



**X12 Corporate Administrative
Policy and Procedure**

**X12 Membership
(CAP04)**

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Membership

1 Introduction

The X12 Board of Directors (Board) is responsible for this policy and associated procedures.

Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges.

Suggestions for improvements to this document are welcome. They may be submitted at <http://changerequest.x12.org>.

2 Authority

The corporate rules of order and standing rules detailed herein supplement the **X12 Bylaws (CAP01)**. The Bylaws prevail in the case of any inconsistency.

The corporate rules of order and standing rules defined herein may be augmented by detailed or more restrictive committee or subordinate group instructions, published in documents identified with the X12 subcommittee's specific prefix; however, such instructions shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules of order and standing rules defined herein. The corporate rules prevail in the case of any inconsistency.

3 Background

X12 is a member-based organization, members are critical to organizational success. The policies and procedures herein supplement the **X12 Bylaws (CAP01)** which define criteria for membership and other high-level membership policies.

4 Membership Applications

X12 recognizes two types of members as described in section 5 below. The application processes described in this section are applicable to both types.

4.1 Application for Membership

Except as noted in Section 4.2 below, any organization, entity, or individual not already recognized as an X12 member and desiring recognition as an X12 member, with the corresponding privileges and responsibilities, shall apply for membership using the application found on [X12's Membership web page](#).

X12 staff reviews the application, verifying the submitted information and identifying the appropriate membership category. Membership shall be granted when the applicant provides all required information and remits the appropriate dues. A membership is effective immediately upon approval and remains active for the membership term. If the application is denied, staff shall provide a detailed explanation of the denial to the primary representative listed on the application.

4.2 Other Membership Applications

Reciprocal membership is granted based on a formal agreement between X12 and another organization. There is no online form to request a reciprocal membership. For more information on reciprocal membership, contact X12's Executive Director at executivedirector@X12.org.

Emeritus and Transitional memberships are limited to individuals who meet specific prerequisite requirements. Individuals who meet those requirements may apply for membership using the application found on members.x12.org.

X12 staff reviews the application, verifying the submitted information and that the prerequisite requirements are met. If membership is granted, it is effective immediately upon approval and remains active for the membership term. If the application is denied, staff shall provide a detailed explanation of the denial to the applicant.

4.3 Application for Renewal

Except as noted below, any organization, entity, or individual already recognized as an X12 member and desiring to continue in that status shall apply for membership renewal prior to the end of the membership term. Renewal requests are processed online or via a renewal invoice. Renewal applications are not accepted for emeritus, transitional, or reciprocal members.

X12 staff reviews the renewal application, verifying the submitted information and confirming the membership category is still appropriate for the member. Renewal shall be granted when the applicant provides all required information and remits the appropriate dues. A renewal is effective immediately upon expiration of the previous membership term. If the renewal is denied, staff shall provide a detailed explanation of the denial to the member's primary representative.

If a renewal application is not submitted or appropriate dues are not paid prior to the expiration of the membership term, all member privileges shall be suspended on the membership termination date.

4.3.1 Renewal Notices

Members will receive a renewal notice and periodic reminders prior to the end of their membership term. The member's primary representative is responsible for ensuring the submission of a renewal application and appropriate dues prior to the expiration of the membership term to prevent a lapse in member privileges.

5 Membership Types

X12 recognizes two types of members, members and associate members. Additional membership types may be approved by the Board, with or without amendment of this policy.

Member

A member is granted all privileges defined by X12 as a benefit of membership. This includes, but is not limited to, representation, voting rights, collaboration privileges, and access to member tools.

Associate Member (Associate)

An associate member is granted a subset of the privileges defined by X12 as a benefit of membership. The specific privileges granted depend on the membership category.

5.1 Member Responsibilities and Privileges

As a condition of membership, members agree to certain conditions and responsibilities. Failure to abide by these conditions or meet these responsibilities may result in member sanctions, up to and including membership termination.

Several conditions and responsibilities apply to all, or most, memberships, regardless of member category. Those are detailed in this section. Others vary by membership category and are detailed in subsections below.

Additional privileges and responsibilities may be afforded to members, with or without amendment of this policy.

