



**GREEN CHEMISTRY &  
COMMERCE COUNCIL**

**Business Mainstreaming Green Chemistry**

**MEMBERSHIP GUIDELINES AND POLICIES**

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## I. BACKGROUND<sup>1</sup>

The Green Chemistry & Commerce Council (GC3) is a business-to-business forum that works collaboratively to accelerate the application of green chemistry across industry sectors and supply chains. The GC3 provides an open setting for companies to share information and experiences about the challenges to and opportunities for safer, more sustainable chemicals and products.

Established in 2005, the mission of the GC3 is to make green chemistry standard practice, contributing to innovation, improved public health, and protection of the environment. The GC3 defines green chemistry as the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances throughout their lifecycles.

The GC3:

- Develops and promotes tools, policies and business practices to drive the application of green chemistry throughout supply chains
- Fosters collaboration among businesses, government, non-governmental organizations, and academic researchers
- Undertakes cutting edge research, model partnership projects, and outreach and education to leverage development and adoption of green chemistry solutions.

The GC3 achieves its mission by convening project groups, facilitating stakeholder dialogues, holding webinars, publishing a regular newsletter, and hosting an annual Innovators Roundtable.

Project groups may vary from year to year based on the priorities of its members. Current groups are:

- *Retail Leadership Council (RLC)*: promoting safer chemicals, materials, and products across retail supply chains.
- *Education*: working to embed green chemistry in academic and professional education and build a field of professionals with a strong understanding of the nexus between chemistry, product design, and sustainability.
- *Mainstreaming green chemistry*: conducting research, engaging members, and identifying actions to make green chemistry synonymous with chemistry.
- *Innovation*: exploring new models of innovation and how these can apply to green chemistry.

## II. OPERATIONAL STRUCTURE

The GC3 is a project of the [Lowell Center for Sustainable Production](#) at the University of Massachusetts, Lowell. The Lowell Center for Sustainable Production (Lowell Center) is a research center based at the University of Massachusetts Lowell. The Lowell Center develops, studies, and

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<sup>1</sup> Please note: These guidelines and policies are subject to modification by GC3 staff in consultation with the GC3 Advisory Committee. Please consult GC3 staff if you have any questions or concerns.

promotes environmentally sound systems of production, healthy work environments, and economically viable work organizations.

### **GC3 MANAGEMENT**

Lowell Center staff and consultants (herein called GC3 staff) facilitate and manage all GC3 activities, in consultation with the GC3 Advisory Committee, including: (1) establishment and facilitation of project groups and strategic research initiatives; (2) determination of annual budget, making budgetary (including membership dues, conference fee, and sponsorship cost structures) and staffing decisions, and raising operating funds; (3) establishment of annual goals and longer term priorities and strategic directions for the GC3; (4) development of the desired outcomes and agenda for the annual Innovators Roundtable; and (5) development of GC3 outreach materials and branding. The GC3 director and co-director are responsible to inform the Advisory Committee of GC3 activities as described in 1-5 above and will respond in a timely manner to requests for information from the Advisory Committee.

The [GC3 Advisory Committee](#) is an advisory body (of up to 12 representatives) elected by GC3 members. The Advisory Committee's role is to provide guidance to GC3 staff in determining the direction and scope of the GC3 and its activities, including the annual operating and project budgets.

### **GC3 FUNDING**

Member dues, sponsorships, conference fees, and philanthropic grants fund the annual operational costs of the GC3. Membership dues (including tiers), conference and reception sponsorship costs, and project and event (such as the annual Innovators Roundtable) fees are established by Lowell Center staff with input from the Advisory Committee. Such fees are established to cover the cost of managing the GC3, including its project activities and events. A GC3 operating budget is available to Members on request.

### **GC3 PROJECT GROUPS**

Research and outreach activities that advance the GC3 mission are carried out through a series of Project Groups. The number and focus of projects undertaken each year are decided after the annual GC3 Innovators Roundtable and with input from the Advisory Committee, though no more than five Project Groups will generally be approved at any time. Each Project Group may have more than one primary "project". Throughout the year, members participate on Project Group calls to further the project mission. Non-members may participate in these groups on an "as-invited" basis by the Project Group. The project outcomes are presented annually at the Innovators Roundtable and updates are provided at least quarterly in the GC3 newsletter and on GC3 Member Update calls. All GC3 members are encouraged to participate and take leadership in project groups.

