

# **IRISH PLANNING INSTITUTE**

## **Bye-Laws**

### **Bye-Law no. 3: Membership Bye-Laws**

As approved by Extraordinary General Meeting on 5th November 2025, and as amended by the Board of the Institute on 11th December 2025 and 15th January 2026

# Glossary

Accredited Course: an undergraduate or postgraduate course in planning that has been received full accreditation from the Irish Planning Institute in accordance with the Institute's Educational Guidelines.

IPI CPD credits: This is Continuing Professional Development in line with the Institute's CPD policy. Most CPD activities attract one credit per hour of learning unless specified otherwise by the Irish Planning Institute. CPD must be appropriately certified to be eligible for consideration as part of a membership application, meaning that, for example, self-directed learning such as informal learning or structured reading of planning and related planning publications may not be eligible. The Institute may certify events, programmes and courses delivered in an appropriate HEI or elsewhere as providing specified CPD credits addressing specific core competencies.

Post qualification experience: Planning experience gained by the applicant, after completing their planning qualification, working in a public, private, semi state or academic role.

# 1.0 Introduction

1.1 Applications for membership of the Institute shall be submitted to the Membership Committee. The application for membership shall take the form prescribed on [www.ipi.ie](http://www.ipi.ie). Applications not in the format prescribed therein may be returned to the applicant by the Institute's executive staff and will not be considered by the Membership Committee.

1.2 The Membership Committee shall make recommendations on such applications to the Board of Directors. The Membership Committee shall meet not less than the minimum time required for the circulation of papers in advance of the next meeting of the Board of Directors of the Institute and shall provide the Board with a list of candidates recommended for membership of the Institute. The Membership Committee will also make recommendations for the refusal of applications which do not meet the requirements as set out in this Bye-Law.

1.3 The Board of the Institute shall in all cases have absolute discretion in deciding whether any person shall or shall not be admitted to membership of the Institute. Such admission to membership shall relate to all of the categories of membership as set out in these Bye-Laws, with the understanding that student membership, graduate membership and qualifying membership are temporary membership categories on the pathway towards Registered Membership. No person shall be admitted to the Institute until he or she shall have been elected by a resolution of the Board. The Board is not required to accept the recommendation of the Membership Committee in any instance, and may decide to exercise its power of awarding or refusal of membership in the absence of a recommendation from the Membership Committee, as it sees fit.

1.4 Every Member on admission shall be bound to observe the provisions of the Institute's Memorandum of Association, and of the Institute's Bye-Laws for the time being in force.

1.5 Every Registered Member and Fellow shall be bound to complete a minimum of 20 hours/credits (or the requisite number of hours/credits set down in the Institute's Educational Guidelines, whichever is the greater) of continuous professional development (CPD) every calendar year and provide evidence of compliance with CPD requirements in the manner set down by Institute.

## 2.0 Student Membership

2.1 Persons engaged in a programme of formal study leading to a fully accredited planning qualification / degree from a Higher Education Institution, which meets the educational requirements of the Institute, are eligible for student membership of the Institute. Any person who is elected as a Student Member and who thereafter obtains the necessary qualification to be eligible for Graduate membership shall cease to be a student member and may make an application for Graduate membership as required by the Institute.

## 3.0 Graduate and Qualifying Membership

3.1 There are a number of pathways to Registered Membership of the Irish Planning Institute. Some of these, which apply principally to graduates, are outlined below.

- Graduate Membership
- Qualifying Membership EU/EEA (Including Northern Ireland)
- Qualifying Membership International
- Long-Standing Practitioner Pathway

3.2 Applicants seeking Registered Membership of the Institute should review this Bye-law and determine the membership pathway that is applicable to their circumstances.

3.3 While Graduate Members will not be required to obtain additional learning, because their courses are fully accredited by the Institute, Qualifying Members EU/EEA and Qualifying Members International will be required to complete additional learning which addresses the core competencies set out in the current version of the Institute's Educational Guidelines. Applicants holding planning qualifications which are partially accredited by the Institute will be required to demonstrate, by way of additional academic study / micro-credentials, how they have addressed any core-competency deficits in the planning qualification which they have attained. For example, if there is deficit in respect of Core Competency 6 "Planning Instruments (The Political, Legal and Institutional Contexts of Planning)" in the qualification that they have attained, the Applicant can address this deficit by completing a further programme of academic study in planning law.

3.4 Those applicants seeking to rely on additional academic study/micro-credentials will be required to provide details of such study, including evidence from the HEI providing such

courses of the applicant's completion of the relevant course, and also details of the content of such course. In making its recommendation to the Council of the Institute, the Membership Committee will need to be satisfied by the Applicant that the courses that they have completed, address the core competencies set out in the Institute's Education Guidelines.