1. Members agree that all X12 intellectual property, whether developed by X12 members or staff, regardless of copyrighted or publication status, is the sole property of X12. Members, collectively or individually, do not have rights to such intellectual property and are not considered joint developers or joint copyright holders for any draft, final or copyrighted X12 work.
2. Members are entitled to representation within X12.
 - a. Members agree their employees and representatives will respect and adhere to all organizational policies and procedures

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- b. Members agree their employees and representatives will protect X12 draft, final, and copyrighted works and adhere to X12 intellectual property fair use policies and procedures.
 - c. Members shall name a primary representative who shall be employed by, contracted to, or otherwise have a formal relationship with the member. The primary representative shall not also represent another X12 member as a primary, alternate, or designated representative. The primary representative shall be the official liaison between X12 and the member, is authorized to speak on behalf of the member, receives all official X12 correspondence, maintains a complete list of the member's authorized representatives, distributes official X12 correspondence to, and otherwise communicates with, any other member representatives in accordance with the member's own policies and procedures, and if applicable, casts an informed vote on behalf of the member in corporate ballots.
 - d. Members may be entitled to name an alternate representative who shall be employed by, contracted to, or otherwise have a formal relationship with the member. The alternate representative shall not also represent another X12 member as a primary, alternate, or designated representative. Alternate representatives may speak and vote on behalf of the member in the absence of the primary representative but are not entitled to a separate vote in ballots that are limited to one vote per member.
 - e. Members may be entitled to designate other representatives who shall be employed by, contracted to, or otherwise have a formal relationship with the member. Designated representative shall not also represent another X12 member as a primary, alternate, or designated representative. Designated representatives are not official liaisons between the member and X12, cannot vote in corporate ballots, and may not speak on behalf of the member related to corporate matters, although they may be empowered to speak or act on behalf of the member in certain X12 committee activities.
 - f. A member representative is never entitled to more than one vote in any X12 matter.
 - g. Members agree their representative(s) will receive email notices related to X12 activities and products.
 - h. Members agree their representative(s) may receive email communications related to an external organization's activities or products.
3. Members agree neither their employees nor representatives shall speak on behalf of X12 to an external organization at any time or in any setting, unless specifically assigned that responsibility by the X12 Board Chair, the Accredited Standards Committee (ASC) chair, or the Registered Standards Committee (RSC) chair.
 4. Members agree to provide X12 staff with additional member or member representative information as requested during the membership period.

6 Member Categories

Various categories have been established within the Member type to accommodate different situations. All members within a category are eligible for privileges and responsibilities equal to all other members in the category.

The following membership categories are established herein. Additional membership categories may be approved by the Board, with or without amendment of this policy.

For-Profit Organization (FPO)

This category is open to entities operating without an IRS tax exemption under sections 501(c)(3) through 501(c)(9). FPO members are entitled to participate in corporate and committee activities.

Non-Profit Organization (NPO)

This category is open to entities operating with an IRS tax exemption under sections 501(c)(3) through 501(c)(9). NPO members are entitled to participate in corporate and committee activities.

Government Agency

This category is open to federal and state agencies, and departments or divisions operating under the auspices of such an agency. Government members are entitled to participate in corporate and committee activities.

Individual

This category is open to individuals who are unemployed or self-employed, with no other employees. Individual members are entitled to participate in corporate and committee activities.

6.1 For-Profit Organization Member

In addition to the conditions and responsibilities detailed in Section 5.1 above, for-profit members have the following conditions and responsibilities.

1. Eligibility
 - a. Entities operating without an IRS tax exemption under sections 501(c)(3) through 501(c)(9).
 - b. For-profit organizations of varying complexity seek membership in X12. Such an organization may choose to have one membership at the highest level of their corporate structure or may choose to have their subsidiaries apply for separate memberships. Subsidiaries which become for-profit organization members in their own right are separately vested with all the privileges and responsibilities of membership.
2. Termination
 - a. For-profit organization memberships are terminated if not renewed by the end of the membership term.

