



Section:	1. Administration
Subpart:	1.3. Membership
Policy No.:	1.3.2.
Title:	Agency Application for Membership
Effective:	September 1, 2015

Agency Application for Membership

Purpose: Establish a policy for U.S. federal, state or local and foreign government agencies to apply for membership when special circumstances preclude use of normal membership application processes.

Background: Some of these agencies operate under conditions that preclude the use of NCWM's customary membership application processes.

Historically, NCWM has only offered individual memberships and in the past considered offering alternate membership applications and fee structures. NCWM is concerned that some government agencies have administrative requirements that significantly limit membership and therefore limit their participation in the national standard setting process.

NCWM strives to maintain transparent and equitable membership processes and fees.

The Board of Directors has established this policy to accommodate these limited special circumstances for membership. The policy includes an application process and sets equitable fees to offset the additional administrative workload.

The agency application provides the qualified individuals identified by the agency with the same privileges as individual membership in NCWM.

Policy:

Part 1 – U.S. State and Local Government Agencies

1. A state or local government agency application for membership is restricted to those agencies with laws, regulations, or ordinances that limit or preclude use of NCWM's customary membership application process.
2. This application requires the agency to specify the names of employees eligible to be NCWM members up to a certain maximum as defined in the table below. These members are designated as the agency's members for the NCWM fiscal year.
3. These agency applications can only be converted to individual NCWM memberships at the end of a NCWM fiscal year.

4. A request to use this alternate application for membership must be approved by the Executive Director. The agency will include justification for using this membership application method. After approving the request the Executive Director will provide the application form.
5. The agency shall complete the application and provide all required information for individuals who will receive full active membership privileges and are employed by the agency. The benefits of active membership are available only to the individual(s) who meet all qualifications of "active" members under NCWM bylaws and are identified in the application by the agency.
6. The agency may only replace an individual with another during the membership year when the former member has left the agency.
7. The agency applying for this type of membership must select membership level, based on the number of individuals to receive the benefits, and the cost of the agency membership from the table below.

State and Local Government Agency Application for Membership Fee Schedule				
Agency Membership Level	Number of individuals that can be identified	Agency membership fee	Administrative fee	Total
A	1-5	\$375	\$250	\$625
B	6-10	\$750	\$250	\$1,000
C	11-15	\$1,125	\$250	\$1,375
D	16-20	\$1,500	\$250	\$1,750
E	21-30	\$2,250	\$250	\$2,500
F	31-40	\$3,000	\$250	\$3,250
G	41-50	\$3,750	\$250	\$4,000
H	51-60	\$4,500	\$250	\$4,750
I	61-80	\$6,000	\$250	\$6,250
J	81-100	\$7,500	\$250	\$7,750
K	101-125	\$9,375	\$250	\$9,625
L	126-150	\$11,250	\$250	\$11,500
M	151-200	\$15,000	\$250	\$15,250

8. An agency may not switch between an agency application and an individual application during the membership year. The application method will be determined by the agency for each new membership year that commences on October 1.
9. NCWM will invoice for agency membership renewals annually prior to the beginning of the new membership year.
10. An agency will submit an agency application and payment to complete their renewal.

Part 2 – U.S. Federal and Foreign Government Agencies

1. A U.S. federal or foreign government agency request to use the alternate application for membership must be approved by the Board of Directors. The applicant will include justification for using this membership application method.
2. U.S. federal and foreign agencies shall use the application provided to them. Fees and number of eligible individuals shall be determined by the Board of Directors.
3. The U.S. federal or foreign government agency shall complete the application and provide all required information for individuals who will receive full advisory membership privileges and are employed by the agency. The benefits of advisory membership are available only to the individual(s) who meet all qualifications of "advisory" members under NCWM bylaws and are identified in the application by the agency.
4. NCWM will invoice for membership annually.