

PROPOSED CCPA MEMBERSHIP CRITERIA POLICY

Adopted by the CCPA Board of Directors on June 20, 2023

- I. **PURPOSE:** The purpose of this policy is to establish the criteria for obtaining and maintaining membership in the CCPA through donation, volunteer service, and/or employment to the CCPA.
Memberships obtained through petition of the Board are not addressed in this policy.

- II. **TERMS:**
 - A. Member/Membership: Membership in the CCPA refers to individual persons with voting rights and any other rights granted to members of the organization. Terms like “Family Membership”, “Volunteer Member”, and “Business Member” refer only to the means by which membership is obtained and do not describe any qualitative difference among members. The CCPA is a single class of membership organization.
 - B. Volunteer Member: One who obtains membership through volunteer service.
 - C. Couple and/or Family Membership: These are means by which a family group can more easily enroll or renew membership as a group. Each person in that group is an individual voting member. The minimum donation must meet or exceed the minimum individual membership donation times the number of individuals whose membership is being enrolled or renewed.
 - D. Business Member: One whose membership was obtained in conjunction with making a business sponsorship donation, subject to the criteria below.
 - E. Membership Account: The type of process used for obtaining membership (e.g. “Family Membership” or “Business Membership”). The reason for specifying this aspect of one’s membership is to establish the minimum amount required for membership renewal and similar benefits. For example, any donation from a Family Membership must be sufficient to renew all members of that group to receive benefits.
 - F. Membership Expiration: The last day in which one’s membership is considered in good standing.
 - G. Mid-term Donation: Donations made while a member is in good standing and before the month of expiration of the membership.
 - H. Business General Sponsorship: When a business makes a donation to the general fund of the organization rather than a sponsorship for a specific event or

program.

- I. Staff Membership: Persons who acquire membership by virtue of employment by the CCPA.

III. Membership Through Financial Donation:

- A. Annual Donation: A person may become a member by making a financial donation at least once per year of at least the minimum amount established by the Board of Directors per person being enrolled for membership.
 1. Annual donation memberships are valid until the last day of the 12th month following the donation. For example, if an individual joins the CCPA on January 15th of any given year, the membership will expire on the last day of January of the following year.
 2. Any given donation can only qualify for one year of membership regardless of the amount donated. While the CCPA encourages its patrons to give generously, amounts donated above the minimum are donations and do not provide extended membership time beyond one year, nor any additional benefits or rights to the member.
 3. Donations made before membership expiration by members whose membership is based on annual donations will extend the expiration date of the membership to the last day of the 12th month following the donation, provided that the mid-term donation meets the minimum requirement for renewal of the entire membership account.
- B. Monthly Donation: A person may become a member by donating monthly to the CCPA. Members who obtain membership through monthly donations may be referred to as sustaining members.
 1. Monthly donation amounts must be sufficient such that 12 monthly donations meets or exceeds the minimum requirement for membership by annual donation of the membership account. For example, if the minimum annual donation is \$xx.xx for the membership account, 12 monthly donations must meet or exceed that amount.
 2. Individuals whose registration is based on monthly donations obtain voting rights once the total amount donated meets or exceeds the minimum annual amount for the membership account.
 3. Once the cumulative monthly donations meet or exceed the minimum required donation for the membership account, should the member stop

the monthly donations, the membership will expire on the last day of the 12th month after donations cease.

IV. Membership Through Volunteer Service

- A. Staff will establish, for Board of Directors review and approval, a program of volunteer service to the CCPA in which meeting specified requirements will result in the granting of membership in exchange for the volunteer service. The program must specify when membership is granted, when the membership expires, and how volunteer service membership is renewed. The program may define different types of service and different requirements for membership based on different types of volunteer service.

V. Membership for Business Sponsors:

- A. The CCPA will establish a minimum donation to the general fund that will constitute a qualifying business general sponsorship and include specific acknowledgements for the donation. The minimum donation and benefits of sponsorship will be determined by the Executive Director (ED), subject to Board of Directors review and approval. The ED may propose more than one general sponsorship program with varied benefits.
- B. A general sponsorship does not, in and of itself, confer membership to any person, however, the business making the general sponsorship donation may add the minimum annual individual membership donation(s) and designate up to two individuals as business member(s). If the business donates enough above the minimum amount for the sponsorship program their donation applies to, part of that donation can be applied to the membership donation requirement for any individuals being designated as business members.
 - 1. The individual(s) obtaining membership by this means must be specified when the business general sponsorship is made.
 - 2. The individual obtaining membership by this means represents only themselves. The business itself is not a member of the CCPA.
 - 3. The individual(s) obtaining membership by this means may refer to their membership as a business membership if they so desire, but they are discouraged from referring to the business as a member of the CCPA. Businesses are encouraged to represent their relationship as sponsorship rather than membership to reduce confusion.

4. On the last day of the 12th month after the business general sponsorship donation is made, the general sponsorship and the associated membership will expire. If the sponsorship is not renewed, the membership may be renewed as an individual member.

VI. Staff Membership:

- A. Any W-2 Employee of the CCPA, after working at least 40 hours as an employee, shall be a voting member of the CCPA while employed.
- B. W-2 Employees leaving CCPA employment on good terms may be granted a year of CCPA Membership upon separation, at the discretion of the ED.
- C. The ED can establish rules and restrictions on how staff may participate in CCPA elections while staying in compliance with Federal, State, and local laws.