Civitas Networks for Health

Membership Terms and Conditions and Code of Conduct

Civitas Networks for Health® is a national nonprofit collaborative of over 160 member organizations dedicated to improving health through health information exchange, data use, and cross-sector collaboration. Civitas educates the private sector and policymakers on interoperability, quality, care coordination, health equity, and cost-effectiveness. As a 501(c)(3) nonprofit, Civitas also leads multi-site grant-funded initiatives and amplifies the voices of local health innovators on the national stage.

Civitas educates, promotes, and influences both the private sector and federal and state policymakers on matters of interoperability, quality, coordination, health equity, and cost-effectiveness of health care. Working with healthcare and public health innovators at the state and local levels, Civitas facilitates the exchange of valuable resources, tools, and ideas—and offers a national perspective on upcoming standards and regulations, emerging technologies, and best practices. Our members are central to this mission, and we offer a diverse range of benefits and networking opportunities. Participation in any Civitas program is voluntary, with certain offerings exclusive to members.

We appreciate your membership and adherence to the following Membership Terms and Conditions and Code of Conduct.

MEMBERSHIP TERMS AND CONDITIONS

1. **Term.** Membership begins upon acceptance and remains effective until the earlier of the following:
   a) The expiration of the Civitas fiscal year, which aligns with the calendar year.
   b) The Member's voluntary decision not to renew or to withdraw.
   c) Termination of membership for noncompliance, as outlined below.
2. **Voluntary Withdrawal as a Member.** Members may withdraw at any time by providing written notice to Civitas. In the event of withdrawal, the Member forfeits any right to a refund of previously paid dues.
3. **Termination of Participation.** Civitas reserves the right to terminate membership for cause, which may include failure to pay dues or noncompliance with the Code of Conduct. Termination requires a majority vote by the Civitas Networks for Health Board of Directors. No refunds will be issued for dues paid prior to termination.
4. **Annual Dues Payment.** Membership dues are determined by the Board of Directors in accordance with the organization's bylaws. Dues are tiered based on the Member's attested annual revenue for the most recently completed fiscal year. Membership renewal is contingent upon full payment of the applicable dues.

New Members:
New Members will receive an invoice upon Board approval of their application. Member onboarding will commence only after the annual dues are paid in full.

Members joining after June 30th will pay the full annual dues for the first year and half of the dues upon

their first annual renewal. Subsequent renewals will require payment of full annual dues.

Membership Renewal:
Dues are invoiced annually for the fiscal year of January 1 to December 31. Invoices are sent by November 1 for the following fiscal year. Members must update their organization's information, including revenue attestation, before receiving invoices. It is the Member's responsibility to provide up-to-date information as requested.

Membership dues must be paid in full, or a signed payment plan must be on record, within 60 days of the invoice due date to remain in good standing. A 10-day grace period is granted for renewals. Failure to remit dues within this period will result in an 8% late fee.

Members are invoiced on November 1st or immediately following approval
Annual invoice date January 1st
Invoice due date January 31st
60-day notice March 31st - late fee applied
90-day cancellation notice April 30th

60-Day Notice (March 31)	
All Members with delinquent membership dues	Members with delinquent dues will receive a 60-day notice, including an updated invoice with an 8% late fee. Delinquent members will be referred to the Civitas Finance Audit and Compliance Committee for review and cancellation recommendation.
90-Day Notice (April 30)	
Full and Affiliate Members with delinquent membership dues	Full and Affiliate members with delinquent dues will be brought before the Civitas Board of Directors for cancellation approval.
	Upon Civitas Board approval, members will be sent a cancellation notice.
	Members will be granted one week from the date of the cancellation notice to verify payment is in process or paid in full.
	If payment or verification of payment is not received, membership will be **canceled.** The process to join again will require an application renewal, Civitas Network for Health Board approval, and full reconciliation of annual dues without any reduction for partial year membership.
Strategic Business and Technology (SB&T) Members with delinquent membership dues	SB&T Members will be sent a cancellation notice from Civitas Staff.
	Members will be granted one week from the date of cancellation notice to verify payment is in process or paid in full.
	If payment is not received, membership will be **canceled.** The process to join again will require an application renewal, Civitas Network for Health Board approval, and full reconciliation of annual dues without any reduction for partial year membership.

MEMBERSHIP CODE OF CONDUCT

Civitas is committed to fostering a welcoming, inclusive, and respectful environment for all members. However, certain behaviors are not acceptable and may lead to disciplinary action, including

termination of membership.

1. Non-Discrimination and Anti-Harassment
Discrimination or harassment of any kind is strictly prohibited, including but not limited to actions based on race, color, gender, religion, veteran status, national origin, ancestry, pregnancy, sex, age, marital status, disability, medical condition, sexual orientation, political status, or any legally protected characteristic.

2. Mutual Respect
Members are expected to show respect and consideration to one another, regardless of differences in race, culture, ethnicity, or national origin. Civitas values diversity and encourages contributions from individuals of all backgrounds.

3. Meeting Conduct
Members are encouraged to participate meaningfully in Civitas events, whether virtual or in-person. Members should come prepared to contribute to discussions in a way that adds value to the meeting. The use of meetings as a venue for selling products or services is strictly prohibited, and violators may be removed from participation.

4. Compliance with Antitrust Laws
Civitas operates in full compliance with U.S. antitrust laws. Any violations of these laws may result in disciplinary action, including removal from Civitas Networks for Health as an officer, director, employee, or member.

5. Confidentiality
Members-only information, including content from newsletters, websites, committees, councils, or workgroups, must not be shared outside the Civitas membership without prior authorization.

I am acknowledging that I am an authorized representative of my organization to review and accept the Membership Terms and Conditions and Code of Conduct for Civitas Networks for Health. IN WITNESS WHEREOF, the party has executed this Agreement as of the date of application submission or annual renewal agreement.

[Member Contact]

By:_____
[Name]
[Title]