### **GC3 STRATEGIC RESEARCH INITIATIVES**

To further GC3 strategic goals and to address gaps in research or knowledge identified in project groups or at the Annual Innovators Roundtable, GC3 staff periodically develop short term GC3 Strategic Research Initiatives with the goal of producing a public report. These Initiatives, established in consultation with the GC3 Advisory Committee, are generally carried out by expert consultants and do not require the establishment of a GC3 Project Group.

## GC3 INNOVATORS ROUNDTABLE

The Annual GC3 Innovators Roundtable is a forum for GC3 members, potential members, and invited guests to share new research, information, experiences, and knowledge that can advance the implementation of green chemistry and the production and use of safer chemicals, materials, and products throughout supply chains. GC3 staff annually plan the desired outcomes and agenda for the Innovators Roundtable, in consultation with the Advisory Committee. Roundtables are hosted by a GC3 member organization that commits to covering the direct meeting costs for the Roundtable. Where possible, the Roundtable host and GC3 staff work to establish a local planning committee to provide input to the Roundtable Agenda, determine local site visits and pre-meetings, and ensure the Roundtable has a positive impact on the local green chemistry community. GC3 staff attempt to vary the location of the Annual Roundtable to encourage participation of businesses from different regions of the country. GC3 Members have priority access to Roundtables and will be offered pre-registration.

## GC3 MEMBERS

[GC3 members](#) are champions and innovators in green chemistry and the development, production, and sales of safer chemicals, materials and products. To maintain the business to business nature of the GC3, the majority of GC3 members at any time (approximately two thirds) are individual companies and one third are representatives from non-governmental organizations, local, state and federal government agencies, and consulting firms. Organizations can join the GC3 if they have read and agree with the vision of the GC3, are working toward advancing its definition of green chemistry, complete membership information, and pay the membership fee. Prospective non-business members are first reviewed by the Advisory Committee. Members participate in the annual Innovators Roundtable, the Advisory Committee, and project groups at their discretion. At the annual Innovators Roundtable and in periodic surveys and telephone outreach, members are asked to provide input into GC3 projects and strategic directions.

GC3 members receive the following benefits:

- Support of a strong, national organization taking a practical, hands-on approach to overcoming barriers and raising the visibility of green chemistry
- Access to a [network of leading companies](#) (and potential partners) working to find innovative green chemistry solutions
- Opportunities for networking and dialogue within and across industry sectors
- Input on GC3 project groups and strategic priorities
- Participation in current [general interest project groups](#) (see below) by an unlimited number of representatives from an organization
- The right to run for an open seat and vote in Advisory Committee elections
- Recognition on the GC3 website as a [member](#), in addition to unrestricted access to the GC3 website including the [GC3 Members Area](#)
- Significantly reduced registration fees for up to two participants from a member company to attend the [annual GC3 Innovators Roundtable](#)
- Receipt of at least quarterly [electronic newsletters](#) outlining recent GC3 activities and related stories of interest
- Participation in GC3 Member Update calls and Member-only webinars
- Receipt of member-only emails on special GC3 events and other important green chemistry information

### III. POLICIES AND PROCEDURES

#### MEMBERSHIP

Eligibility – GC3 membership is open to any company in any sector working to integrate green chemistry into its products, processes, and services. Because the GC3 seeks to maintain an open, business-to-business dialog, individual companies make up at least two-thirds of the GC3's members. To join, prospective GC3 Members should reach out to the GC3 Business Manager and/or Director or Co-Director. Prospective GC3 Members are asked to fill out a new member form, including acknowledgement of their agreement with the GC3 mission and Member guidelines. New Members are accepted into the GC3 after review by the GC3 Advisory Committee and GC3 staff.

Industry and trade associations are not permitted to join the GC3 as Members, but may be asked to join Project Group discussions and are invited to participate in the annual Innovators Roundtable.

Consulting firms may join the GC3 as members, but are not generally considered part of the two thirds majority of companies previously referenced. A limited number of representatives from non-governmental organizations and from local, state, and federal government agencies, as appropriate, may be invited to join the GC3 as members at the discretion of the GC3 Advisory Committee and GC3 staff.

To join the GC3, representatives from consulting firms, government agencies, and non-government organizations should contact the GC3 Business Manager or GC3 Director or Co-Director. GC3 staff in consultation with the Advisory Committee will determine which interested organizations will be invited to become members.

