U.S. Green Building Council
Membership Policies & Procedures
Subject: Membership Term, Expiration, and Renewal

Description of Membership Term, Expiration, and Renewal:

1. There are two classes of members recognized by USGBC, organizational Members (“Regular Members”) and Associate Members (“Individual Members”).
2. Membership is annual beginning at the time payment is processed for the membership.
3. Membership expires on the anniversary date of the day payment is processed and membership term begins.
4. Payment to renew membership, no matter when payment is processed, will extend membership one year from expiration date, NOT payment date.
5. Memberships expired beyond 90 days will become inactive and cannot be renewed online. To renew beyond 90 days, the Individual Member or the primary contact of a Regular Member must contact Member Services. Prior to expiration of all memberships, USGBC staff shall endeavor to send notice of renewal to (in the case of a Regular Member) the Regular Member’s primary contact, or, (in the case of Individual Member), directly to the Individual Member.
6. No organization may become (or renew as) a Regular Member of USGBC if the organization has infringed on USGBC’s intellectual property rights, including without limitation, infringement in the organization’s name or domain name. No individual may become (or renew as) an Individual Member of USGBC if the individual has infringed on USGBC’s intellectual property rights.

Regular Membership separated based on Employer Identification Number (EIN)

1. Membership dues for organizations other than federal and state government are calculated for individual organizations. Our determination as to whether these memberships should be separate is based on the organizations’ EIN numbers.
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.
3. Individual federal agencies should create and utilize and maintain separate memberships.
4. Individual state agencies should create and utilize separate memberships.

* USGBC uses the last email address, mailing address and telephone number provided to USGBC for the primary contact.
Subject: Dues and Refunds

Description of Refund of Dues:
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.
2. No refund will be issued for the cancellation of membership beyond the 48-hour window.
3. No refund will be issued for the revocation of membership.
Subject: Compliance with Member Statement of Principles

Pursuant to the unanimous resolution of the Board of Directors of U.S. Green Building Council at its July 19, 1994 meeting in Washington D.C., each member of USGBC must agree to the following Code of Conduct:

As a member of U.S. Green Building Council, I hereby agree to adhere to the principles of improving the energy and environmental efficiency of the whole building environment. This includes following and promoting the concepts of:

- Improving energy efficiency and conservation;
- Improving indoor environmental quality;
- Increasing resource and material efficiency;
- Improving occupancy health and productivity;
- Improving environmental quality including air, water, land, limited resources and ecosystems;
- Promoting sustainability as defined as "providing for the needs of the present without detracting from the ability to fulfill the needs of the future." - USGBC/PTI Sustainable Buildings Guidebook, 1994
Subject: National Member Benefits and Exclusions

Description of Benefits:

1. Regular Member Benefits include*: **
   - Regular employees of member organizations are eligible to be considered for service on a USGBC committee or working group to shape the future of LEED® and green building
   - Regular employees of member organizations are eligible to: (i) be considered for service on USGBC Board of Directors (subject to Board qualification criteria); (ii) apply to be considered to become a LEED faculty member; and (iii) participate in USGBC members-only events
   - Use of the USGBC member logo on company’s Web site and marketing materials (in compliance with USGBC’s Trademark Policy)
   - Company listing in USGBC’s online Member Directory
   - Discounts on a variety of goods and services.

2. Individual Member Benefits include*:
   - Online USGBC.org member profile
   - Discounts on publications and exams

* Benefits are subject to change.

** Additional benefits are offered to Regular Members at the Silver, Gold and/or Platinum Levels.

Description of Benefits Usage Limitations:

1. Only regular employees of Regular Members are eligible to utilize Regular Member benefits. Examples of individuals not eligible to utilize Regular Member benefits include but aren’t limited to: USGBC chapter members (unless employed by a Regular Member), clients, suppliers, students of Regular Members which are educational institutions, and/or members of professional and trade association which are Regular Members.

2. Only the person who applied to become the Individual Member is eligible to utilize benefits associated with Individual Membership.

3. USGBC reserves the right to refuse to continue to extend discounts to any USGBC member failing to honor such limitation in USGBC’s sole reasonable determination that such limitation has not been observed by the member. Prior to rescinding such USGBC member discount, USGBC staff shall notify the member by email addressed (in the case of a Regular Member) to the Regular Member’s primary member contact, or (in the case of an Individual Member) directly to the Individual Member of any perceived failure to honor USGBC’s member Benefits Usage Limitation. If the member offers no reasonable explanation as determined in the sole discretion of USGBC staff within five (5) business days of the transmittal of such email notice, staff shall refuse to extend further member discounts to the member.
Subject: USGBC Member Marks and Logos

Description:
1. The USGBC Member Logo is available for download and use to all current Regular Members, provided, however that all members must abide by the then-current USGBC guidelines for use of the logo.
2. Guidelines for the use of the USGBC Member Logo can be downloaded at http://www.usgbc.org/resources/usgbc-trademark-policy
3. Once the Regular Member no longer belongs to USGBC, the Regular Member must immediately cease all use of USGBC member marks and logos.
4. The USGBC member logo is not permitted to be used by Individual Members.
Subject: External Distribution of USGBC Member List

Description:
1. All members are given the option not to be listed in our online, searchable directory.
2. This directory is available online to the general public.
3. USGBC explicitly states that the directory may not be used for the purpose of solicitation or direct mail.
4. All members are given the ability to opt out of certain communications from USGBC and/or USGBC chapters.
5. USGBC does not sell member lists or member contact information to any outside organization.
6. USGBC does provide a list of members to McGraw-Hill Construction for the sole purpose of distribution of GreenSource Magazine, a member benefit.
7. USGBC does provide to chapters a list of members not opted out of communication from chapters within the territory or state of our chapter network for the purposes of communication and recruitment.
8. USGBC does provide a list of members to the Green Building Certification Institute for communication purposes.
Subject: Membership Revocation

This subject is addressed in USGBC’s Bylaws

Subject: Member Voting

Description:

1. Members shall have voting rights as provided in the USGBC Bylaws.
2. As provided in the USGBC Bylaws, if a vote or consensus body opt-in process utilizes proportional voting then any Regular Member’s regular employee who has a site-user account on the USGBC website linked to the Regular Member may cast a proportional share of the vote for that Regular Member.
3. With respect to determining a Regular Member organization’s eligibility to vote, any Regular Member, 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 Regular Member appears on the rolls of USGBC 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 Regular Member remains a member in good standing through the date of such vote. With respect to Regular 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.
4. With respect to determining an Individual Member’s eligibility to vote, any Individual Member, on matters submitted to Individual Members for vote, shall be eligible to vote so long as the Individual Member appears on the rolls of USGBC in good standing as of the date thirty (30) calendar days (“record date”) prior to the first date upon which a vote may be cast AND the Individual Member remains a member in good standing through the date of such vote.