



MEMBERSHIP POLICY

RIMPA GLOBAL

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

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1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	22 August 2025	Meryl Bourke Nancy Taia		Initial Draft Document
0.2	10 October 2025	Governance & Risk Committee		Review of Document for Board approval
0.3	17 December 2025	Meryl Bourke Nancy Taia		Revisions from GRC Feedback
0.4	26 March 2026	Tynelle Spinner		Revisions from Board
0.5	20 April 2026	Meryl Bourke		Draft for Board approval
1.0	3 June 2026	Anne Cornish		Final Changes



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	Certification Policy	External
2.0	Code of Professional Conduct	External
3.0	Constitution	External
4.0	Corporate Member Benefits/Bundles	Internal
5.0	Individual Member Benefits	Internal
6.0	Life Membership	External
7.0	Membership Status Upgrade Procedure	Internal
8.0	Status Upgrade Assessment Committee Terms of Reference	Internal
9.0	Strategic Plan	External
10.0	Membership Terms and Conditions	External
12.0	Membership Charter	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

This Policy defines the governance framework for membership of RIMPA Global, including categories, rights, obligations, and lifecycle arrangements.

It consolidates membership provisions previously contained within the Constitution and provides the basis for consistent, transparent, and defensible decision-making.

6 Scope and Audience

This Policy applies to all individuals and organisations who apply for, hold, or have held membership with RIMPA Global.

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

7 Definitions

Phrase	Definition
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.
Chartered Member (CRIM)	A Professional Member who has met the requirements for Chartered status as defined by RIMPA Global.
Company	Records and Information Management Practitioners Alliance Global (RIMPA Global).
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.



Phrase	Definition
Corporate Member	An organisation with at least one nominee.
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.
Individual Member	Refer to Membership Charter (Experience & Guidance).
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 the Company 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 Charter	The document that sets out membership eligibility requirements, classifications, benefits, rights, and obligations.
Membership Status	The current standing of a membership, including active, lapsed, expired, suspended, deferred, ceased, or reinstated.
Post Nominals	Letters used after a member's name to signify a recognised professional membership status, including ARIM, CRIM, and FRIM.
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).
Register of Members	The register detailing all members of RIMPA Global.
RIMPA Global	Records and Information Management Practitioners Alliance Global.
Special Membership Type	A membership category established by RIMPA Global for a specific purpose or group, as defined in the Membership Charter.
Student Member	A member who is undertaking studies in the information and records management field.

8 Membership Categories

RIMPA Global offers the following membership categories:



- Corporate
- Individual
- Professional (Associate, Chartered, Fellow)
- Student
- Life
- Special Membership Types.

Eligibility and detailed conditions are defined in the supporting charter.

9 Member Obligations

All Members must:

- Comply with the Code of Professional Conduct
- Pay applicable fees when due
- Maintain accurate membership details
- Meet Continuous Professional Development (CPD) requirements where applicable.

10 Membership Lifecycle

- Membership is granted for a 12-month term
- Membership will become lapsed or expired if not renewed
- Membership may be deferred, suspended, ceased, or reinstated by the CEO in accordance with the Membership Charter and supporting procedures
- All applications and status changes are subject to approval by RIMPA Global.

11 Use of Post-Nominals

Professional status post-nominals (ARIM, CRIM, FRIM) may only be used by members who hold current financial membership, except for Life Members.

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.

Where RIMPA Global becomes aware that a former member continues to use professional status post-nominals after their membership has lapsed or expired, the CEO may issue a written notice requesting that all references to the post-nominals be removed within 30 days.

If the individual fails to comply with the written notice, RIMPA Global may:



- Advise relevant employers, clients, or third parties, where appropriate, that the individual no longer holds current professional membership status with RIMPA Global
- Publish and maintain records that accurately reflect the individual's current membership status.

Continued unauthorised use of professional status post-nominals may be considered a misrepresentation of professional standing and may result in further action deemed appropriate by the CEO or Board.

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

12 Governance and Authority

- The Board determines membership categories, fees, and policy settings
- The CEO is responsible for operational administration, approvals, and discretionary decisions
- RIMPA Global maintains a Register of Members in accordance with regulatory obligations.
- The CEO has authority to administer, monitor, and enforce the requirements relating to professional status and the use of professional post-nominals, including addressing instances of misuse, misrepresentation, or non-compliance.

13 Compliance

Failure to comply with this Policy may result in suspension, termination of membership, or removal of professional status.