## Graduate Membership

3.6 This pathway toward Registered Membership is open to graduates who have completed a National Framework of Qualifications Level 8 / Level 9 (or equivalent) degree in planning that is fully accredited by the Institute.

3.7 Graduate members will be required to undertake 20 recognised and certified IPI CPD credits per year and complete a minimum of two years' satisfactory post qualification work in a planning role to be eligible to apply for Registered Membership of the Institute.

## Qualifying Member EU/EEA (including Northern Ireland)

3.8 This pathway toward Registered Membership is open to graduates who have completed a National Framework of Qualifications Level 8 / Level 9 (or equivalent) degree in planning which is not fully accredited by the Institute and which was obtained within the European Union/European Economic Area or Northern Ireland, and is at a level which is not equivalent, as defined under Article 11(d) of EU Directive 2005/36/EC, to the planning qualifications or degrees that are fully accredited by the Institute.

3.9 Qualifying Member EU/EEA applicants will be required to undertake 60 recognised and certified IPI CPD credits which addresses the core competencies as set out in the Institute's Educational Guidelines and also complete a minimum of three years post qualification experience in a planning role within the Republic of Ireland and/or Northern Ireland or such experience which may have a direct relevance to the practice of planning in those jurisdictions to be eligible to apply for Registered Membership of the Institute.

## Qualifying Member International

3.10 This pathway towards Registered Membership is open to graduates who have completed a planning qualification that is equivalent to an Institute fully accredited National Framework of Qualifications Level 8 / Level 9 degree (or equivalent) in planning awarded by an educational institution outside of the European Union/European Economic Area.

3.11 Qualifying Member Non-EU/EEA members will be required to undertake 80 recognised and certified IPI CPD credits and also complete a minimum of four years post qualification experience in a planning role within the Republic of Ireland and/or Northern Ireland or such experience which may have a direct relevance to the practice of planning in those jurisdictions to be eligible to apply for Registered Membership of the Institute.

## Long Standing Planning Practitioner Pathway

3.12 The Institute has a pathway for membership for applicants who have amassed significant planning experience on the island of Ireland. Applicants, who have attained more than seven years post graduate planning experience and hold a National Framework of Qualifications Level 8 / Level 9 degree in planning, may apply directly for Registered Membership of the Institute. Where the planning experience amassed by an applicant for Registered Membership under this pathway is of sufficient quality, but the Applicant does not hold a planning qualification, the Applicant will be considered for Affiliate Membership of the Institute.

## Status of Leave and the Acquisition of IPI CPD Credits

3.13 A Qualifying Member, who for reasons of being on illness, maternity, paternity or parental or carer's or adoptive leave does not practice or ceases to practice as a planner during a IPI CPD year for a period of not less than one week within that year may have their minimum IPI CPD requirement revised downwards in proportion to the number of weeks (out of 52) actually worked in that IPI CPD cycle. Applicants are reminded of the broad diversity of means by which IPI CPD credits can be accumulated which are set out in the Institute's CPD policy.

## 4.0 Registered Membership

4.1 Entry to Registered Membership shall be open to those who hold a National Framework of Qualifications Level 8 / Level 9 planning degree (or equivalent) in planning and have reached a sufficient standard of knowledge, skill and post qualification professional experience necessary.

4.2 The following shall be the entry requirements for Registered Membership of the Institute

- a) A Graduate Member of the Institute who has not less than two years of relevant post qualification experience and who has within the two years preceding their application for registered membership completed 20 IPI recognised and certified CPD credits, or
- b) A person who has completed a National Framework of Qualifications Level 8 / Level 9 (or equivalent) degree in planning that is fully accredited by the Institute. and who has gained two years' satisfactory experience in planning after obtaining the relevant qualification and who has within the two years preceding their application for registered membership completed 40 IPI recognised and certified CPD credits, or
- c) A Qualifying Member EU/EEA (Including Northern Ireland) member of the Institute who has completed the required additional learning as set out in paragraphs 3.3 and 3.4, who has not less than three years of relevant post qualification experience and who has within the three years preceding their application for registered membership completed 60 IPI recognised and certified CPD credits, or
- d) A Qualifying Member International member of the Institute who has completed the required additional learning as set out in paragraphs 3.3 and 3.4, who has not less than four years of relevant post qualification experience, and who has within the four years preceding their application for registered membership completed 80 IPI recognised and certified CPD credits or

- e) A professionally-qualified planner who is a full member of another national planning institute or national association with which the Institute has a mutual recognition agreement incorporating full membership equivalence, or
- f) A professionally-qualified planner applying to become a Registered Member of the Institute via the Long Standing Practitioner Pathway, or
- g) A person who holds a planning qualification at degree or equivalent level, which is not fully accredited by the Institute, and which was obtained within the European Union/European Economic Area, and is at a level which is not equivalent, as defined under Article 11(d) of EU Directive 2005/36/EC, to the planning qualifications or degrees that are fully accredited by the Institute, and who satisfies the Institute that their post qualification experience in planning is not less than four years and is such that they are competent to practice planning in Ireland. Persons to whom this paragraph applies, who cannot satisfy the Institute with regard to their competence to practice planning in Ireland, may be entitled to Registered Membership by either passing the Institute's Test of Professional Competence or successfully completing any period of adaptation required by the Institute, under the provisions of the Directive, and also demonstrating at least four years' satisfactory experience in planning after obtaining their qualification or passing the Test/completing the period of adaptation, as appropriate.

