



Sustainable Purchasing Leadership Council Membership Policies & Procedures

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Membership Policies and Procedures of the Sustainable Purchasing Leadership Council (SPLC)

1 MEMBER ROLES

1.1 Description of Role-Based Membership

- 1.1.1 Member organizations are represented at the SPLC by regular employees or retained consultants who participate in the work of the SPLC as “registered representatives.”
- 1.1.2 A member organization’s registered representative may participate in SPLC activities in one of three Roles: (a) Purchaser; (b) Supplier; and (c) Public Interest Advocate. The type of staff that can participate in each Role is defined below.
- 1.1.3 Benefits and dues for each member are based on the number and type of Roles in which that member’s registered representatives apply to participate.

1.2 Description of Registered Representatives

- 1.2.1 All individuals participating in the work of the SPLC participate as registered representatives of a member.
- 1.2.2 Member organizations shall designate at least one (1) registered representative for each organizational role for which it is a dues-paying member.
- 1.2.3 Member organizations shall designate one (1) registered representative as the Primary Contact for each organizational role for which it is a dues-paying member. Additional registered representatives may be designated as Secondary Contact and Additional Contacts.
- 1.2.4 There is no limit on the number of registered representatives who may participate on behalf of a member.
- 1.2.5 No individual may be a registered representative for more than one member.
- 1.2.6 If a registered representative ceases to be affiliated with a member, the representative loses all rights of participation in the SPLC.
- 1.2.7 Retained consultants who participate as registered representatives of a member are required, in all SPLC-related activities, to represent only the represented member and are prohibited from representing their own organization or other organizations.

1.3 Purchaser Role

- 1.3.1 A registered representative may participate in the Purchaser Role if: (a) the member organization is a purchaser of goods or services; and (b) the registered representative has significant responsibility for guiding purchasing by the member organization; and (c) the registered representative does not have sales or marketing responsibilities related to the organization's products and services.
- 1.3.2 Examples of organizations that may have appropriate staff to participate in the Purchaser Role include: companies; governments; higher education institutions; NGOs; and member organizations representing purchasers (e.g., professional societies)
- 1.3.3 Examples of types of staff that are appropriate to participate in the Purchaser Role include: purchasing or procurement directors, officers, or managers; sourcing analysts, sustainable or environmental sourcing manager (without sales or marketing responsibility), facilities directors or managers, or managers of other operational functions without sales or marketing responsibility.

1.4 Supplier Role

- 1.4.1 A registered representative may participate in the Supplier Role if: (a) the member organization is a supplier of goods or services; and (b) the registered representative has sales or marketing responsibilities related to the organization's products and services, such as product design, marketing, sales and service delivery.
- 1.4.2 Examples of organizations that may have appropriate staff to participate in the Supplier Role include: distributors; manufacturers; Tier 1+ suppliers; service providers (including professional services); certifiers; standards developers; member organizations representing suppliers (e.g., trade associations)
- 1.4.3 Examples of types of staff that are appropriate to participate in the Supplier Role include: product developers; marketing directors and managers; product line directors and managers, sustainability managers (with sales or marketing responsibility).

1.5 Public Interest Advocate Role

- 1.5.1 A registered representative may participate in the Public Interest Advocate Role if: (a) the member organization is an advocate for the public interest; and (b) the registered representative has significant technical expertise in how institutional purchasing affects those aspects of the public interest for which the Member organization is recognized as an advocate based on its stated mission; and (c) the registered representative does not have sales or marketing responsibilities related to any products and services, including standards or certifications, offered by the organization.
- 1.5.2 Examples of organizations that may have appropriate staff to participate in the Public Interest Advocate Role include: social & environmental non-governmental organizations that do not offer a label or certification; charitable foundations; policy think-tanks or agencies; academic institutes; professional schools
- 1.5.3 Examples of types of staff that are appropriate to participate in the Public Interest Advocate Role include: program managers and directors; subject matter specialists and experts.

1.6 Multiple Roles

- 1.6.1 Any member organization may apply to have registered representatives in more than one Role.
- 1.6.2 Any organization applying for participation in more than one Role must provide at least one (1) registered representative for each Role.
- 1.6.3 The registered representative for each Role of a member organization must meet the eligibility requirements for a registered representative for that Role.
- 1.6.4 No registered representative may occupy a Purchaser Representative seat on a committee or working group that is developing guidance for a product or service category for which the represented member is a supplier in the marketplace. In such a case, a member representative in the Supplier role may apply to participate in the committee or working group, provided that the member has paid appropriate dues to support such participation.
- 1.6.5 Dues for members with registered representatives in multiple roles are defined in the current Dues Schedule.