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3. Representatives
 - a. For-profit organization members shall name a primary representative in accordance with 1.5.1.2.c.
 - b. For-profit organization members are entitled to name an alternate representative in accordance with 1.5.1.2.d.
 - c. For-profit organization members are entitled to designate an unlimited number of representatives in accordance with 1.5.1.2.e
 4. Participation/Privileges
 - a. For-profit organization member representatives are entitled to complimentary Standing Meeting registration.
 - b. For-profit organization member representatives are entitled to participate in corporate activities.
 - c. The for-profit organization member's primary representative is entitled to vote on corporate matters.
 - d. For-profit organization member representatives are entitled to serve in elected or appointed positions.
 - e. A for-profit organization member is entitled to member discounts.
 - f. For-profit organization member representatives are eligible to participate in committee, subcommittee, task group, and work group activities, and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.
 - g. For-profit organization member representatives may access the Members Only website and other member collaboration tools.
 - h. For-profit organization member representatives are expected to participate in development and maintenance activities.
 - i. The for-profit organization member's primary representative shall confirm the member's representatives annually and may be asked to confirm the representatives at any other time.

6.2 Non-Profit Organization Member

In addition to the conditions and responsibilities detailed in Section 5.1 above, non-profit members have the following conditions and responsibilities.

1. Eligibility
 - a. Entities operating under an IRS tax exemption under sections 501(c)(3) through 501(c)(9).
 - b. Non-profit organizations of varying complexity seek membership in X12. Non-profit organizations are eligible to have one membership at the highest level of their corporate structure.
2. Termination
 - a. Non-profit organization memberships are terminated if not renewed by the end of the membership term.
3. Representatives
 - a. Non-profit organization members shall name a primary representative in

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- accordance with 1.5.1.2.c.
 - b. Non-profit organization members are entitled to name an alternate representative in accordance with 1.5.1.2.d.
 - c. Non-profit organization members are entitled to designate an unlimited number of representatives in accordance with 1.5.1.2.e.
4. Participation/Privileges
- a. For-profit organization member representatives are entitled to complimentary Standing Meeting registration.
 - b. Non-profit organization member representatives are entitled to participate in corporate activities.
 - c. The non-profit organization member's primary representative is entitled to vote on corporate matters.
 - d. Non -profit organization member representatives are entitled to serve in elected or appointed positions.
 - e. A non-profit organization member is entitled to member discounts.
 - f. Non-profit organization member representatives are eligible to participate in committee, subcommittee, task group, and work group activities, and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.
 - g. Non-profit organization member representatives may access the Members Only website and other member collaboration tools.
 - h. Non-profit organization member representatives are expected to participate in development and maintenance activities.
 - i. The non-profit organization member's primary representative shall confirm the member's representatives annually and may be asked to confirm the representatives at any other time.

6.3 Government Agency Member

In addition to the conditions and responsibilities detailed in Section 5.1 above, government agency members have the following conditions and responsibilities.

1. Eligibility
 - a. Federal and state agencies.
 - b. Departments or divisions operating under the auspices of a Federal or state agency.
 - c. Government agencies of varying complexity seek membership in X12. Government agencies may choose to have one membership at the agency level or may choose to have their divisions or subsidiaries apply for separate memberships. Subsidiaries which become government agency members in their own right are separately vested with all the privileges and responsibilities of membership.
2. Termination
 - a. Government agency memberships are terminated if not renewed by the end of the membership term.

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3. Representatives
 - a. Government agency members shall name a primary representative in accordance with 1.5.1.2.c.
 - b. Government agency members are entitled to name an alternate representative in accordance with 1.5.1.2.d.
 - c. Government agency members are entitled to designate an unlimited number of representatives in accordance with 1.5.1.2.e.
 4. Participation/Privileges
 - a. For-profit organization member representatives are entitled to complimentary Standing Meeting registration.
 - b. Government agency member representatives are entitled to participate in corporate activities.
 - c. The government agency member's primary representative is entitled to vote on corporate matters.
 - d. Government agency member representatives are entitled to serve in elected or appointed positions.
 - e. A government agency member is entitled to member discounts.
 - f. Government agency member representatives are eligible to participate in committee, subcommittee, task group or work group activities, and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.
 - g. Government agency member representatives may access the Members Only website and other member collaboration tools.
 - h. Government agency member representatives are expected to participate in development and maintenance activities.
 - i. The government agency member's primary representative shall confirm the member's representatives annually and may be asked to confirm the representatives at any other time.

6.4 Individual Member

In addition to the conditions and responsibilities detailed in Section 5.1 above, individual members have the following conditions and responsibilities.

