


MANITOBA ASSOCIATION OF HOME ECONOMISTS

An Association of Home Economists Registered under the Laws of Manitoba
 Box 582, Station Main, Winnipeg, MB, Canada, R3C 2J3 (204) 885-0718

POLICIES – GENERAL INFORMATION – INSTRUCTIONS

MEMBERSHIP YEAR – Membership expires on April 30th each year. The membership year is May 1st to April 30th.

| Annual Dues | Full Dues | Reduced Dues Available to: * | |
|---|-----------|------------------------------|---|
| Manitoba Association of Home Economists (MAHE) | \$150.00 | \$95.00 | Persons employed for ten or less hours per week (i.e. Active Practising, IPHE, Retired, Affiliate) or new graduates within the first year of graduation |
| | | Free | Students - undergraduate and graduate |
| International Federation for Home Economics (IFHE) 2019 | \$110.00 | \$50.00 | Students – undergraduate and graduate |

New Membership Applications – may be mailed in using the appropriate membership forms or may be submitted online at www.mahe.ca along with payment of the applicable membership dues and fees; new applications are accepted at any time.

Renewal Notices – MAHE sends out a notice to members in good standing each year. Membership renewal in MAHE and IFHE, if applicable, is due upon receipt of the notice.

ANNUAL DUES shown are effective for the membership year of May 1, 2018 to April 30, 2019.

Dues for membership in the International Federation for Home Economics (IFHE) are optional but encouraged. The IFHE membership year is January 1st to December 31st.

REDUCED DUES – Available to new applicants and renewing members, however the criteria differ for MAHE and IFHE. The purpose of the reduced dues is to provide membership incentive in lieu of actual servicing costs.

PRORATED DUES – Available to **first time applicants** who make membership application **on or after November 1, 2018 through April 30, 2019**. The prorated dues are one-half the full or reduced dues for MAHE only. **Not available to current or previous members.** IFHE dues are not available for prorate.

INSTALMENT PAYMENT OPTION – Members may make a written request to MAHE Board of Directors to pay dues in two instalments. This request must be received prior to the deadline for membership renewal. Upon approval, two cheques must be submitted along with the renewal, first dated May 1st for 60% of total dues and second dated November 1st for 40% of total dues plus \$15.00 Administration fee.

NSF FEE – Cheques returned to MAHE as NSF are assessed a fee of \$25.00.

LATE RENEWAL FEE – Current members **renewing on or after May 1, 2018 but prior to August 31, 2018** are assessed a late renewal fee of \$15.00 in addition to the annual dues. **Postmark (not the date of the cheque) or PayPal payment date is used to determine date of renewal.** Late fee does not apply to first time applicants.

LAPSED MEMBERSHIP – Where renewal is not made by **August 31, 2018**, membership is deemed to have lapsed and the member is removed from the register and roster. Subsequently a new application will be necessary and will be subject to the eligibility criteria for membership at the time. A **Reinstatement fee** currently set at \$30.00 will be assessed in addition to the annual dues.

CLASSES OF MEMBERSHIP – MAHE advises that it is to the member's advantage to continue with Active Practising (professional status) membership once it is attained. Classes of membership outline membership eligibility criteria and professional status provided for in the Act. Annual dues and current employment status do **NOT** affect class of membership or professional status.

1. Active Practising

- A person who **holds a degree** in Home Economics/Human Ecology or its equivalent designation from a recognized university, and
- Who maintains professional competence through continuing education and participation in professional activities.
- An active practising member who is employed for ten or less hours per week will qualify for reduced membership dues.
- Members outlined above shall be entitled to vote and shall be eligible to hold elective office.
- The active practising member would hold professional status as provided for under The Professional Home Economist Act including use of the title, Professional Home Economist and the designation, PHEc.

2. Interim Professional Home Economist (IPHE)

- A person who has the education qualifications required for an active practising member and is **in the process of completing the professional training program.**
- Upon completion of the IPHE program, the individual can make application for active practising member status.
- IPHE members shall be entitled to vote and to serve on committees, but shall not be eligible to hold elective office.
- IPHE members may not use the professional title and designation.

3. Retired

- A former active practising member who has **permanently** retired from the practise of home economics and who has been accepted by the Board as a retired member.
- Such members shall be entitled to vote and shall be eligible to hold elective office.
- Retired members may not use the professional title and designation.

4. Student

- A person who is in the **process of completing the academic qualifications** required to become an active practising member, and who:
- Is enrolled in an undergraduate program in home economics/human ecology for a minimum of six months, or
- Is enrolled in graduate study in home economics/human ecology for a minimum of six months of the membership year and to maximum of four years.
- Student members may hold appointive office, but are not entitled to vote, nor hold elective office, nor use the professional title and designation.