2 MEMBERSHIP TERM, EXPIRATION, AND RENEWAL

2.1 Term

- 2.1.1 Membership is annual beginning at the time payment is processed for the membership.

2.2 Expiration

2.2.1 Membership expires exactly one year after payment is processed and membership term begins.

2.3 Renewal

2.3.1 Payment to renew membership, no matter when payment is processed, will extend membership one year from expiration date NOT payment date.

2.3.2 Memberships expired beyond 90 days will become inactive and cannot be renewed.

2.3.3 Prior to expiration of all memberships, SPLC staff shall endeavor to send notice of renewal to the primary contact.¹

2.4 Ineligibility

2.4.1 No organization may become a member of SPLC (or renew as a member) if the member organization's name or domain name infringes on SPLC intellectual property rights.

2.5 Separate Membership

2.5.1 Membership dues for organizations other than federal and state government are calculated for individual organizations. Determination as to whether memberships should be separate is based on the organizations' EIN numbers.

2.5.2 Even though two companies may be a part of the same parent organization, if each has an individual EIN number, they should create and utilize separate memberships.

2.5.3 Individual federal agencies should create and utilize and maintain separate memberships.

2.5.4 Individual state agencies should create and utilize separate memberships.

3 DUES AND REFUNDS

3.1 Deductibility

3.1.1 A portion of membership dues is tax deductible, as specified in the current Dues Schedule approved by the Board of Directors.

3.2 Refund of Dues

3.2.1 A refund for the full dues amount will be issued if membership is cancelled within 48 hours of beginning as long as no benefits have been used.

3.2.2 No refund will be issued for the cancellation of membership beyond the 48-hour window.

3.2.3 No refund will be issued for the revocation of membership.

4 COMPLIANCE WITH MEMBER CODE OF CONDUCT

4.1.1 Each member of SPLC must agree to the following Code of Conduct:

As a member of Sustainable Purchasing Leadership Council, I hereby commit to support the mission of the SPLC and to support leadership in sustainable purchasing as defined by the SPLC.

4.1.2 As part of the SPLC's Code of Conduct, each member of SPLC must respect the need for SPLC to hear equally from all member roles defined in the Membership Policies and Procedures prior to making major decisions. Failure to respect the need to hear equally from all member roles is grounds for revocation of membership as described in the SPLC's Bylaws.

¹ SPLC uses the last email address and telephone number provided to SPLC for the primary and secondary contact.

5 MEMBER BENEFITS AND EXCLUSIONS

5.1 General Member Benefits²

All members receive the following general benefits:

- 5.1.1 All regular employees of member organizations may participate in SPLC's member-only networking platform and may join expert communities of practice for which they are eligible.
- 5.1.2 All registered representatives of member organizations are eligible to be considered for service on an SPLC committee or working group developing guidance programs for sustainable purchasing.
- 5.1.3 All regular employees of member organizations are provided access to SPLC member-only resources and events, including: webinars, conferences, and research reports.
- 5.1.4 All regular employees of member organizations receive discounts on registration fees for SPLC events and trainings.
- 5.1.5 Member organizations and their regular employees are eligible for SPLC awards programs.
- 5.1.6 All registered representatives of member organizations are eligible to: (i) be considered for service on SPLC Board of Directors (subject to Board qualification criteria).
- 5.1.7 A member organization may use the SPLC member logo on its website and in marketing materials (in compliance with SPLC's Trademark Policy).
- 5.1.8 Members may submit blog entries for publication on the SPLC website, subject to review by SPLC staff to ensure compliance with editorial standards and message objectives of the SPLC.
- 5.1.9 Member organizations are listed in SPLC's online Member Directory.

5.2 Additional Benefits for the Purchaser Role

Additional benefits available to member organizations with registered representatives in the Purchaser Role include the following:

- 5.2.1 All regular employees with significant purchasing-related responsibilities may access purchaser-focused programming and join purchaser-only communities of practice.
- 5.2.2 Members may take advantage of product/service discounts offered by supplier members, where allowed by the internal purchasing policies of the member organization.
- 5.2.3 Opportunity for registered representatives in the Purchaser role to fill Purchaser Representative (PR) seats in Technical Advisory Groups, the Board and other committees leading the development of guidance, measurement and leadership recognition programs.

5.3 Additional Benefits for the Supplier Role

Additional benefits available to member organizations with registered representatives in the Supplier Role include the following:

- 5.3.1 Members may sponsor meetings, events, and publications.
- 5.3.2 Members may exhibit at meetings and events.
- 5.3.3 Listing in Product & Service Directory³
- 5.3.4 Opportunity to offer product/service discounts to members

² Benefits are subject to change. Additional benefits may be offered to Members based on special categories of Membership, such as the category of Founding Member.

