



# policies and procedures

ELECTRIC BOAT MANAGEMENT ASSOCIATION

APPROVED

*John A. C. [Signature]*  
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SUBJECT

## NON-MEMBERSHIP PARTICIPATION

### PURPOSE

To establish the guidelines for participation by non-members in Electric Boat Management Association (EBMA) activities.

### DEPARTMENTS AFFECTED

All

### DEFINITIONS

1. Eligible employees: Every salaried employee shall be eligible for membership.
2. Members: Eligible employees who have submitted the properly completed form and have dues paid to date as required. Exceptions are life retirement members, life members or affiliated members.
3. Life Retirement Members: Members in good standing who retire under the Electric Boat Corporation Plan are presented a life retirement membership and suitable recognition. Life retirement members are exempted from paying dues for their lifetime and are entitled to all privileges of the organization except voting or holding office.
4. Life Members: Members, upon completion of a term of office as President or Chairperson of the Board, are presented a lifetime paid-up membership by the incoming officers and directors. Life members are exempted from paying dues for their lifetime as long as each is employed at Electric Boat Corporation.
5. Affiliate Members: Affiliate memberships are granted to management personnel of other General Dynamics Divisions and activities, summer hires, and co-op students who want to attend meetings or otherwise participate in the Organization. Affiliate members are exempt from paying dues and are entitled to all privileges in the Association except:
  - a) Voting or holding office
  - b) Attending meetings or activities where advance notice is given that participation is limited to EBMA members unless specifically invited by the President or Chairperson of the Board.
  - c) Receiving monetary refunds.
6. Non-Members: Eligible employees who have not submitted the proper forms, non-eligible employees or non-employees.
7. Guest: A person invited by a member. The limit to the number of guests is one, unless specifically stated otherwise by flyer or invited by the President.

DEFINITIONS (CON'T)

8. Associate Members: Associate membership status is established in recognition of the special teaming relationship between EB and Newport News. Associate memberships are granted to salaried Newport News employees who wish to attend meetings or participate in other activities. Associate members pay dues in accordance with General 2 and are entitled to all privileges of the association except voting or holding office.

GENERAL

1. EBMA activities are for its members. Participation by nonmembers is only acceptable under the following:
  - a. By special invitation extended by the President. A recommendation by the President to extend a special invitation to non-members, beyond that allowed by Policy and Procedure 4-9, shall be subject to the approval of the Board of Directors.
  - b. When the non-member is performing services either by invitation, contract or shop order.
2. Associate Members are required to pay dues to maintain their status as members. The dues will be collected every six months directly from the Associate Member. The dues collected from the Associate member shall be \$26 every six months. The member enrollment manager will collect the dues and maintain a database of active Associate Members.
3. A non-member participating in an EBMA activity shall pay the full unsubsidized price for meals, entertainment, services, etc. Any reduction from the full-unsubsidized price is acceptable only by approval of the President and must be advertised in advance of the event.

PROCEDURE

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| 1. | Program Director or<br>Committee Chairperson | Notify the President when it is planned to open any<br>EBMA activity to non-members or guests.               |
| 2. | President                                    | Approve, disapprove, or recommend approval to BoD<br>for participation of non-members or guests, as required |
| 3. | Board of Directors                           | Approve or disapprove specific recommendation to<br>extend invitation, as required.                          |