



PIA Standard Operating Procedure SOP-302 v.5.13
Parachute Industry Association Publications
February 23, 2020

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 Bylaws or articles of incorporation. In the event of such conflict, the Bylaws 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
- E. Advisory

IV. Membership Requirements

- A. Sustaining, Full and Affiliate Membership: to qualify for membership in the Parachute Industry Association, an applicant must:
 - 1. In the past or present, 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 and Advisory Membership:

1. Candidates for Honorary and Advisory Membership in 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 and packaging. The terms "PIA", "Parachute Industry Association" and all its variations are registered trademarks of the Parachute Industry Association. These names, marks, and related logos and designs are made available here for the express use of editorial coverage by the news media. Any other uses of these logos must be approved by PIA in writing in advance of that usage. Uses that imply endorsement or sponsorship of any product, service or media outlet are strictly prohibited. PIA members may use the PIA registered logo as long as it is associated with the word "member" above or below the PIA logo.
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. PIA members' purchase price for specifications is \$25 each. Non-PIA members will pay \$40 per specification.

To see and receive the \$25 price, you **MUST** be registered and logged onto the PIA website (not the Specifications Committee site). You do that by clicking the Login button on the PIA home page and login if already registered. Click Register to begin the process. If you register and still see the price of \$40, contact mary@pia.com to get your registration activated and labeled as a PIA member.

7. 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 and packaging. The terms "PIA", "Parachute Industry Association" and all its variations are registered trademarks of the Parachute Industry Association. These names, marks, and related logos and designs are made available here for the express use of editorial coverage by the news media. Any other uses of these logos must be approved by PIA in writing in advance of that usage. Uses that imply endorsement or sponsorship of any product, service or media outlet are strictly prohibited. PIA members may use the PIA registered logo as long as it is associated with the word "member" above or below the PIA logo.
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. PIA members' purchase price for specifications is \$25 each. Non-PIA members will pay \$40 per specification.

To see and receive the \$25 price, you **MUST** be registered and logged onto the PIA website (not the Specifications Committee site). You do that by clicking the Login button on the PIA home page and login if already registered. Click Register to begin the process. If you register and still see the price of \$40, contact mary@pia.com to get your registration activated and labeled as a PIA member.

7. 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 and Advisory 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 using the PIA website's online application.

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 H 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. The Membership Committee will email a list of new Member applicants to the current PIA Membership email list approximately 30 days prior to the next Regular Meeting.

E. 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.

F. An applicant becomes a member immediately upon acceptance by the General Membership. That membership shall expire on the last day of the same month of the following year.

G. 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). If this is not possible, a letter or email sent along with the application from one of your sponsors will be acceptable.

H. If an applicant is denied membership, the dues will be refunded in full. The applicant may reapply at any time 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. An invoice will be sent at the beginning of the expiration month.
- 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 dues.

X. Upgrades of Membership Category

- A. Anytime during the membership term, a Full or an Affiliate Member may upgrade the 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 G.
- C. Regardless of when the application is submitted, the member shall remit the difference between the current membership dues and that of the category applying for, without "prorating."
- D. In the event the upgrade is denied, the upgrade fee will be refunded in full. The applicant 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. Replacement nametags are also available at no charge at www.pia.com (i.e. for members whose representatives might have changed).

XII. Membership Continuation

- A. Sustaining, Full or Affiliate Members must 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) such as:
 - 1. Company name change.
 - 2. Ownership change.
 - 3. Merger and/or acquisition.

All requests will be evaluated on an individual basis by the Membership at the next regular meeting. It is suggested that a representative of the company be present.