charge for a period of up to three years where the student is undertaking a minimum of 20 hours of study per week.



The CEO may request updated proof of enrolment or study load at any time to confirm ongoing eligibility for Student Membership.

A Student Member is not entitled to vote on resolutions or elections.

10.5 Life

A Life Member refers to a person who is recognised for their dedication and continued support to RIMPA Global and for commitment to professional membership.

Life Membership may only be awarded to individuals who hold professional status and are current financial members of RIMPA Global. The nomination and award process is detailed in the Life Membership Criteria available on the RIMPA Global website.

Life members are exempt from annual membership fees and the completion of CPD.

A Life Member is entitled to vote on resolutions and elections.

11 Complimentary Membership

The CEO may grant Complimentary Membership to an individual or organisation for a defined period, typically in recognition of a partnership, contribution, sponsorship, strategic relationship, or special circumstance.

Complimentary Membership provides access to standard member benefits.

Complimentary Membership is generally granted for a period of up to 12 months unless otherwise determined by the CEO.

The continuation or renewal of Complimentary Membership will be reviewed by the CEO on an annual basis.

Complimentary Members are not entitled to vote on resolutions or elections unless the underlying membership category would otherwise provide such rights.

11.1 Eligibility Criteria

Complimentary membership may be granted at the discretion of the RIMPA Global CEO under the following conditions:

11.1.1 Strategic Partnership

Individuals or organisations who have entered into a formal partnership agreement or memorandum of understanding (MOU) with RIMPA Global, where mutual benefit is demonstrated. This may include representatives on collaborative projects, or joint research initiatives.

11.1.2 Sponsorship Agreements

Individuals associated with organisations that have committed to a sponsorship package where complimentary individual or organisation membership is included as part of the sponsorship benefits.

11.1.3 Scholarship or Program Participation

Recipients of RIMPA Global scholarships, awards, or selected participants in initiatives such as the Ambassador Program or OWLs may be provided with complimentary membership for a specified duration.

Appointed Directors are given complimentary membership for the duration of their Board appointment.

Recipients of RIMPA Global supported awards may be granted complimentary membership in accordance with applicable agreements established by RIMPA Global.

11.1.4 Discretionary Cases

In exceptional circumstances, the CEO may recommend and approve complimentary membership for individuals where a compelling case exists (e.g., goodwill, strategic engagement). All discretionary approvals must be reported to the Board.

11.1.5 Honorary Members

An Honorary Member is an individual who has rendered exceptional service or made significant contributions to the advancement of the records and information management profession. Honorary Membership is awarded as a mark of distinction for outstanding achievements, influence, or impact.

The title of Honorary member is bestowed at the discretion of the RIMPA Global Board and is not contingent upon the recipient being a current or former financial member.

An Honorary Member receives complimentary membership for up to 3 years, at which time the membership is reviewed for relevance.

12 Member Groups

RIMPA Global offers a range of member groups:

12.1 Our Wise Leaders (OWLs)

The OWLs group is a distinguished group of records and information practitioners who have played an integral role in shaping the history and progress of RIMPA Global. Membership to this group is determined by the RIMPA Global Board.

12.2 Community of Practice (CoP)

A CoP is a collective of individuals united by a shared interest or profession, coming together to achieve personal and communal goals. CoPs are approved and established by the CEO.



12.3 Community Subscriber

A Community Subscriber refers to a person who subscribes to RIMPA Global newsletters and online forums. This membership is restricted to the provision of access to:

- RIMPA Global Community Hub
- the IM Now Newsletter.

There is no cost to be a community subscriber.

A Community Subscriber is not entitled to vote on resolutions and elections.

13 Member Value

Membership provides access to:

- Professional development opportunities
- Certification pathways
- Events and networking opportunities
- Global community and collaboration
- Industry resources and tools.

Benefits vary by membership category.

14 Membership Lifecycle

Members can:

- Apply online
- Renew annually
- Upgrade membership or professional status
- Defer or reinstate membership (subject to approval).

Corporate Members can nominate individuals to access benefits.

RIMPA Global also reserves the right to create and administer memberships internally, where appropriate, in accordance with organisational processes and approvals.

