

# **CANADIAN ASSOCIATION OF PETROLEUM LANDMEN MEMBERSHIP ADMISSIONS COMMITTEE PROCEDURE**

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## **MISSION STATEMENT**

To set forth a procedure which clearly states the process followed by the Membership Admissions Committee when reviewing membership applications, and the requirements made of Applicants to the Canadian Association of Petroleum Landmen (“CAPL”).

## **OBJECTIVE**

To encourage new membership and maintain a high level of proficiency and consistency with respect to the membership approval process.

### **1) MEMBERSHIP ADMISSIONS COMMITTEE PROCEDURE**

This procedure is based on the current CAPL By-laws. Subsequent By-Law changes requiring amendments in this procedure are to be made according to the direction of the CAPL Board of Directors. The CAPL Board of Directors or the Membership Admissions Committee may propose changes to this procedure. The CAPL Board of Directors shall review and approve or decline said changes.

### **2) MEMBERSHIP ADMISSIONS COMMITTEE**

Under the CAPL By-laws, the CAPL Board of Directors continues to require a Membership Admissions Committee. The Membership Admissions Committee shall be comprised of a minimum of six (6) active, life, or senior CAPL members. The Chair of the Membership Admissions Committee shall report to the Director of Member Services. The Director of Member Services may chair any or all of the meetings, if circumstances require. The number of members serving on the Membership Admissions Committee may be changed by the CAPL Board of Directors. The CAPL Board of Directors may place restrictions on the duration of service by a member on the Membership Admissions Committee.

The Membership Admissions Committee shall meet each month not more than seven (7) days prior to the CAPL Board of Directors Meeting, except in the months of June and July. A minimum of three (3) committee members must be present at these meetings. If no applications have been received by the CAPL Office, the Membership Admissions Committee will not meet for that month.

The Membership Admissions Committee shall maintain the required Membership Application forms and submit to the CAPL Board of Directors requests for changes as required for their approval.

Any appeal of a decision made by the Membership Admissions Committee shall be referred to the CAPL Board of Directors, sitting at the time of the appeal, for a final decision.

### **3) APPLICABLE CAPL BY-LAWS**

The CAPL By-laws covering the requirements during application for membership in CAPL are:

- a) Article 3 – Definitions
- b) Article 4 – Membership
- c) Article 5 – Ethics

#### 4) TYPES OF MEMBERSHIP

As outlined in the CAPL Bylaws there are seven (7) types of memberships. The term of each type of membership as specified by the CAPL Board of Directors and fee information is as follows:

- a) **Active Membership** - Job classifications within the Active Membership type include:
  - (a) Mineral Landman - is a Petroleum Landman having the responsibility and accountability for the negotiation of business and agreement terms related to the acquisition, disposition, management or operation of mineral rights;
  - (b) Surface Landman – is a Petroleum Landman having the responsibility and accountability for the negotiation of business and agreement terms related to the acquisition, disposition, management or operation of surface rights;
  - (c) Contracts Landman – is a Petroleum Landman having the responsibility and accountability for the independent drafting and discretionary negotiation of the material, non-standardized contractual content of mineral land agreements and the management of contractual responsibilities pursuant to mineral land agreements;
  - ii) Annual membership based on a calendar year.
  - iii) Upon acceptance, applicant will be invoiced and fees will be prorated by the office.
  - iv) Fees are reviewed annually by the CAPL Board of Directors and are listed on the CAPL website.
  - v) Payment of fees automatically renews the Active Membership for one year.
- b) **Senior Membership** - A Petroleum Landman who is at least sixty (60) years of age, is currently and has been an Active member for a minimum of ten (10) years may apply to become a Senior member of the Association. An Active member who wishes to become a Senior member of the Association shall notify the Membership Admissions Committee at the office of the Association, and a majority vote of the CAPL Board of Directors shall be required to confer a Senior membership.
  - i) Annual membership based on a calendar year.
  - ii) Upon acceptance, applicant will be invoiced and fees will be prorated by the office.
  - iii) Fees are reviewed annually by the CAPL Board of Directors and are listed on the CAPL website.
  - iv) Payment of fees automatically renews the Senior Membership for one year.
- c) **Life Membership** - A Life membership may be granted by the CAPL Board of Directors to individual(s) who, in the opinion of the CAPL Board of Directors, are deserving of such status because of their long and dedicated service or outstanding contribution to either the Association or the oil and gas industry. Without limiting the generality of the foregoing, any former or multi-term President of the Association who has been an Active member for 25 years and is at such time a member in good standing of the Association, and any Herb Hughes award recipients, shall be entitled to have a life membership conferred upon them.
  - i) Once granted, this membership is for the life of the grantee.
  - ii) There are no fees for this membership type.
- d) **Honorary Membership** - An Honorary membership may be granted by the CAPL Board of Directors to individuals who, in the opinion of the CAPL Board of Directors, are deserving of such status, subject to the consent of such individuals.
  - i) Annual membership based on a calendar year for those individuals approved by the Current CAPL Board of Directors in January of each year.
  - ii) There are no fees for this membership type.
- e) **Associate Membership** - Job classifications within the Associate Membership type include:
  - (a) an accredited member in good standing of any association for Petroleum Landmen other than the Association; or
  - (b) any individual who is an employee of, or provides consulting services to, an Oil and Gas Company, a Land Service Company or an Industry Company and whose role therein substantially involves the provision of services or products utilized by Active members of the