³ The Product & Service Directory is an online directory of supplier members, organized by product/service category

5.3.5 Opportunity for registered representatives in the Supplier role to fill Supplier Representative (SR) seats in Technical Advisory Groups, the Board and other committees leading the development of guidance, measurement and leadership recognition programs

5.4 Additional Benefits for the Public Interest Advocate Role

Additional benefits available to organizations whose staff are participating in the Public Interest Advocate Role include:

5.4.1 Opportunity for registered representatives in the Public Interest Advocate role to fill Public Interest Representative (PIR) seats in Technical Advisory Groups, the Board and other committees leading the development of guidance, measurement and leadership recognition programs

5.5 Benefits Usage Limitations

5.5.1 Only regular employees of SPLC member organizations are eligible to utilize members-only benefits.

5.5.2 Benefits do not extend to anyone beyond regular employees. At the request of a member, retained consultants of member organizations who act as registered representatives of the member organization may be granted access to member benefits equivalent to those available to a regular employee of the member organization.

5.5.3 Examples of individuals not eligible to utilize benefits include but are not limited to: clients; suppliers; students of educational institution members; and/or members of professional and trade association members.

5.5.4 SPLC reserves the right to refuse to continue to extend discounts to any SPLC member failing to honor such limitation in SPLC's sole reasonable determination that such limitation has not been observed by the member. Prior to rescinding such SPLC member discount, SPLC staff shall notify the member by email addressed to the primary member contact of any perceived failure to honor SPLC's member Benefits Usage Limitation. If the member offers no reasonable explanation as determined in the sole discretion of SPLC staff within five (5) business days of the transmittal of such email notice, staff shall refuse to extend further member discounts to the member.

6 SPLC MEMBER MARKS AND LOGOS

6.1.1 The SPLC Member Logo is available for download and use to all current SPLC members, provided, however that all members must abide by the then-current SPLC guidelines for use of the logo.

6.1.2 Guidelines for the use of the SPLC Member Logo can be downloaded from the SPLC website.

6.1.3 Once the member no longer belongs to SPLC, the member must immediately cease all use of SPLC member marks and logos.

7 SPLC MEMBER LIST AND DIRECTORY

7.1 SPLC Member List

7.1.1 The SPLC Member List is a list of all member organizations.

7.1.2 The SPLC Member List does not list the names or contact information of member representatives.

7.1.3 The SPLC Member List is available online to the general public. SPLC explicitly states that the List may not be used for the purpose of solicitation or direct mail.

7.2 SPLC Member Directory

- 7.2.1 The SPLC Member Directory is a restricted access online directory of member organizations and their representatives, including contact information.
- 7.2.2 All members and member representatives are given the option not to be listed in the Directory.
- 7.2.3 The SPLC Member Directory is available online to regular staff and retained consultants of SPLC members. SPLC explicitly states that the Directory may not be used for the purpose of solicitation or direct mail.

7.3 Policies

- 7.3.1 All members are given the ability to opt out of certain communications from SPLC.
- 7.3.2 SPLC does not sell member lists or member contact information to any outside organization.

8 MEMBERSHIP REVOCATION

This subject is addressed in SPLC's Bylaws

9 MEMBER VOTING

- 9.1.1 Members shall have voting rights as provided in the SPLC Bylaws.
- 9.1.2 As provided in the SPLC Bylaws, if a vote or consensus body opt-in process utilizes proportional voting, then any member organization's regular employee who is also a registered representative of the member organization as defined in the Membership Policies & Procedures may cast a proportional share of the vote for that member organization.
- 9.1.3 For the purposes of proportional voting as described in the Bylaws, if a member organization participates in the SPLC in more than one role as defined Section **Error! Reference source not found.**, and registered representatives of the member vote in more than one role, then the proportions of a member's vote will be assigned across its roles proportional to the number of registered representatives of the member casting a vote in each role.
- 9.1.4 Regular employees of a member organization who are not registered representatives may not participate in SPLC voting.
- 9.1.5 With respect to determining a member organization's eligibility to vote, any member organization, otherwise eligible to vote, shall be eligible to opt in to any consensus body formation for participating in a ballot or to vote on any other matter so long as the member organization appears on the rolls of SPLC in good standing as of the date thirty (30) calendar days ("record date") prior to (i) the start of the consensus body opt-in period, or (ii) the first date upon which a vote may be cast (for any other matter) AND the member remains a member in good standing through the date of such vote. With respect to member opt in to a consensus body for balloting, the date balloting may end may not be longer than 70 days after the end of any opt-in period.

10 AMENDMENT

These Membership Policies and Procedures may be amended by the same process required for amendment of the SPLC's Bylaws.