GC3 members are expected to follow these guidelines:

- Participate in annual GC3 Roundtables and relevant project group calls.
- Work cooperatively and constructively to advance the GC3 mission (see above) and green chemistry within their own organizations and sectors as well as to promote the GC3 to peer companies and their supply chain.
- Allow the listing of their organization on the GC3 public website and in GC3 publications (except where prior arrangements have been made).
- Allow inclusion of contact information for one or more individuals in their organization for other members to access on the GC3 member- only website.
- Respond in a timely manner to staff requests for information that helps advance the GC3 mission
- Pay annual membership dues in a timely fashion at or above the required minimum amount.

Membership in the GC3 does not constitute affiliation with the Lowell Center or the University of Massachusetts Lowell. GC3 members have no voting or other rights in the governance of the Lowell Center or the University of Massachusetts Lowell.

## MEMBERSHIP DUES

Members are required to pay annual dues to remain active GC3 members. The 2016-2017 (June-May) dues are as follows:

Tier	Organization Type	Annual Dues Rate	Annual Dues beginning June 1, 2017
Tier 5	For-profit entities with annual revenue or operating budgets at or exceeding \$1 billion	\$7,500	\$10,000
Tier 4	For-profit entities with annual revenue or operating budgets between \$10 million and \$1 billion	\$4,000	\$6,000
Tier 3	For-profit entities with annual revenue or operating budgets of less than \$10 million	\$1,500	\$2,500
Tier 2	Consultants and small businesses with less than 10 FTE*	\$600	\$1000
Tier 1	Not-for-profit entities (includes government agencies, academic institutions, and non-government organizations)*	\$350	\$400

The GC3 Business Manager has the discretion to work with individual GC3 members on specific payment options, including annual renewal date, for membership.

Dues are paid yearly based on the date the company or organization joins the GC3.

Invoices for the coming year's dues are sent to existing members electronically approximately 30 days prior to their annual renewal date. New members are invoiced for dues upon their request to join the GC3, and then yearly afterwards.

Dues are used to cover salaries for GC3 staff that are responsible for the coordination and administration of GC3 activities, including but not limited to leading/facilitating project groups, planning and executing annual meetings, conducting research, and facilitating other projects generated as part of project groups. Dues are also used to pay for consultants hired for specific research and outreach projects, annual meeting expenses, as well as routine operating costs such as office supplies, website maintenance, etc. Dues paying members received discounted, rather than no-cost registration for the annual Innovators Roundtable for up to two employees. At times, for targeted GC3 projects (see below), additional project funds may be requested to support activities of the project group.

## GC3 MEMBERSHIP TERMINATION

GC3 membership may be terminated for the following reasons: (1) voluntary non-renewal of membership; (2) non-payment of GC3 membership dues in a timely manner; (3) behavior of a member that harms the GC3 or Lowell Center, violates the GC3 mission or activities, or is insulting to or disrespectful of other GC3 members.

## GC3 Membership Guidelines

For organizations leaving the GC3 before the end of a membership year, no portion of dues will be refunded following a 30-day period after dues are paid. Members not renewing membership are requested to provide notification to the Lowell Center at least 30 days before the dues renewal period of their intentions to not renew membership.

GC3 Members have 90 days from the date of invoicing to renew their dues, which may be paid concurrently with registration fees for the annual Innovators Roundtable or other GC3 project. Members will receive at least two reminders to renew their dues. It is incumbent on Members to notify the GC3 Business Manager of any changes in contact/billing information. If dues for the current GC3 membership year are not received by within 90 days of their annual membership renewal date and the member has failed to make arrangements with GC3 staff for payment, that member's membership will be terminated and the member will be removed from the GC3 member list and will not be able to participate in project groups or receive member-only benefits.

For GC3 members engaging in behaviors or activities that negatively impact the GC3 or are disrespectful to other members, the Lowell Center, with affirmative vote from the Advisory Committee, may refuse to renew the membership of that organization or terminate their existing membership with no refund of membership dues.

### **GC3 PROJECT GROUP PARTICIPATION FOR GC3 MEMBERS AND NON-MEMBERS**

The GC3 runs two distinct types of projects: **General interest projects** and **targeted projects**. General interest projects are directly relevant to all GC3 members and any dues paying member may participate. Examples of general interest projects are the [Mainstreaming Project](#) and Chemical Data Project. At times, we invite non-GC3 members to participate in these projects, particularly when they have relevant technical expertise.