Association related to the acquisition, disposition, management or operation of mineral or surface rights; or

- (c) any individual who a) is not a Petroleum Landman or does not meet the exceptions in Section 4.8 of the CAPL By-laws for a Petroleum Landman to continue holding an Active membership and b) is a supervisor or manager of personnel performing petroleum mineral, surface or contract negotiation or administration duties for an Oil and Gas Company or a Land Service Company.
  - ii) Annual membership based on a calendar year.
  - iii) Upon acceptance, applicant will be invoiced and fees will be prorated by the office.
  - iv) Fees are reviewed annually by the CAPL Board of Directors and are listed on the CAPL website.
  - v) Payment of fees automatically renews the Associate Membership for one year.
- f) **Student Membership** - A Student membership may be obtained by an individual who is currently enrolled in an accredited university or college as outlined in the Membership Admissions Committee Procedure.
  - i) Annual membership based on a calendar year.
  - ii) Fees are reviewed annually by the CAPL Board of Directors and are listed on the CAPL website.
  - iii) Payment is required at time of application and each subsequent year as a Student Membership. Fees are not prorated.
  - iv) Application for Student membership is required for each year of eligibility.
  - v) Student Memberships expire December 31<sup>st</sup> of the year of graduation.
- g) **Interim Membership** - An Interim membership may be obtained by a current Student member or an individual who has graduated from an accredited university or college within two (2) years of the application, if at the time of application or annual renewal for membership they are in the employ of, or are performing consulting land services for, or actively seeking land related employment within a Land Service Company or an Oil and Gas Company for purposes of training and development into the role of a Petroleum Landman.
  - i) Annual membership based on calendar year.
  - ii) Upon acceptance, applicant will be invoiced and fees will be prorated by the office.
  - iii) Fees are reviewed annually by the CAPL Board of Directors and are listed on the CAPL website.
  - iv) Application for Interim membership is required for each year of eligibility.
  - v) Membership may be held for a maximum consecutive period of three (3) years.

Except for Senior, Honorary or Life membership switching type of membership requires a new Membership application to be submitted. Lapse of any membership type would require new application to be submitted.

