

APPA MEMBERSHIP POLICY

I. PURPOSE

This Membership Policy establishes the framework for membership in APPA, including membership categories, eligibility requirements, application procedures, dues structure, benefits, and member responsibilities.

The purpose of this policy is to:

- Define clear and consistent membership standards
- Ensure equitable treatment of all members
- Support APPA's mission to advance educational facilities excellence
- Provide transparency in membership administration
- Establish procedures for membership lifecycle management

This policy supports APPA's strategic goal of growing and engaging a diverse membership community while maintaining high standards for professional association membership.

II. MEMBERSHIP CATEGORIES

A. Organizational Membership

1. Institutional Members

Educational and other mission-aligned non-profit institutions, including:

- Colleges and universities
- Community colleges
- Public K-12 schools
- Independent K-12 schools
- Museums with facilities operations
- Libraries with facilities operations
- Other educational non-profits
- Government education agencies
- International (non-North American) Educational Institutions
- **Other mission-aligned non-profit institutions:** The CEO, in consultation with the Executive Committee or Board of Directors, may determine on a case-by-case basis whether an organization qualifies as mission-aligned with APPA's purposes.

Membership Requirements Summary

| Institution Type | Unique Identifier | One Membership = | System-Wide Option? | Pricing Basis |
|---|-----------------------|----------------------------------|---------------------------------|------------------|
| Postsecondary (College/University/Community College) | IPEDS Number | One institution | Yes (20% discount) | GIE per campus |
| Public K-12 District | NCES District ID | Entire district | N/A (already district-wide) | District GIE |
| Independent K-12 School | NCES School ID or EIN | One school | Yes (20% discount for networks) | School GIE |
| Museum/Library/Other Nonprofits | EIN | One organization (all locations) | No | Organization GIE |

Note: GIE = Gross Institutional Expenditure (also referred to as Total Expenditure or Core Expenditure for the institution). Pricing tiers based on GIE are established annually by the Board of Directors and published on the Association's website.

Detailed Membership Requirements

Postsecondary Institutions:

Each postsecondary institution (college, university, or community college) with a unique IPEDS (Integrated Postsecondary Education Data System) number must hold separate institutional membership.

Multi-Campus Postsecondary System Options:

Option 1: Individual Campus Memberships

Each campus within a system may hold its own individual membership based on its IPEDS number and GIE. For schools without an NCES ID, each institution with a unique EIN (Employer Identification Number) must hold separate membership. System offices may also obtain separate membership under the "Other mission-aligned non-profit institution" classification.

Option 2: System-Wide Membership

A system office may obtain membership on behalf of ALL campuses within the system.

- Requirements:

- Must include every campus/institution under the system (all or nothing)
- Partial system membership is not permitted
- Applies to multi-campus systems and multi-college districts
- Pricing:
 - Sum of individual campus membership costs based on each campus's GIE
 - 20% bulk discount applied to total cost
 - System office membership included at no additional charge
- Benefits:
 - All employees of all included campuses inherit membership benefits
 - System office designates one representative; each campus may designate one representative for voting privileges.
- Adjustments:
 - New campus added mid-year: Membership automatically includes new campus; pro-rated dues added
 - Campus leaves system mid-year: No refund issued; dues recalculated at next renewal
 - System-wide membership lapses: Individual campuses may convert to individual memberships at expiration of current system membership

K-12 Schools:

Public K-12 Districts:

One membership per district based on NCES District ID. Membership covers all schools within the district. All employees of all schools within the district inherit membership benefits. Pricing based on district's total operational budget/GIE.

Independent K-12 Schools:

Each independent school with a unique NCES School ID must hold separate membership. For schools without an NCES ID, each institution with a unique EIN (Employer Identification Number) must hold separate membership. Pricing based on individual school's operational budget/GIE.

Independent School Networks/Systems - System-Wide Membership Option:

A network or system office may obtain membership on behalf of ALL schools within the network/system. Requirements, pricing, benefits, and adjustments follow the same structure as postsecondary system-wide memberships (all schools, 20% discount, pro-rated additions, no mid-year refunds).