1. Eligibility
 - a. Individuals who are not employed by any organization or entity.
 - b. Individuals who are self-employed, with no other employees.
 - c. Individuals who are employed by an organization and are also self-employed are not eligible to apply for this membership category.
2. Termination
 - a. Individual memberships are terminated if not renewed by the end of the membership term.
3. Representatives
 - a. The individual member's primary representative shall be the individual who applied for and was granted an individual membership.

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- b. Individual members are not entitled to name an alternate representative.
 - c. Individual members are not entitled to designate other representatives.
4. Participation/Privileges
- a. For-profit organization member representatives are entitled to complimentary Standing Meeting registration.
 - b. An individual member is entitled to participate in corporate activities.
 - c. An individual member is entitled to vote on corporate matters.
 - d. An individual member is entitled to serve in elected or appointed positions.
 - e. An individual member is entitled to member discounts.
 - f. An individual member is eligible to participate in committee, subcommittee, task group, and work group activities, and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.
 - g. An individual member may access the Members Only website and other member collaboration tools.
 - h. An Individual member is expected to participate in development and maintenance activities.

7 Associate Member Categories

Except for reciprocal members, which may have specific restrictions or limitations defined within the corresponding formal agreement, all members within an associate membership category are eligible for privileges and responsibilities equal to all other members in the category.

The following associate membership categories are established herein. Additional associate membership categories may be approved by the Board, with or without amendment of this policy.

Academic Associate

This category is open to degree conferring academic organizations, for academic purposes only (teaching or academic research). Academic organizations with departments, divisions, or other components desiring membership for purposes other than teaching or academic research, may apply for membership under an FPO or NPO category. Academic members are entitled to participate in corporate activities and committee activities.

Emeritus Associate

This category is limited to established X12 contributors who have retired. Emeritus members are entitled to participate in corporate and committee activities.

Reciprocal Associate

This category is limited to organizations which are party to a formal agreement with X12 granting such membership. Reciprocal members are entitled to participate in corporate

and committee activities in accordance with the agreement between the reciprocal organization and X12.

RSC Associate

This category is designed for individuals and organizations that aren't X12 members and intend to participate in the activities of an RSC group but not in the activities of the ASC. RSC Associate members are entitled to participate in corporate activities and RSC committee activities but shall not attend ASC meetings/sessions or participate in ASC collaboration.

Transitional Associate

This category is designed for established X12 contributors who have been an active X12 member representative for at least the past twelve months, who terminate employment with an X12 member and either are seeking but have not yet entered into new employment or who are now employed by a non-member entity which they intend to petition to join as members within the transitional period. Transitional associate memberships are strictly limited related to both duration of term and number of permitted instances.

7.1 Academic Associate

In addition to the conditions and responsibilities detailed in Section 5.1 above, academic members have the following conditions and responsibilities.

1. Eligibility
 - a. Degree conferring academic organizations seeking membership for academic purposes only (teaching or academic research).
 - b. Academic organizations with departments, divisions, or other components desiring membership for purposes other than teaching or academic research, may apply for membership under an FPO or NPO category.
2. Termination
 - a. Academic memberships are terminated if not renewed by the end of the membership term.
3. Representatives
 - a. Academic members shall name a primary representative in accordance with 1.5.1.2.c.
 - b. Academic members are entitled to name an alternate representative in accordance with 1.5.1.2.d.
 - c. Academic members are entitled to designate an unlimited number of other representatives in accordance with 1.5.1.2.e.
4. Participation/Privileges
 - a. An academic member's representatives are entitled to complimentary Standing Meeting registration.
 - b. An academic member's representatives are entitled to participate in corporate activities.

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- c. An academic member's primary representative is not entitled to vote on corporate matters.
 - d. An academic member's representatives are not entitled to serve in elected or appointed positions.
 - e. An academic member is not entitled to member discounts.
 - f. An academic member's representatives are eligible to participate in committee, subcommittee, task group or work group activities, but shall not be afforded voting privileges in those groups.
 - g. An academic member's representatives may access the Members Only website and other member collaboration tools.
 - h. An academic member's primary representative shall confirm the member's representatives annually and may be asked to confirm the representatives at any other time.

7.2 Emeritus Associate

In addition to the conditions and responsibilities detailed in Section 5.1 above, emeritus members have the following conditions and responsibilities.

