



AFFILIATE FOR PROFIT MEMBERSHIP

Any 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 USBC may serve as non-voting Affiliate For-Profit Members of 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. 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.

Application Requirements and Processes

Please see the *Affiliate For Profit 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) 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 forward 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.

Non-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 for-profit member shall have the following additional duties, rights, and responsibilities as non-voting members of the USBC:

A. Representatives

1. Each affiliate for-profit member shall name one primary representative and one alternate representative to USBC.
2. 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.

3. 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 non-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. Non-voting 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 FOR-PROFIT MEMBER
INITIAL APPLICATION REVIEW CHECKLIST**

All applications affiliate for-profit membership will be measured against the criteria below:

Is applicant based in the U.S. (see HQ address)? Yes No

Does the applicant conduct operations in direct service to or in support of breastfeeding families? Yes 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? Yes No

Has applicant designated at least one representative? Yes No

Has applicant committed to participating in USBC activities and sending representatives to meetings? Yes No