5. Affiliate

- a. An individual or organization who works in or has an interest in and supports the purpose and mission of the Association but does not meet the criteria of the other membership classes.
- b. Affiliate members may attend meetings, but are not entitled to hold elective office nor use the professional title and designation.
- c. Affiliate members are entitled to vote, may contribute to any public or private MAHE committee, and must be held accountable to MAHE's Code of Professional Conduct.

GRADUATE STUDENTS – Individuals enrolled in graduate study who already hold an undergraduate or master's degree in home economics/human ecology are advised that it is to their advantage to make membership application or renewal in the Active Practising or IPHE classes of membership rather than Student.

PROSPECTIVE NEW GRADUATES – Individuals who have not graduated at the time of completing the application or renewal would apply in the Student class of membership. If graduation occurs subsequently during the membership year, the graduate should immediately forward the credentials documentation described below and dues to MAHE for admission to the IPHE/Active Practising classes of membership.

CREDENTIALS – Applicants to the IPHE or Active Practising classes of membership must provide the following documents:

1. **Education** - A photocopy of the home economics/human ecology degree certificate or transcript. A transcript may be required to evaluate equivalent degrees.
2. **Applied Practice Experience** – Brief description of applied practice experience (employment, volunteer) highlighting at least one year in a home economics/human ecology field within the previous eight-year period.
3. **Technical Competence** – If the most recent home economics/human ecology degree was received more than eight years prior, provide a brief outline of continuing education/professional updating. Show events (conferences, workshops, seminars, courses, etc), approximate time, dates, and sponsoring organizations. Include events related to employment.
4. **Professional Commitment** – Outline previous memberships held in any home economics or related organizations such as MHETA. List the organizations and approximate membership dates.

RESPECTING YOUR PRIVACY – MAHE records the information collected on the application/renewal forms to maintain accurate records in compliance with the Professional Home Economists Act. Renewal forms are filed in members' individual files. A membership directory is also provided online through the MAHE website to members only and this includes member name, primary phone, business organization, email address and membership class. Members who choose to join IFHE will have their membership information forwarded to IFHE. In addition, members may have their name, general location and business name included in the publicly accessible area of the MAHE website. Should you not wish to have contact information (apart from name and phone number) included in the directory available to members only or on the public area of the MAHE website, please sign and return the form: Limitation to the Use and Disclosure of Personal Information.

RECEIPTS – receipts are issued for dues and fees paid (except for free Student memberships).

PROFESSIONAL CERTIFICATE – A certificate confirming professional status as provided for under the Act is issued to all Active Practising members. For each year that Active Practising membership is held, a seal is issued that members may apply to the certificate. A new certificate is provided every five years.

PROFESSIONAL STATUS – Professional status as defined in the Act, including the right to use the title and designation, is limited to those individuals who are Active Practising members of MAHE in good standing, renewable each year.

TRANSFER OF PROFESSIONAL STATUS FROM OTHER PROVINCES – Members transferring to MAHE from other provincial home economics/human ecology associations are charged an administration fee of \$25. In some cases, membership fees may be required.

COMPLETION OF FORMS FOR OTHER REGULATORS – Fees are charged for completing verification of registration and licensure or similar forms that are required by other regulators. Fees: current MAHE members \$50; past members \$150. Payment must be submitted with the **original** forms by mail for the forms to be completed. The charge covers the administrative costs of completing the forms.

CHANGE OF ADDRESS OR NAME – Notify MAHE immediately of any change. A copy of the applicable legal documentation must accompany name change notification.

PROCESSING TIME – Please allow two to four weeks to complete processing of renewals and four to six weeks for applications, including placement on mailing lists for MAHE. Where the membership form is incomplete or payment is incorrect, processing will be delayed.

INTERNATIONAL FEDERATION FOR HOME ECONOMICS (IFHE) – The International Federation for Home Economics was founded in 1908 and remains the only organization serving professional home economists at the international level. Organizations and individuals are members. The membership year follows the calendar year and MAHE will forward dues to IFHE on behalf of individuals.

Aim – The aim of IFHE is to strengthen the home economics profession so that it can act as an advocate for families and a quality of life, which enhances human development throughout the world. **Website** – www.ifhe.org

CANADIAN HOME ECONOMICS FOUNDATION (CHEF) - The Canadian Home Economics Foundation supports research and special projects in Home Economics. MAHE endorses the work of this Foundation. **Website:** www.chef-fcef.ca
You are invited to make a financial donation to CHEF directly. Make cheques payable to CHEF and mail: CHEF – P.O. Box 2582 STN Main, Winnipeg, MB, R3C 4B3. Tax receipts will be issued directly by CHEF.

FOR FURTHER INFORMATION:

MAHE Phone 204-885-0718, Toll free 1-866-261-0707
Email: mahe@mahe.ca
Website: www.mahe.ca

Jenett Richter, PHEc
MAHE Registrar