## 5) EDUCATION

The applicable education requirements for each membership type are:

- a) Active Membership
  - i) As per the CAPL By-laws, the following educational and employment requirements are made to be a Petroleum Landman:
    - (a) a degree from an accredited university or college and a minimum of one (1) year's full-time employment in petroleum land negotiations; or
    - (b) a certificate or diploma from an accredited college and a minimum of two (2) year's full-time employment in petroleum land negotiations; or
    - (c) a minimum of one (1) year's full-time employment in petroleum land negotiations and a minimum of five (5) year's related experience in the oil and gas industry.
- b) Student Membership
  - i) As per the CAPL By-laws, the following are the approved accredited universities and colleges:
    - (1) University of Calgary, Bachelor of Commerce with PLM Degree program:

- (a) The Student Applicant must be in the Winter Semester of year three (3) of the B.Comm degree program, during which time it is anticipated that they will take the first and second PLM courses; or
  - (b) The Student Applicant must be in the Fall Semester of year four (4) of the B.Comm degree program, during which time it is anticipated that they will take the third and fourth PLM courses; or
  - (c) The Student Applicant must be in the Winter Semester of year four (4) of the B.Comm degree program, during which time it is anticipated that they will take the fifth and sixth PLM courses.
  - (d) For clarity, the Student is eligible to apply for Student Membership during the second half of his or her B.Comm with PLM Degree program.
  - (e) No other degree programs at the University of Calgary are eligible for CAPL Student Membership.
- (2) Olds College Land Agent Diploma program:
- (a) The Student Applicant may apply to CAPL after completion of the first year of the program and while they are enrolled in second year Land Agent Diploma program courses.
  - (b) For clarity, the Student is eligible to apply for Student Membership during the second half of his or her Land Agent Diploma program.
  - (c) No other diploma programs at Olds College are eligible for CAPL Student Membership.
- (3) Mount Royal University, Petroleum Land Business Extension Certificate:
- (a) The Student Applicant may apply to CAPL after completion of six (6) courses in the program and while they are enrolled in the remaining Petroleum Land Business Extension Certificate courses.
  - (b) For clarity, the Student is eligible to apply for Student Membership during the second half of his or her Petroleum Land Business Extension Certificate.
  - (c) No other extension certificates at Mount Royal University are eligible for CAPL Student Membership.
- c) Interim Membership
- i) As per the CAPL By-laws, Applicants for Interim Memberships must have graduated from the following programs:
    - (1) University of Calgary Bachelor of Commerce with PLM degree program; or
    - (2) Olds College Land Agent Diploma program; or
    - (3) Mount Royal University Petroleum Land Business Extension Certificate.

Accredited universities and colleges will be reviewed by the Membership Admissions Committee and CAPL Board of Directors yearly and be amended as required.

## 6) APPLICATIONS

In order to be considered by the Membership Admissions Committee:

- a) Each applicant for membership must submit a completed Application for Membership applicable to the membership type being applied for and comply with the following in conjunction with CAPL By-laws.
- b) Attach a current resume for verification of the applicant's eligibility for membership as outlined on each application form. Note: Student Membership applications do not require resumes.
  - i) Must contain, at minimum, company names, employment dates, names of supervisors, position titles, and responsibilities associated to each position.
  - ii) Social media profiles, or extracts are NOT an acceptable replacement for the required resume.
  - iii) Attach a Supervisor Letter of Reference, if the Applicant's current supervisor is not a sponsor.
- c) Sponsor Declarations where required.
  - i) Three (3) sponsors are required.
  - ii) All sponsors must be Active, Senior or Life CAPL members for at least two years prior to signing declaration and not in arrears with respect to dues. The CAPL office will verify that all sponsors meet the above criteria.

- iii) Sponsors must represent (be employed by or consult to) three different companies which are not within the same corporate structure.
- iv) At least one sponsor must be applicant's supervisor, unless supervisor is not CAPL member, in which case a letter from the Non CAPL supervisor must be submitted with application.
- v) Sponsors may not be members of the current CAPL Board of Directors or the Member Admissions Committee.
- vi) In extenuating circumstances for a specific applicant, the Membership Admissions Committee may request that the CAPL Board of Directors waive requirements associated to Sponsorship criteria. Such waiver does not change the requirements under the CAPL By-laws or this procedure.
- d) Completed Membership Applications must be returned to the CAPL Office.
- e) Applications go through a review process that may take 1-2 months depending on the time of year, the number of applications received, and any deficiencies within the application.

## **7) REVIEW OF APPLICATIONS**

The Membership Admissions Committee reviews the completed applications and attachments to determine eligibility of the applicant based on the current CAPL By-laws and this Procedure.