K-12 Exception:

If neither NCES ID nor EIN can be established, membership eligibility will be determined by the CEO in consultation with the Executive Committee or Board of Directors. Proof of latest year's expenditures will be requested along to substantiate membership application to establish dues.

Museums, Libraries, Government Education Agencies, and Other Educational Non-Profits:

Each organization with a unique EIN (Employer Identification Number) must hold separate institutional membership. Organizations must qualify as mission-aligned non-profit institutions engaged in educational or facilities-related work. All employees of the member organization inherit membership benefits. Pricing based on organization's operational budget/GIE.

Multi-Site Organizations:

Organizations with multiple facilities/locations under one EIN are covered under one membership (single EIN = single membership automatically covers all locations). Organizations with separate EINs for different locations: Each may hold separate membership. System-wide membership options do not apply.

General Provisions for All Institutional Members:

Designated Representative:

Each Institutional Member shall designate one individual from their facilities or facilities-related department to serve as the Institutional Representative. The representative is authorized to vote and participate on behalf of the institution. Member may change designated representative by notifying APPA or utilizing APPA's membership portal.

Membership Benefits:

All employees of the member institution inherit the benefits of the institutional membership. Benefits extend to all direct employees regardless of department.

2. Business Partners

For-profit organizations that provide goods or services and support the Association's mission, including:

- Construction services
- Maintenance services
- Equipment suppliers
- Software/technology providers
- Consulting services

- **Other:** The CEO, in consultation with the Executive Committee or Board of Directors, may determine on a case-by-case basis whether an organization qualifies as a Business Partner.

Membership Requirements:

Unique Identifier:

Each organization with a unique EIN (Employer Identification Number) must hold separate Business Partner membership. Parent companies and subsidiaries with different EINs require separate memberships. Organizations with multiple branches/divisions sharing the same EIN may hold one membership covering all branches, or each branch may hold separate memberships at the organization's discretion.

Membership Tiers:

Business Partner membership is available in four tiers: Bronze, Silver, Gold, and Platinum. Each tier includes a specified number of membership seats. Additional seats may be purchased beyond the included allocation. Only members with assigned seats will receive member benefits. Tier benefits included seat counts, and pricing are established annually by the Board of Directors and published on the Association's website.

Designated Representative:

Each Business Partner Member shall designate one individual from their included membership roster to serve as the organization's representative. The designated representative is authorized to vote and participate on behalf of the organization. Member may change designated representative by notifying APPA.

Disclaimer:

Business Partner membership shall not be construed as endorsement, actual or implied, by the Association.

B. Individual Membership

1. Student Members

Eligibility:

- Currently enrolled as a student
- Studying facilities management, architecture, engineering, construction management, or related field

Documentation:

- Any two of the following:

- Official enrollment verification letter from registrar or a letter from professor or other faculty.
- Current class schedule or transcript
- Student ID card copy

2. Retired Members

Eligibility:

- Retired from full-time employment in facilities or related field
- Previously held membership with an APPA Institutional Member or Business Partner organization

Documentation:

- Combination of the following:
 - Letter from former employer confirming retirement
 - Documentation showing departure from full-time employment
 - Self-attestation (signed statement declaring retirement from facilities field)

3. Emeritus Members

Eligibility:

- Retired from the profession
- Made significant contributions to APPA and the facilities management profession through active participation at the chapter, region, or international level
- Application required

Approval Process:

Granted by majority vote of the APPA Board of Directors

Automatic Eligibility (upon application and retirement):

- Recipients of APPA's Meritorious Service Award
- APPA Past Presidents and/or Board Chairpersons

Application Process:

Emeritus applicants must complete the Emeritus Membership Application form available at www.appa.org/membership or by contacting membership@appa.org.

Rights:

Not eligible to vote or hold elective office (consistent with individual membership status)

III. MEMBERSHIP BENEFITS

All members receive:

- Access to professional development and training programs at member rates
- Access to certification programs offered by APPA at member rates
- Complimentary subscription to member publications and communications
- Access to APPA communities and network
- Access to Body of Knowledge and resource library
- Access to career services including job postings and resume services
- Member pricing for educational programs including webinars and conferences
- Member discounts on Association products and services

Specific benefits for each membership category, including organizational size tiers and benefit levels, are established by the Board of Directors and communicated on the Association's website and through member communications.