1. Eligibility
 - a. An established X12 contributor who is retired, is not actively employed or self-employed, and is not seeking employment.
 - b. An emeritus membership application will be determined by the Executive Director based on confirmation of employment status, participation records, and input from the applicable committee chair(s).
2. Termination
 - a. Emeritus memberships are immediately rescinded if the individual becomes actively employed or self-employed, regardless of the membership status of any new employer.
 - b. Emeritus memberships are subject to re-confirmation by X12 staff every two years. An emeritus member who has attended at least one meeting, actively participated in collaboration, or voted on corporate matters during the previous membership period shall be retained. An emeritus member who has not met the above criteria shall have their membership terminated.
3. Representatives
 - a. The emeritus member's primary representative shall be the individual who applied for and was granted an emeritus membership.
 - b. Emeritus members are not entitled to name an alternate representative.
 - c. Emeritus members are not entitled to designate other representatives.
4. Participation/Privileges
 - a. An emeritus member is entitled to complimentary Standing Meeting registration.
 - b. An emeritus member is entitled to participate in corporate activities.
 - c. An emeritus member is entitled to vote on corporate matters.
 - d. An emeritus member is entitled to continue to serve in elected or appointed

positions; however, they are not eligible for reelection or reappointment. This restriction may be waived in extenuating circumstances at the discretion of the responsible X12 committee chair or the X12 Board chair.

- e. An emeritus member is not entitled to member discounts.
- f. An emeritus member is eligible to participate in committee and sub group activities and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.
- g. An emeritus member may access the Members Only website and other member collaboration tools.
- h. An emeritus member is expected to participate in development and maintenance activities.

7.3 Reciprocal Associate

In addition to the conditions and responsibilities detailed in Section 5.1 above, reciprocal members have the following conditions and responsibilities.

1. Eligibility
 - a. Reciprocal membership is limited to organizations which are party to a formal agreement with X12 granting such membership. Applications for reciprocal membership are not otherwise accepted.
2. Termination
 - a. Reciprocal memberships are immediately terminated upon non-renewal or active termination of the formal agreement.
3. Representatives
 - a. Reciprocal members shall name a primary representative who must be employed by or formally connected to the organization granted membership.
 - b. Reciprocal members are entitled to name one alternate representative who must be employed by or formally connected to the organization granted membership.
 - c. Reciprocal members are not entitled to designate other representatives.
4. Participation/Privileges
 - a. A reciprocal member's representatives are entitled to complimentary Standing Meeting registration.
 - b. A reciprocal member's representatives are entitled to participate in corporate activities in accordance with the agreement between the reciprocal organization and X12.
 - c. A reciprocal member's primary representative is not entitled to voting rights at any level of the X12 organization.
 - d. A reciprocal member's representatives are not entitled to serve in any elected or appointed position. This restriction may be waived in extenuating circumstances at the discretion of the X12 Board chair.
 - e. A reciprocal member is not entitled to member discounts.
 - f. A reciprocal member's primary representative is eligible to participate in

committee and subgroup activities and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.

- g. A reciprocal member's representatives may access the Members Only website and other member collaboration tools.
- h. Reciprocal members are expected to participate in development and maintenance activities.

7.4 RSC Associates

In addition to the conditions and responsibilities detailed in Section 5.1 above, RSC Associate (RSCA) members have the following conditions and responsibilities.

1. Eligibility
 - a. Organizations and individuals that have not been an active X12 member in the past two years and who intend to actively participate in the activities of an RSC group.
2. Termination
 - a. RSCA memberships are terminated if not renewed by the end of the membership term
3. Representatives
 - a. RSCA members shall name a primary representative in accordance with 1.5.1.2.c.
 - b. RSCA members, other than individuals, are entitled to name an alternate representative in accordance with 1.5.1.2.d.
 - c. RSCA members who are individuals are not entitled to name an alternate representative.
 - d. RSCA members, other than individuals, are entitled to designate an unlimited number of representatives in accordance with 1.5.1.2.e.
 - e. RSCA members who are individuals are not entitled to name other representatives.
4. Participation/Privileges
 - a. One RSCA member representative is entitled to complimentary Standing Meeting registration, limited to corporate and RSC sessions.
 - b. RSCA member representatives are entitled to participate in corporate activities.
 - c. The RSCA member's primary representative is entitled to vote on corporate matters.
 - d. RSCA member representatives are entitled to serve in elected or appointed positions within the RSC.
 - e. RSCA members are not entitled to member discounts.
 - f. RSCA member representatives are eligible to participate in RSC committee and subgroup activities and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.

