

## RAIC Life Membership – Terms of Reference

February 2026

### 1. Purpose

Life Membership is a prestigious honour awarded to full RAIC members who have demonstrated exceptional, sustained, and long-standing service to the Institute and the architectural profession. This designation recognizes members whose contributions advance the RAIC's strategic direction and priorities, inspire the membership community, and exemplify the values and objectives of the RAIC, including leadership, mentorship, and a demonstrated commitment to equity, diversity, and inclusion.

Life Membership provides recipients with the benefits and privileges of full RAIC membership for life without the obligation to pay future dues.

### 2. Eligibility

To be eligible for Life Membership, a nominee must meet all of the following criteria:

- Be a current full RAIC member in good standing; and
- Have made distinguished and sustained contributions to the RAIC, the architectural profession.

Eligibility may also reflect exceptional service or impact not otherwise captured above, at the discretion of the RAIC Board of Directors.

Posthumous nominations will not be accepted for this honour.

### 3. Nomination

All RAIC members in good standing are eligible to nominate a candidate for Life Membership as defined in the Terms of Reference.

- Nominations require the support of at least four additional RAIC members as references.
- A Member or Fellow may only support one nomination in a given year.

### 4. Submission Requirements

Nominations must be submitted using the RAIC online platform and include:

1. A completed nomination form;
2. A biography of the nominee not exceeding two pages;
3. A letter of support from the nominator and letters from at least four additional RAIC members outlining the nominee's contributions and impact on the RAIC.

## 5. Selection Process

- Nominations are reviewed by the RAIC Board of Directors.
- Unanimous approval by the Board of Directors is required to confer Life Membership.

## 6. Assessment Criteria

Nominees will be assessed based on the following criteria:

- Leadership and service to the RAIC or allied organizations;
- Demonstrated sustained compliance with the RAIC Code of Conduct and upheld the ethical standards and professional integrity of the RAIC throughout their membership.
- Advancement of the profession through practice, research, education, and advocacy;
- Demonstrated support for equity, diversity, and inclusion;
- Influence, mentorship, and legacy over time.

## 7. Conflict of Interest Declaration and Management

### Declaration

Members of the RAIC Board of Directors shall declare any actual, potential, or perceived conflict of interest in relation to a nominee at the outset of the review process, and as soon as such a conflict becomes known.

### Definition of Conflict

A conflict of interest may include, but is not limited to:

- A close professional, supervisory, or mentoring relationship with the nominee;
- A personal or financial relationship that could reasonably be perceived to influence judgment.

### Recusal

Members of the RAIC Board of Directors who declare a conflict of interest shall:

- Refrain from participating in any discussion, evaluation, or decision-making related to the affected nomination;
- Not be present for deliberations or voting on that nomination.

### Decision-Making

Unanimous approval by the Board of Directors is required to grant Life Membership.

### Documentation

All declared conflicts and recusals shall be recorded in the Board's official records in accordance with RAIC governance and record-keeping practices.

## Reference to Governing Policy

All conflict-of-interest matters shall be managed in accordance with the RAIC Conflict of Interest Policy, as amended from time to time.

## 8. Recognition, Announcement and Privileges

Successful nominees for Life Membership shall be formally notified by the RAIC following approval. Public announcement of Life Membership recipients shall be made in accordance with RAIC communications practices and timelines.

Life Members:

- Retain all rights and privileges of full RAIC membership as defined in RAIC bylaws and policies.
- Are recognized publicly, including but not limited to the presentation of a certificate at a RAIC event.
- Serve as exemplars of the RAIC's values and may, at the discretion of the Institute, contribute to mentorship and leadership initiatives.

## 9. Number of Awards

A maximum of three recipients per year. The Board of Directors may elect not to confer any awards in a given year.

## 10. Frequency

Life Membership is offered annually, in conjunction with the RAIC's broader award and recognition programs.

## 11. Public Presentation

- Life Membership recipients will receive a certificate at a RAIC public event.
- Recognition will highlight exceptional contributions to the RAIC and the profession.

## 12. Record-Keeping

All nominations, supporting materials, and decisions will be maintained in the RAIC membership records in accordance with RAIC records management and privacy policies for accountability and historical reference.