IV. DUES STRUCTURE

The APPA Board of Directors shall establish and approve dues for all membership categories annually, based on recommendations from the CEO.

Certain membership categories may have tiered pricing structures (such as organizational size tiers or benefit level tiers) as determined by the Board of Directors and subject to annual adjustment.

GIE (Gross Institutional Expenditure) is used as the basis for determining pricing tiers for institutional members. Pricing tiers based on GIE are published on the Association's website.

V. MEMBERSHIP APPLICATION AND APPROVAL

Application Methods:

- Online application portal at www.appa.org/membership
- Email to membership@appa.org

Required Information:

Organizational Members (Institutional):

- Organization name and type
- Primary contact person (name, title, email, phone)
- Primary billing contact and other information
- Mailing address and physical location
- Organization description/mission (brief)
- Type of institution (college/university, community college, public K-12, independent K-12, museum, library, etc.)

- Gross Institutional Expenditure (GIE) for pricing tier determination
- Designated representative (who will vote/participate)

Organizational Members (Business Partner):

- Organization name
- Primary contact person (name, title, email, phone)
- Mailing address and physical location
- Organization description
- Products/services provided to educational facilities
- Desired membership tier (Bronze, Silver, Gold, Platinum)
- Designated representative (who will vote/participate)

Individual Members:

- Name, email, phone
- Mailing address
- Membership category sought
- Category-specific documentation:
 - Student: Proof of enrollment, field of study
 - Retired: Previous employer (member organization), retirement date
 - Emeritus: Application statement describing contributions, supporting documentation

Review and Approval:

The CEO and delegated staff reviews and approves membership applications. The CEO may refer applications to the Board of Directors when advice is needed.

VI. MEMBERSHIP TERMS AND RENEWAL

Renewal Period:

All membership categories renew annually on the membership anniversary date.

Renewal Process:

- Members must actively renew their membership annually
- Renewal notices sent prior to membership anniversary date
- Payment must be received by the membership anniversary date

Grace Period:

- 30-day grace period after anniversary date before membership is terminated
- Reminder notices sent during grace period
- Members retain full benefits and access during grace period

Membership Anniversary:

Anniversary date is based on initial membership enrollment date or most recent reinstatement date for previously lapsed members.

VII. GOOD STANDING REQUIREMENTS

Definition of Good Standing:

A member is considered in good standing when they meet all of the following requirements:

- Current on all dues and financial obligations to the Association
- In compliance with APPA Bylaws and policies
- In compliance with APPA Code of Professional Conduct
- No active disciplinary proceedings or sanctions
- Primary contact representative has been designated for management of membership roster and voting privileges

Consequences of Not Being in Good Standing:

Dues Delinquency:

Members who are not current on dues may retain access to publications, resources, and conference registration at member rates during the 30-day grace period.

- The following privileges are suspended during delinquency:
 - Voting rights
 - Holding elected or appointed office
 - Serving on committees
 - Award eligibility

Full privileges restored upon payment of outstanding dues.

Disciplinary Issues (Ethics or Policy Violations):

All membership benefits and privileges suspended pending resolution. May include loss of member rates, access to resources, and use of member credentials/designations. Restoration of benefits determined by Board upon resolution of disciplinary matter.

Administrative Issues (Outdated Records, Designated Representative Not Current):

Warning notice issued with deadline to correct (typically 30 days). Voting and leadership privileges temporarily restricted until corrected. All other benefits retained. Full privileges restored upon correction.

VIII. MEMBERSHIP TERMINATION AND REINSTATEMENT

Voluntary Discontinuation:

- Members may discontinue membership by not renewing at their annual renewal date
- No refunds for unused portion of membership term

Involuntary Termination:

The APPA Board of Directors may terminate any membership when in the best interests of the Association.