Occasionally the GC3 convenes project groups to tackle a targeted issue, likely of direct interest to only a subset of member organizations. For these targeted projects we invite specific GC3 members to participate and we may, for strategic reasons, invite non-members to join the group if the work and the outcome of the effort will be strengthened through their participation. Two examples of targeted projects are the [Retail Leadership Council](#) and the [Collaborative Innovation Project on Preservatives in Personal Care and Household Products](#).

Project groups often have significant resource needs for facilitation and research. Dues paying members of the GC3 may freely participate in project groups. Non-GC3 members, invited into project groups for strategic reasons, may participate in a project for up to six months without joining the GC3. After the six month trial period, the organization must either join the GC3 to continue participating or contribute an equivalent amount of money, based on the GC3 [membership dues schedule](#), to the GC3 Project Fund to continue to participate. If a GC3 targeted project has additional resource needs not envisioned in GC3 dues, additional fees may be requested to cover project costs.

## **IV. OPERATIONAL POLICIES AND PROCEDURES**

### **USE OF NAME AND LOGO**

Members must request express permission of GC3 staff to use the GC3 logo. The logo may be reproduced with permission from GC3 staff provided that:



## GC3 Membership Guidelines

1. Any use of the logo follows the GC3 branding guidelines available from GC3 staff
2. The use of the name and logo is for the purpose of the GC3 and participating entities
3. The use of the name and logo does not in any way suggest endorsement of commercial products or services, or of particular businesses or individuals, or misrepresent the membership guidelines stated in this document
4. The name or GC3 logo is not overlaid with other graphics

### **USE OF GC3 PRESENTATIONS AND MATERIALS**

GC3 members are free to use GC3 PowerPoint presentations (such as the new member introduction), reports and other materials for outreach and educational purposes if such use specifically references the GC3 and follows the GC3 branding guidelines available from GC3 staff. Any questions about use of GC3 materials should be directed to GC3 staff.

### **ENDORSEMENT AND NON-ENDORSEMENT POLICIES**

The GC3 periodically issues reports and papers that reflect research and dialogues of GC3 members and other stakeholders. These reports are publications of the GC3 and are not intended to represent the positions of individual GC3 members or their organizations. If, as a result of a project group effort or recommendation from the GC3 Advisory Board, the GC3 decides to issue a statement endorsing a particular government or non-governmental policy or action, members may be requested via the GC3 email list and individual outreach to endorse the statement. A disclaimer will accompany the document indicating that the views expressed are not necessarily those of the entire membership.

The GC3 and the Lowell Center, including all Lowell Center projects, neither permits the use of its name, logo, or written materials for commercial purposes, including advertising, nor allows the suggestions of any endorsement, affiliation, or sponsorship with any third party's product or service without its prior written consent. Members of the GC3 may indicate that they are a member of the GC3, provided there is no indication of certification or endorsement of their product or service.

### **INTELLECTUAL PROPERTY STATEMENT**

Any intellectual property developed as part of the GC3 remains the property of the Lowell Center.

### **ANTI-TRUST POLICY**

Group activities by competitors entail risks under federal and state antitrust laws. GC3 members and other participants in GC3 activities are expected to be familiar with their obligations under antitrust laws and should consult their attorneys if there are any particular questions or concerns. At the beginning of project group meetings involving competitors, GC3 staff read a statement in regard to anti-trust issues.

### **COMMUNICATION**

GC3 staff regularly communicates with members through electronic newsletters, questionnaires, other mailings to the GC3 member email list, webinars and telephone calls. Newsletters include announcements of upcoming meetings, updates on project group activities, and other relevant information including but not limited to recent publications, articles, or presentations of interest. GC3 members can submit an announcement for the newsletter by contacting GC3 staff. GC3 members with questions should contact the GC3 business manager who will direct them to the appropriate GC3 staff person.

## **PRIVACY AND CONFIDENTIALITY**

In general, all information shared with GC3 members is considered as publicly available and non-confidential. GC3 staff and GC3 members will keep information confidential when members explicitly identify it as such. GC3 members may talk openly with the media about the work of the GC3.

The GC3 follows the Chatham House Rule which states that participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed unless specific permission is given.

General interest project group and Advisory Committee notes, working project publications, and a GC3 member directory are accessible on a password protected portion of the GC3 website ([www.greenchemistryandcommerce.org](http://www.greenchemistryandcommerce.org)).