4.3 Registered Members shall be termed "Members", and will be entitled to use the designated letters M.I.P.I.

## 5.0 Fellowship

5.1 The persons outlined below shall be eligible for Fellowship of the Irish Planning Institute.

(a) those who have been Registered Member of the Institute, on a continuous basis, for at least ten years, and

(b) who have at least twenty years post qualification experience, and

(c) who have served on the Board of the Institute as a Registered Member of the Board, or as an officer of one of the Institute's Branches, for a minimum of four years, or a

combination of the two, or who in the opinion of the Council/Board have made an important contribution to the development of the Institute.

5.2 Fellowship members shall be termed “Fellows” and shall be entitled to use the designated letters “F.I.P.I.”

5.3 The names of all fellowship members shall be entered on the Register in a Section designated “Roll of Fellows”.

## 6.0 Affiliate Membership

6.1 Persons who have a National Framework of Qualifications Level 8 / Level 9 degree or equivalent related to planning, who have been engaged for a minimum of 5 years in research or practice related to planning shall be eligible to become an Affiliate Member of the Institute.

## 7.0 Honorary Membership

7.1 A person proposed for election as an Honorary Member shall be one who has made a significant contribution to planning. Such a person is not required to be a planner.

7.2 At least five Registered/Fellow Members are required to propose a person for Honorary membership of the Institute. Election of such membership will require the consent of at least two thirds of the elected Institute Board members.

7.3 The names of Honorary Members shall be entered in the register in a Section designated “Roll of Honorary Members”.

## 8.0 Disqualification and Exclusion of Members

8.1 A member shall cease to be a Member of the Institute as from the date of the happening of any of the following events:-

- (a) If the Member’s subscription shall have been in arrears for seven months after this shall have become due, and the Board shall have decided that such failure warrants the removal of that Member from the Register.
- (b) On the expiration of three months after giving notice in writing, or by electronic means, to the Governance and Risk Director or the Company Secretary, of intention to resign.

- (c) If a Member shall have been guilty of unprofessional conduct as determined in accordance with Bye-Law Nos. 1 and 2, and the Board shall have decided that such failure warrants the removal of that Member from the Register.
- (d) If a Member shall fail to comply or provide evidence of compliance with the continuous professional development requirements of the Institute in accordance with the provisions of Article 1.5 of this Bye-Law and the Board shall have decided that such failure warrants the removal of that Member from the Register.
- (e) On the expiration of the calendar year five years after election as Graduate Member or Qualifying Member.

## 9.0 Applying for Membership

9.1 Applications for membership of the Institute shall be submitted to the Membership Committee. The application for membership shall take the form prescribed on [www.ipi.ie](http://www.ipi.ie). Further information on the specific requirements for some categories is provided below.

9.2 Candidates for Registered membership will be required to provide the following:

- a) A completed application form
- b) A Curriculum Vitae and Statement of Post qualification experience attained up to the date of the application.
- c) The signature of two existing Registered Members or Fellows of the Institute attesting to the veracity of experience attained by the Candidate.
- d) In circumstances where an Applicant is unable to secure the signatures of two existing Registered Members or Fellows e.g., where the post graduate experience of the Applicant was attained outside of the Republic of Ireland/Northern Ireland, the Applicant should provide the contact details of two former employers as references.
- e) A CPD log outlining the IPI recognised and certified CPD credits accumulated during over the relevant period in the format stipulated by the Institute.

9.3 Candidates applying through the Long Standing Planning Practitioner are required to provide:

- a) A completed Long Standing Planning Practitioner application form submitted through [www.ipi.ie](http://www.ipi.ie).
- b) A Curriculum Vitae and Statement of Post qualification experience attained up to the date of the application.
- c) The signature of two existing Registered Members or Fellows of the Institute attesting to the veracity of experience attained by the Candidate.
- d) In circumstances where an Applicant is unable to secure the signatures of two existing Registered Members or Fellows e.g., the Applicant should provide the contact details of two former employers as references.
- e) A CPD log outlining the IPI recognised and certified CPD credits accumulated during the previous four years in the format stipulated by the Institute.