



## AFFILIATE NONPROFIT MEMBERSHIP

Not-for-profit organizations that are based in the United States and work in direct service to or support of breastfeeding families in alignment with the mission of the USBC, shall be eligible for affiliate/associate nonprofit membership in the USBC, provided it satisfies the requirements and application processes as specified in the Membership Policies and Procedures, and excepting such organizations whose primary purpose is to market or sell products or services in support of infant formula feeding.

Specifically, the following guidelines shall apply with respect to affiliate/associate nonprofit members:

- *Non-governmental and not-for-profit (i.e., state registration or federal tax-exempt status).* These are characteristics of an organization, which may be verified in a number of ways, including proof of state registration or an IRS determination letter.
- *Direct service.* Examples of direct service include, but are not limited to rendering services directly to the end receiver and user.
- *Based in the United States.* The organization's headquarters are located within the United States or its territories.

*Supportive of the mission of the USBC.* The organization must be able to demonstrate that it supports the USBC's mission "To drive collaborative efforts for policy and practices that create a landscape of breastfeeding support across the United States."

*Not an organization whose primary purpose is to market or sell products or services in support of infant formula feeding.* Organizations whose primary purpose is to market or sell products or services in support of infant formula feeding are deemed to be operating in conflict with the USBC's mission, and therefore are not eligible for USBC membership.

The term of membership shall be for a period of five (5) years unless terminated earlier pursuant to Section 2.2.3 of the USBC Bylaws. Members who demonstrate their continued commitment to the mission of the USBC may renew their membership.

*\*\*Affiliate nonprofit Members are voting members of the USBC\*\**

## Application Requirements and Processes

Please see the *Associate/Affiliate Nonprofit Member Initial Application* to review the application requirements. The Application Submission and Review Processes are outlined below:

1. Each applicant will submit a completed application package to the USBC Office, including the application form, any required attachments, and the required non-refundable application-processing fee.
  - a. All applicants should review USBC's Membership Guidelines and the Membership Fee Schedule prior to submitting an application. The applicant may choose to submit a fee adjustment request form as part of their application package to appeal for a reduced membership fee, should their application be accepted.
  - b. There is a \$100 Application processing fee (non-refundable) that must be received in order for your application to be considered complete.
2. The USBC office will notify the applicant that the application package has been received.
3. If the Executive Director and/or Membership Relations staff deem that the application package is complete and the information provided demonstrates that the applicant clearly and objectively meets eligibility criteria, the application will be determined as accepted. USBC office personnel will send the applicant a letter of acceptance and invoice for non-refundable membership fees. The applicant will have 60 days from the date of notification and receipt of invoice to submit membership fee payment. Should an applicant fail to submit payment within the specified period of time, the application will be considered void.
  - a. Should USBC determine at any time that the application package is incomplete or that additional documentation is necessary to verify information provided in the application, USBC will send a written request to the applicant for the missing or additional information or documentation. The request will indicate that the applicant has 60 days from the date of the request to submit the information or documentation. Should an applicant fail to supply the requested information or documentation within the specified time period, the application will be considered void.
  - b. If the Executive Director and/or Membership Relations staff deems that, despite receipt of a completed application package, an objective determination of eligibility remains unclear, the application packages will be forwarded to the Membership Engagement Committee with a request for the MC's recommendation.
    - i. The MC's recommendation will be presented to the USBC Board of Directors.
    - ii. The USBC's Board of Directors will make the final determination regarding disposition of an application

## **Voting Member Duties, Rights, and Responsibilities**

Meetings of the USBC membership are typically scheduled to occur virtually in February and September.

It shall be the duty of all members to support the purposes of the USBC and to abide by the provisions of the USBC Bylaws and all USBC policies and procedures established by the Board of Directors. Each affiliate nonprofit member shall have the following additional duties, rights, and responsibilities as voting members of the USBC:

### **A. Representatives & Voting**

1. Each voting member shall name at least one (1) and no more than four (4) individual representatives to the USBC. It is desirable that at least one (1) member representative hold a leadership position, and be authorized to represent the decision making power of the member organization, in order to serve as an effective conduit between the organization and USBC.
2. If more than one representative of the same member organization is present at a meeting, there shall be only one vote between them.
3. An individual may represent only one voting member at a USBC membership meeting and may cast votes only on behalf of that organization.
4. Substitutions for representatives will be accepted if the USBC Office is notified in writing (letter or email from the CEO or an officer of the organization's Board of Directors) that all representatives are unable to attend a meeting. The substitution will only remain in effect for the duration of the membership meeting, unless an official notification of change in representation is filed with the USBC Office.
5. Member organizations may change their representatives by sending a letter or e-mail from the CEO or an officer of the organization's Board of Directors, notifying USBC of the change and providing contact information for the new representative(s).

### **B. Funding**

1. USBC is not responsible for the cost of travel, lodging, or per diem for voting member representatives to attend membership meetings or conferences.

### **C. Participation**

1. Member organizations are expected to send at least one representative to attend the general session portions of every membership meeting. Additional representatives are encouraged to attend as often as possible.
2. Each member organization is expected to report on its organizational activities related to breastfeeding via its Group Profile in the USBC website. Updates can be made at any time; reminders will be sent at least once a year.
3. Affiliate/associate nonprofit members are expected to participate in USBC activities according to their engagement levels on specific topic areas, and member

organization representatives may serve on USBC committees, according to the guidelines in the Committees Policy.

4. Representatives shall disclose individual or organizational conflicts of interest in USBC business according to the USBC Conflict of Interest Policy.

## USBC AFFILIATE NONPROFIT MEMBER INITIAL APPLICATION REVIEW CHECKLIST

*All applications for associate nonprofit membership will be measured against the criteria below:*

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Is applicant non-governmental?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is applicant not-for-profit (see proof of state reg)?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is applicant based in the U.S. (see HQ address)?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <br>   |                              |                             |
| Is applicant in direct service to or in support of breastfeeding families? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Responses and attachments provided show that the applicant supports the mission of USBC:

- Disagree     Somewhat disagree     Neutral     Somewhat agree     Agree

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Does the applicant market or sell products or services in support of infant formula feeding?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <br>   |                              |                             |
| Has applicant designated at least one representative?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <br>   |                              |                             |
| Has applicant committed to participating in USBC activities and sending representatives to meetings (see question 36)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments:

Additional information needed: