

**Membership Guidelines and Standards**

Free and Charitable Clinics are safety-net health care organizations that utilize a volunteer/staff model to provide a range of medical, dental, pharmacy, vision and/or behavioral health services to economically disadvantaged individuals. Such clinics are 501(c) (3) tax-exempt organizations, or operate as a program component or affiliate of a 501(c) (3) organization. Entities that otherwise meet the above definition, but charge a nominal/sliding fee to patients, may still be considered Free or Charitable Clinics provided essential services are delivered regardless of the patient's ability to pay. Free or charitable clinics restrict eligibility for their services to individuals who are uninsured, underinsured and/or have limited or no access to primary, specialty or prescription health care.

**Affiliate Membership**

* Dues - $ 125 annually
* Eligibility:
	+ Have vested interest/mission in supporting access to care for low-income, medically vulnerable individuals
* Examples:
	+ Hospitals
	+ FQHC’s
	+ Social support or mental health agencies
	+ Rural Health
	+ Legal Aid
	+ Corporate Partners
	+ Senior Services
	+ Minority health advocates
* Benefits:
	+ Proprietary research on the safety net
	+ Conference Discount
	+ Monthly newsletter
	+ Website Link
	+ Networking with local clinics

**Associate Membership**

Note: All new members join NCAFCC at the Associate level and remain an Associate Member in good standing for one year before eligibility to apply for Full Membership.

* Dues - $250 annually
* Eligibility Standards:
	+ Meets the definition of free and charitable clinic
	+ Located in North Carolina
	+ Does not receive section 330 federal funding
	+ Will provide demographic and service data
	+ Will provide a copy of the organization’s 501(c) (3) status
* Examples:
	+ New members
	+ New clinics
	+ Smaller clinics
	+ HealthNet or Collaborative networks
* Benefits:
	+ Affiliate benefits
	+ Advocacy
	+ Technical support
	+ Capacity building and board development support
	+ Meeting Full Member standards support
	+ Mentoring program
	+ Potential collaborative funding
	+ Training opportunities
	+ Development support
	+ Discount to the National Association of Free and Charitable Clinic

**Full Membership**

Note: Any organization that was a voting member as of December 31, 2015 is not required to hold Associate Membership status and is eligible for Full Membership.

* Dues - 1/10 of 1% of the organization’s annual cash budget, annually.
* Eligibility Standards:
	+ Associate Member in good standing for a minimum of 1 year or a voting member as of Dec. 31, 2015.
	+ Upon initial application for Full Membership, Associate Members will provide a copy of the following documents. Voting members that do not hold NCAFCC Accreditation status will provide a copy of the following documents within one year of this notice.
		- Board approved by-laws, that include:

\* Board of Directors have set term limits with staggered terms in place.

\* Board conducts in person face-to-face meetings, at least quarterly with a quorum present.

\* Organization maintains written meeting minutes reflecting actions of the board, including any related reports.

\* Board members receive no compensation, other than reimbursement for expenses directly related to board duties.

\* If a staff member serves on the Board, he/she is the chief staff executive and abstains from all Board votes where there is a conflict of interest.

\* Organization has at least one non-staff member, Board appointed individual, that provides financial oversight.

 - Articles of Incorporation, with approval letter from the NC Secretary of State.

 - Whistle Blower Protection Policy

* + - Board Roster
		- Current IRS 990 Form
		- Current NC Charitable Solicitation License or exemption letter
		- Current annual budget, approved by the Board prior to fiscal/calendar year
		- For organizations with an annual income (cash basis, excluding contributions) of $ 500,000 or greater, submit a copy of a certified public accounting audit.
		- For organizations with an annual income (cash basis, excluding in-kind contributions) of at least $ 100,000 but less than $ 500,000, submit a copy of a financial statement reviewed by an independent certified accountant.
		- For organizations with an annual income (cash basis, excluding in-kind contributions) less than $ 100,000, submit financial statements confirmed as accurate and complete by the organization’s CEO/Board Chair. Financial statements should include a balance sheet listing assets and liabilities and a statement of activities (income statement) listing income and expenses.
		- Financial balance sheets for past 3 months, demonstrating net current assets are not deficit.
	+ After the initial document submission, each organization will provide an annual CEO/Board Chair statement, confirming continued compliance with the Full Membership eligibility standards. NCAFCC will provide Full Members with a reporting format to meet this standard.
	+ Will complete the NCAFCC Annual Survey in February each year.
* Benefits:
	+ All Affiliate and Associate Member benefits
	+ Voting member of NCAFCC
	+ Ability to serve on the NCAFCC Board of Directors
	+ Access to all funding opportunities
	+ Access to in-kind donations
	+ Leadership development support
	+ Eligible to apply for NCAFCC Accreditation status

**Additional Notes:**

* Membership fees are due by the last week in January of each year
* Members are suspended if membership is not paid by February 28th
* Members are terminated if dues are more than 90 days late

Approved by: NCAFCC Board of Directors

Original Approval Date: 4-19-16

Revised Date(s):

Review Date(s):