14.1 Applying for Membership

An individual will apply for membership by:

- a) Completing the online application form
- b) Accepting the Membership Terms and Conditions during the application process
- c) Paying the membership fees.



14.2 Deferring Membership

A member may apply to defer their membership for a maximum of two years.

Applications for deferral must be in writing to the RIMPA Global CEO, with each application being assessed on its own merits.

During deferment, the member must abide by the Professional Code of Conduct and upholding the vision, values, and objectives of RIMPA Global.

If, after two years, membership has not been recommenced the membership will expire.

During the deferred membership period, the member cannot vote, utilise their post-nominals or any membership benefits.

14.3 Suspension of Membership

The Board can suspend a member in accordance with the Constitution Section 13.5 (ii).

14.4 Cessation of Membership

Cessation of membership refers to the formal end of a person or organisation as a member of RIMPA Global. This may occur voluntarily or involuntarily and signifies that the individual or organisation no longer holds any rights, privileges, responsibilities, or obligations associated with membership.

Cessation can result from a variety of administrative, legal, financial, or disciplinary circumstances, and is governed by the provisions outlined in RIMPA Global's Constitution and associated policies.

14.5 Reinstatement of Membership

If membership is formally removed by RIMPA Global a person or organisation can apply for reinstatement of membership, with applications assessed by the CEO.

For reinstatement of membership, the following conditions may apply:

- a) Submission of a formal application for reinstatement, detailing the reasons for the request and any relevant supporting documentation
- b) Settlement of all outstanding fees or dues owed to RIMPA Global at the time of cessation, if applicable
- c) Demonstration of compliance with any prior disciplinary or administrative requirements set by RIMPA Global or outlined in the RIMPA Constitution
- d) Review and approval of the application for reinstatement is undertaken by the CEO, who may consult with the Board as necessary
- e) Agreement to abide by the current terms, policies, and Code of Conduct of RIMPA Global upon reinstatement.

14.6 Right of Appeal

While all membership applications are carefully considered by RIMPA Global, applicants have the right to request a review of a declined application.

The appeal process is intended to ensure procedural fairness. It does not guarantee a different outcome but provides an opportunity for reconsideration where relevant additional information or context is available.

Lodging an Appeal

Applicants may submit a written appeal within 14 days of receiving notification of the declined application. Appeals must be submitted via email and should clearly outline:

- The reason for the appeal
- Any additional supporting information or documentation not included in the original application.

Review Process

Upon receipt, the appeal will be reviewed by an Appeals Panel comprising:

- The Chief Executive Officer (CEO)
- A representative from the Member Engagement pillar
- A RIMPA Global Ambassador.

Panel members must not have been involved in the original assessment and the review will consider:

- The original application
- The rationale for the initial decision
- Any new information provided in the appeal.

Outcome of Appeal

Applicants will be advised of the outcome within 21 days of the appeal being received. The outcome of the appeal is final, and no further review will be undertaken.

15 Member Expectations

Members are expected to:

- Act professionally and ethically
- Contribute positively to the community
- Support the advancement of the profession.



16 Membership Fees

Membership fees are determined by the RIMPA Global Board and advertised on the RIMPA Global website.

16.1 Concessional Membership

An application for concession of membership fees can be made by a member who has adverse circumstances where they require membership at a reduced cost.

The CEO may grant a concession for membership fees for up to two years.

A member receiving a concession on their membership fees is not entitled to vote on resolutions and elections.

17 Membership Benefits

Benefits attributed to being a member of RIMPA Global can vary depending on the membership category. These benefits can be found on the RIMPA Global website and are detailed in the Individual Member Benefits and Corporate Member Benefits/Bundles documents.

18 Member Communication

RIMPA Global uses several communication channels to inform their members. These channels include, but are not limited to:

- a) RIMPA Global website (Self-Service)
- b) Email
- c) Social Media
- d) Community Forums
- e) Phone/text
- f) In Person (during events).

19 Compliance with this Charter

Members acknowledge that:

- Compliance with this Charter is a condition of membership
- Alleged breaches may be reviewed under RIMPA Global's governance and disciplinary processes outcomes may include guidance, remediation, or disciplinary action.
- Members have the right to fair process, confidentiality, and respectful handling of concerns.