



## Policy: Coalition Membership

Purpose	The purpose of this policy is to define Coalition membership and exceptions.
Policy/policy statement	<p><u>Definition of a member:</u>  A Member of the WSPSC is an organization or an individual that has/who has paid the appropriate dues as set out on the annual Membership Form. This status includes paid employees and Board members of member organizations. Unless specified in the Membership Form, it does not include the subsets of associations.</p> <ul style="list-style-type: none"> <li>• Examples <ul style="list-style-type: none"> <li>○ WSPA is a member: individual pharmacists are not considered Coalition members.</li> <li>○ WSMA is a member: its Board members are considered members.</li> </ul> </li> </ul> <p><u>Period of Membership:</u>  All dues are for one year, with an anniversary date of January 1. If an organization or individual joins the Coalition during the final quarter of the year, its membership will extend through the entire next year.</p> <ul style="list-style-type: none"> <li>• Examples: <ul style="list-style-type: none"> <li>○ A new member organization pays its dues during October 2014; it is considered a member through December 2015 and its renewal is due in January 2016.</li> <li>○ A new member pays her dues during July 2014; she is considered a member through December 2014 and her renewal is due in January 2015.</li> </ul> </li> </ul> <p><u>Membership status and Steering Committee/Advisory Group membership:</u>  If an organization that is represented on the Steering Committee or Advisory Group ceases to be a member, its representative will resign his or her seat.</p> <ul style="list-style-type: none"> <li>• Exception: In special circumstances the Steering Committee may invite a non-member individual to join either group, e.g., consumer representative.</li> </ul>

	<p><u>Requests for exceptions to dues schedule:</u> Occasionally organizations may be unable to pay their dues because of legal or financial constraints. The Membership and Finance Subcommittee has defined a process to use in deciding whether or not to approve or deny a request for exception.</p>
Procedures	<p>Those requesting an exception must be or have been WPSC members in good standing for at least five years (either consecutively or non-consecutively).</p> <ul style="list-style-type: none"> <li>• The exception must be made each year.</li> <li>• A formal request, including the rationale for reduced dues, must be made to the Membership and Finance Subcommittee, which will bring it to the Executive Subcommittee for consideration.</li> <li>• Staff will review requests for exceptions from external organizations and bring to the Membership and Finance Subcommittee, which will review it and then forward to the Executive Subcommittee for consideration. If the Executive Subcommittee's recommendation is to approve the exception in this circumstance, the request will come to the full Steering Committee for a vote at its next meeting.</li> </ul>
Implementation and monitoring plan	Staff will report annually to Steering Committee on status of memberships and requests for exceptions.
Next review date	Annually: July 2013

**Approving body and policy approval date(s):**

Steering Committee/7.20.2013