- g. RSCA member representatives are not eligible to participate in or observe ASC committee and subgroup activities.
- h. RSCA member representatives may access the Members Only website and other member collaboration tools.
- i. RSCA member representatives are expected to participate in RSC development and maintenance activities.
- j. The RSCA member's primary representative shall confirm the member's representatives annually and may be asked to confirm the representatives at any other time.

7.5 Transitional Associates

In addition to the conditions and responsibilities detailed in Section 5.1 above, transitional members have the following conditions and responsibilities.

1. Eligibility
 - a. An established X12 contributor who has been an active X12 member representative for at least the past twelve months, has terminated employment with an X12 member and is either seeking but not yet in new employment or who is now employed by a non-member entity which they intend to petition to join as members within the transitional period.
 - b. A transitional membership application will be determined by the Executive Director based on confirmation of employment status, participation records, number of previous periods as a transitional member, and input from the applicable committee chair(s).
2. Termination
 - a. Transitional memberships are immediately rescinded if the individual's employer becomes an X12 member or at the end of the membership term.
3. Representatives
 - a. The transitional member's primary representative shall be the individual who applied for and was granted a transitional membership.
 - b. Transitional members are not entitled to name an alternate representative.
 - c. Transitional members are not entitled to designate other representatives.
4. Participation/Privileges
 - a. A transitional member is entitled to complimentary Standing Meeting registration.
 - b. A transitional member is entitled to participate in corporate activities.
 - c. A transitional member is entitled to vote on corporate matters.
 - d. A transitional member is entitled to continue to serve in elected or appointed positions; however, they are not eligible for reelection or reappointment.
 - e. A transitional member is not entitled to member discounts.
 - f. A transitional member is eligible to participate in committee and sub group activities and may be afforded voting privileges in those groups dependent on the requirements of the applicable policies and procedures.
 - g. A transitional member may access the Members Only website and other

member collaboration tools.

- h. A transitional member is expected to participate in development and maintenance activities.

8 Information Disclosure

The term "information" includes demographic, financial, organizational, contact information, and other details provided by a member or a member representative to X12 staff as part of membership application, membership renewal, or any specific request as well as information related to meeting registration, meeting or session attendance, online collaboration participation, and voting.

Disclosure and use of member and representative information is authorized and constrained as follows.

1. X12 staff and elected leaders will access member and representative information only as required to conduct official duties.
2. X12 may provide a member list on the public website, such a list will contain only the member's name.
3. X12 may provide a meeting registration or attendance list on the public website, such a list will contain only the member's name.
4. Summarized meeting or session attendance information may be freely distributed as deemed appropriate by the Board, Executive Director, and Committee chairs.
5. To facilitate an official X12 communication, and at the direction of the Executive Director or a committee chair, X12 staff may provide a member's primary representative with the email address of another member's primary representative.
6. To facilitate management of the member's representatives, a member's primary representative shall have access to Standing Meeting registration and attendance information for any of the member's representatives. However, the member's primary representative shall not be entitled to attendance information for individual sessions conducted at a Standing Meeting nor to Interim Meeting attendance information.
7. X12 staff and elected leaders shall use a member representative's attendance information only as necessary for the granting of specific privileges within X12, a committee, or a subordinate group. Detailed attendance information shall not be used for any other purpose.
 - a. Based on the Executive Director's confirmation of a documented need for the information, detailed participant information, which includes only the attendee's name, email address, and the associated member name, may be reported to a committee chair, subcommittee chair, or subordinate group chair.
 - b. Recipients of detailed participant information shall not distribute or disclose the detailed participant information to any other individual or group.
6. Regardless of the source of the information, committee, subcommittee, and subordinate group chairs and secretaries shall not use detailed participation information to provide summaries or statistics related to a specific individual to any

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- party, including the associated member's primary representative.
7. If necessary to the conduct of official X12 business, X12 staff may provide a member or representative list with contact information to another entity, organization, or individual with a non-disclosure agreement. Otherwise the information shall not be disclosed to any external organization, entity, or individual.
 8. Except as identified above, information is not provided publicly or to any member representative.