Termination Process:

- Written notice provided to member stating reason for proposed termination (via email and certified mail)
- Member has 30 days to provide written response to Board
- Member may request to appear before Board (in person or virtually)
- Board reviews member response and votes on termination at next scheduled Board meeting
- Termination requires majority vote of Board; decision is final
- Member notified in writing within 10 business days of Board decision
- Termination effective immediately upon Board vote

Refund Policy:

- No refund of dues for involuntary termination
- Board may grant refund at its discretion in extenuating circumstances

Reinstatement:

Within 12 Months of Lapse:

- Pay current year's dues plus all back dues owed
- Retain original membership anniversary date

After 12 Months of Lapse:

- Submit new membership application
- Pay current dues based on new application

- New membership anniversary date based on reinstatement date

IX. TRANSFER AND CHANGE OF MEMBERSHIP

Individual Employment Changes:

When an individual changes employers:

- Individual loses inherited membership benefits from previous employer's organizational membership
- Individual must establish new membership connection through new employer (if new employer is a member organization)
- No transfer of benefits between organizations

Organizational Membership Transfer:

Same Organization (Name Change, Restructuring):

- Membership automatically continues when organization retains the same EIN/IPEDS/NCES identifier
- Organization must notify APPA of name or structural changes to update records
- No change in membership terms or dues

Different Organizations (Mergers, Acquisitions):

- Memberships are non-transferable between organizations with different EINs/IPEDS/NCES identifiers
- Each organization must hold its own separate membership
- No refunds issued for duplicate or overlapping memberships

Organizational Splits:

- When a member organization splits into two or more separate entities, one entity may retain the existing membership
- Other entities must apply for new membership
- Organization must notify APPA which entity retains the original membership
- No refunds issued for remaining membership term

Mid-Year Changes:

- No refunds or pro-rated adjustments for organizational changes occurring mid-membership year
- Changes take effect upon notification to APPA

X. MEMBERSHIP CREDENTIALS AND USE OF APPA NAME

Membership Designation:

Members in good standing may reference their APPA membership in professional materials, including business cards, email signatures, websites, and promotional materials. Membership references must:

- Accurately represent membership status and category
- Not imply endorsement, certification, or special status beyond membership
- Not suggest official affiliation or partnership with APPA beyond membership

Examples of acceptable references include "Member of APPA" or "APPA Member Organization."

APPA Logo Usage:

Members in good standing may use the APPA logo in limited contexts with permission to indicate membership status. Logo use must:

- Comply with APPA Brand Guidelines
- Require advance written permission from APPA for each intended use
- Not imply endorsement of products, services, or viewpoints by APPA
- Not be altered, modified, or incorporated into other logos

Requests for logo usage should be submitted to APPA staff and reference the Brand & Logo Usage Policy for detailed requirements.

Restrictions:

Members may not:

- Imply that APPA endorses their products, services, programs, or viewpoints
- Use APPA's name or logo in any misleading or inappropriate manner
- Represent themselves as speaking on behalf of APPA without authorization
- Use membership status for commercial advantage in ways that misrepresent the nature of the membership relationship

Violations:

Misuse of APPA's name, logo, or membership credentials may result in suspension or termination of membership.

XI. POLICY ADMINISTRATION

Authority:

The President and CEO has full authority to interpret and administer this Membership Policy. The CEO may confer with the Board of Directors when guidance is warranted on interpretation or application of policy provisions.

Amendments:

Minor and Administrative Changes: The CEO may make minor or administrative changes to this policy (such as updating contact information, clarifying language, or adjusting operational procedures) without Board approval.

Substantive Changes: Substantive changes to membership eligibility, dues structure, benefits, or member rights and responsibilities require approval by the APPA Board of Directors.

All amendments shall be communicated to the membership in a timely manner.

Policy Review:

This policy shall be reviewed as needed, with a comprehensive review conducted at least every three years to ensure alignment with:

- APPA's strategic priorities
- Current membership needs
- Industry best practices
- Legal and regulatory requirements

Effective Date:

This Membership Policy was adopted by the APPA Board of Directors on February 02, 2026 and supersedes all previous membership policies.

Questions:

Questions regarding this policy should be directed to:

- Email: membership@appa.org
- Phone: (703) 684-1446

END OF POLICY