- a) Attachments to the application are reviewed to ensure they comply with the requirements outlined on the application, within this procedure and the current CAPL By-laws.
- b) Verification of current responsibilities may be conducted by the Membership Admissions Committee if the information on the application and resume appears to be inconsistent.
- c) Sponsor eligibility is validated by the CAPL office:
  - i) The CAPL office verifies the membership status of the sponsors, as to length of service and currency of dues.
- d) The CAPL office verifies the receipt of dues for the applicant or calculates and collects prorated dues, where applicable.
- e) The Applicant's attendance at a CAPL Ethic Course is verified by the CAPL office:
  - i) Ethics courses taken outside of CAPL require proof of course attendance and the course taken has been approved by the CAPL Professionalism/Certification Committee as a component of the application process. .
- f) Where required, the Applicant's attendance at two (2) CAPL General Meetings is verified by the CAPL office.
- g) The CAPL office collects all submitted Membership Applications and provides them to the Membership Admissions Committee immediately prior to the monthly meeting.
- h) Circulation and review of the Membership Applications will be done at Membership Admissions Committee meetings. If follow-up is required to clarify an application, additional information may be circulated between committee members by email, or at a later meeting depending on when information can be obtained by applicant.
- i) If a Membership Application is incomplete, or is in question, the Membership Admissions Committee may request additional information from the Applicant. If the information is not provided prior to the presentation of approved applications to the CAPL Board of Directors, the application may be held over until the next meeting of the Membership Admissions Committee.
- j) If the Membership Admissions Committee cannot reach a consensus on the eligibility of an Applicant, the Director of Member Services shall present the Membership Application and information to the CAPL Board of Directors for a decision.
- k) All Membership Application information is to be kept confidential, except as required to verify compliance with requirements.
- l) In extenuating circumstances for a specific applicant, the Membership Admissions Committee may request that the CAPL Board of Directors waive requirements to attend a CAPL sponsored Ethics Course, or attendance at two (2) General Meetings of the Association. Such waiver does not change the requirements under the CAPL By-laws or this procedure.

## **8) INFORMATION COLLECTION**

By submitting an application for membership in the CAPL, the applicant is granting permission to the Association, the Membership Committee and the CAPL Board of Directors where applicable to gather, review and verify any and all information included in the application.

- a) Personal Information included in the application is collected for records kept by the CAPL office. The Membership Admissions Committee does not disclose this information.
- b) Education information included in the application is collected for records kept by the CAPL office. The Membership Admissions Committee does not disclose this information.

## **9) REJECTION PROCESS**

If the applicant does not meet the criteria for the membership type applied for, they will be refused admission to CAPL at that time. If the information shown on the application indicates that another membership type would be suitable, they will be contacted by a member of the Membership Admissions Committee to ask if they would like to re-apply under the suggested type. A rejected application does not preclude the applicant from re-applying when they meet the criteria for a different membership type or for the membership type originally applied for.

## **10) APPLICATION FORMS**

- a) Application forms for the membership types are based on the CAPL By-laws and this procedure. They will be updated based on changes to the CAPL By-laws, to clarify requirements and consistent application of membership requirements. Changes to the membership application forms are made by the Membership Admissions Committee and submitted to the CAPL Board of Directors for approval. Changes to the membership application forms may be requested by the CAPL Board of Directors and made by the Membership Admissions Committee.
- b) Current application forms are on the CAPL website and available for the following membership types:
  - i) Active
  - ii) Associate
  - iii) Student and Interim
- c) Upon approval of a revised membership application form, Word Document and PDF formats will be sent to the CAPL office.
  - i) The PDF format will be posted on the CAPL website for use by applicants.
- d) Upon approval of a revised student membership application form, a PDF version is to be emailed to the current administrators of the eligible land programs.
  - (1) University of Calgary, Petroleum Land Management Program
  - (2) Mount Royal University, Petroleum Land Business
  - (3) Olds College, Surface Land Agent Program
- e) Application used by applicants must be most current available on the CAPL website.
- f) Applicants are not to change the membership application form.