9 Membership Dues

Member dues are a critical component of X12's financial viability. X12 strives to maintain a revenue balance that ensures implementers who derive value from X12 products bear most of the costs of supporting the organization. As such, the Board shall review dues assessments and other member fees at regular intervals and shall establish member dues at the lowest level that allows for adequately funded organizational activities and initiatives. Current dues assessments are listed on the membership page at x12.org.

As a normal course of business, the Board may increase dues annually by not more than 2.5% in any membership category, or institute any dues reduction. Should the Board determine it necessary to increase dues by more than 2.5% in any membership category, the Board shall solicit input on the adjustment from the committee oversight groups, Steering and the Council. At least 30 calendar days will be allotted for the committee oversight group to gather and consolidate input from their constituent's input. . Following consideration of any committee input, the Board shall reach a final decision on the adjustment.

The Board shall establish member notification and dues effective dates for any adjustment. The effective date shall be no less than 60 calendar days and no more than 365 calendar days following the member notification date.

10 Membership Termination

The **X12 Bylaws (CAP01)** allow for Board approved termination of a membership. In such cases, the terminated member's primary representative will be notified of the decision within five (5) calendar days of the vote to terminate the membership. All member privileges shall be suspended sixteen (16) calendar days after such notice is delivered, unless an appeal has been filed. The terminated member may appeal the termination in accordance with the ***Member Termination Appeal Procedure*** section below. If an appeal is filed in accordance with the procedures, member privileges shall not be suspended pending the outcome of the appeal.

11 Member Termination Appeal Procedure

This section details the process steps for submitting, adjudicating, and disseminating the decision related to an appeal by a terminated member.

1. The primary representative of a member seeking to appeal the Board's decision to terminate their membership (the appellant) must appeal the termination in writing within 15 calendar days of receipt of the notice of termination. The appeal shall be sent to executivedirector@x12.org. The appeal must include the specific reason(s) the appellant believes the termination was unwarranted. The Executive Director shall be responsible for coordinating the appeal process and documenting the decision.
2. Upon receipt of an appeal, the Executive Director sends an acknowledgement of receipt to the appellant and notifies the Board of the appeal.
3. Within ten (10) calendar days of receipt of an appeal, the Executive Director nominates, and the Board confirms, an Appeal Committee consisting of at least three and not more than five voting members, who shall be X12 members not directly involved in the decision to terminate the membership. The Executive Director shall be a non-voting member of the Appeal Committee.
4. Within 15 calendar days of receipt of an appeal, the Board provides any supporting documentation above and beyond the notice provided the member to the Appeal Committee.
5. Within 30 calendar days of confirmation, the Appeal Committee convenes to discuss the termination and appeal and makes a determination based on the notice to the member, the member's appeal, and any additional information provided by the Board.
 - a. The appellant has the burden of demonstrating the termination was unwarranted.
 - b. The Appeal Committee may reach a final decision in a single session or adjourn and reconvene as necessary to reach a final decision.
 - c. At the discretion of the Appeal Committee, the appellant, the Board Chair, or other relevant parties may be invited to attend one or more sessions to respond to questions or provide additional information.
 - d. The Appeal Committee's final deliberations will be conducted in a closed session, with only the Appeal Committee members present.
6. Within three (3) calendar days of the decision, the Executive Director renders the committee's decision in writing to the Board and the appellant. The decision of the Appeal Committee is final.
7. The Appeal Committee shall be automatically disbanded five (5) calendar days after the appeal decision is communicated.

12 Terminology

To ensure consistency in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert's Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable and without modification or revision.

Reference the Wordbook online at <http://wordbook.x12.org/> if you have any questions about a term's definition, synonyms, or source.

13 Document History

New versions of this document are effective on the approval date, unless otherwise stated in the approval.

Approved	Description
09/11/18	V8: Revised to accommodate the RSC, eliminate overlap of representation, add new membership categories, and differentiate between members and associate members.
06/30/2016	V7: Minor grammar corrections.
09/27/2016	V6: Revised to reflect the organization's name change, update the membership categories and criteria, include provision for annual increases, and other minor revisions for clarity.
04/12/2016	ADP03 renamed CAP04 and revised to incorporate the Membership Dues Policies and Procedures (ADP04) and the Membership Termination Appeals Policies and Procedures (ADP21).
08/25/2014	Revisions approved by the Board.
12/11/2013	Revisions approved by the Board.
03/25/1994	Revisions approved by Steering.
07/21/1993	Initial version approved by Steering.