



February 18, 2008

SOP 302 v.5.6

## **Parachute Industry Association Publications**

### **PIA Standard Operating Procedure 302 v.5.6**

#### **Membership Committee**

##### **I. General**

This document defines the various categories of PIA membership and describes the requirements needed to qualify for each. It also describes the procedures for applying for, renewing of, and processing memberships.

Nothing here is meant to conflict with the association's by-laws or articles of incorporation. In the event of such conflict, the by-laws or articles of incorporation shall take precedence.

The membership committee shall consist of an elected chair and at least two other voting members appointed by the chair. The chair shall be nominated and elected into office by General Membership during the first annual meeting for a one-year term.

The PIA Member is the company that joins the organization, not the employee of the company. A PIA Member may also be an individual.

##### **II. Purpose**

The primary goal of the Membership Committee is to solicit new member applications and to present these new applicants to the membership for consideration.

##### **III. Membership Categories**

- A. Sustaining
- B. Full
- C. Affiliate
- D. Honorary

##### **IV. Membership Requirements**

- A. Sustaining, Full and Affiliate Membership: to qualify for membership in the Parachute Industry Association, an applicant must:

1. Be directly involved in the manufacture, sale, development, regulation, promotion, instruction, or commercial use of parachutes or related products.
2. Maintain a standard of good business practices and a reputation for protecting the safety of parachute users.
3. Pay dues in the amount established by PIA.

B. Honorary Membership:

1. Candidates for Honorary Membership in the PIA will be selected by the Executive Committee.
2. There are no dues.

## V. Membership Privileges

A. Sustaining and Full Members:

1. May use the official PIA logo, with the exception of use or display on products.
2. May receive all publications and correspondence.
3. May attend and participate fully in all meetings and discussions.
4. May hold officer and committee positions, including that of chair.
5. May vote.
6. May have other benefits as decided by PIA.

**Note:**

Organization/association memberships are entitled to one (1) vote as a group. Logo use is limited to the member organization/association, and may *not* be used by the individual members of that organization/association.

B. Affiliate Members:

1. May use the official PIA logo, with the exception of use or display on products.
2. May receive all publications and correspondence.
3. May attend and participate fully in all meetings and discussions.
4. May *not* hold officer or committee chair position; may serve as committee member.
5. May *not* vote, except as committee members during that committee meeting.
6. May have other benefits as decided by PIA.

**Note:**

Logo use is limited to the member organization/association, and may *not* be used by the individual members of that organization/association.

C. Honorary Members:

1. May attend and participate fully in all meetings and discussions.
2. May *not* hold officer or committee chair position; may serve as committee member.
3. May *not* vote, except as committee members during that committee meeting.

## **VI. Procedure for New Sustaining, Full, and Affiliate Membership Application and Consideration**

- A. All applicants shall apply in writing.
  - 1. Applicants for Sustaining, Full or Affiliate Membership shall complete the membership application which will be considered according to the procedure listed under paragraphs B through G below.
- B. The application, along with any other information the applicant wishes the committee to consider, shall be submitted at any time to the PIA with payment of one-year's dues.
- C. The Membership Committee will review the application to assure it is complete.
- D. During an Executive Session of a Regular Meeting, the members shall consider the acceptance of each application. A majority vote shall be required for approval.
- E. An applicant becomes a member immediately upon acceptance by the General Membership. His membership shall expire on the last day of the same month of the following year.
- F. At least one of the two Sustaining or Full Member sponsors required must be present when the application is considered for approval and will be called upon to substantiate the sponsorship(s).
- G. If an applicant is denied membership, his dues will be refunded in full. He may reapply at anytime according to the procedures of the SOP.

## **VII. Membership Renewals**

- A. Sustaining, Full or Affiliate members renew their membership by remitting to the Treasurer the appropriate dues for the next 12 months of membership. No form is required.
- B. A current member who does not remit the next year's dues, within the period defined by the Bylaws, shall reapply for membership as a new member.

## **VIII. Non-Payment of Dues**

- A. Any membership application that is approved will be void if payment is not received within 30 days.

## **IX. Dues Refunds**

- A. A member who withdraws or is expelled from PIA is not entitled to a refund of his dues.

## **X. Upgrades of Membership Category**

- A. Anytime during the membership term, a Full or an Affiliate Member may upgrade his membership by submitting a new membership application to the Membership Committee.
- B. Such upgrade applications shall be considered and processed according to Section VI, paragraphs C through F.
- C. Regardless of when the application is submitted, the member shall remit the difference between his current membership dues and that of the category he is applying for, without "prorating."
- D. In the event the upgrade is denied, the upgrade fee will be refunded in full. He may reapply at anytime according to the procedures of the SOP.

## **XI. Nametags**

- A. Identifying nametags with the PIA logo and the name of the representative for the newly approved member will be made available upon request at [www.pia.com](http://www.pia.com). Replacement nametags are also available at no charge at [www.pia.com](http://www.pia.com) (i.e. for members whose representatives might have changed).

## **XII. Membership Transfers**

- A. Sustaining, Full or Affiliate Members may apply to transfer their membership by notifying the Membership Committee Chair in writing, of the specific change/changes that have occurred and the date(s) of such change(s) when:
  - 1. The company name changes and the owner(s) stays the same.
  - 2. The owner(s) changes and the company name stays the same.

Requests will be evaluated on an individual basis.