



# Voting Membership Application

The Council for Responsible Nutrition (CRN) is the leading trade association representing ingredient suppliers and manufacturers of dietary supplements and functional foods including vitamins, minerals, and botanical products. CRN and its members are committed to providing consumers with safe, effective products made to quality standards. CRN’s mission is to enhance and sustain a climate for our member companies to responsibly market dietary supplements and their ingredients by maintaining and improving confidence among consumers, media, government leaders, regulators, healthcare professionals and other decision makers with respect to our members’ products. To become a member of CRN, complete and return this application to CRN along with your dues check. Applications require the approval of CRN’s Board of Directors.

For more information about CRN membership, please contact CRN's Director, Membership Development, Carl Hyland at 202-204-7674 or chyland@crnusa.org.

## 1. Tell us about your company

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Company Name (as it should appear on our membership list):

\_\_\_\_\_

Primary Company Contact \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Primary Contact E-Mail \_\_\_\_\_ Company Website \_\_\_\_\_

Company President / CEO \_\_\_\_\_

President’s Phone \_\_\_\_\_ President’s E-Mail \_\_\_\_\_

## 2. Determine your company’s membership category

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CRN offers three categories of membership:

**Voting**—Any company or person who manufactures a dietary supplement —as defined in the Dietary Supplement Health and Education Act of 1994 (DSHEA)—or functional food, or a dietary ingredient used in a dietary supplement or functional food, or who distributes a dietary supplement or functional food under its own brand shall be eligible for membership in the Council as a voting member. Under DSHEA, a dietary supplement is defined as “any product that contains one or more dietary ingredients such as vitamins, minerals, herbs, or other botanicals, amino acids or other ingredients used to supplement the diet.” Companies who qualify as voting members of CRN must join as voting members and may not join as Associate or International members. **Dues for Voting Members are based on product sales as described below.**

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**Associate**—Any company or person who supplies services, products (other than dietary ingredients) or other support to a company or person eligible for Voting membership is eligible for Associate membership. Associate members may apply to upgrade their membership to Voting status by paying dues as a Voting Member. A company who manufactures a dietary supplement, functional food or dietary ingredient or markets or distributes a dietary supplement, functional food or dietary ingredient under its own brand qualifies as a Voting Member of CRN and may not join as an Associate or International member. **Dues for Associate Members are \$3,000 per year.**

**International**—Any company or person that is otherwise eligible for Voting Membership in CRN, but doing business exclusively outside the U.S is eligible for International Membership. Companies marketing, selling or distributing eligible products in the United States do not qualify for International Membership. International Members may apply to upgrade their membership to Voting status by paying dues as a Voting Member. **Dues for International Members are \$5,000 per year.**

My company is applying for \_\_\_\_\_ membership.  
(Voting / Associate / International)

**Applicants for Associate Membership should use the separate Associate Member application.**

**Please provide a brief paragraph that describes your company and its business (or attach a separate page):**

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### **3. Determine your company's dues**

Dues for Voting Members shall be calculated on the company's previous fiscal year's sales. "Sales" is defined as total sales in the U.S. during the past year resulting from the manufacture and/or distribution of dietary supplements, functional foods, or ingredients in dietary supplement and functional food products, including all dietary supplement product sales of the member company and its domestic affiliates, excluding intracompany sales and minus any refunds or discounts. "Ingredients" includes not only "dietary ingredients" as defined in DSHEA, but also excipients, colors, flavorings, and other ingredients used in the manufacture of supplements.

Dues are paid on an annual basis with membership benefits running from January 1<sup>st</sup> to December 31<sup>st</sup>. New members who join mid-year receive pro-rated dues for the remainder of that calendar year.

#### **SPECIAL DUES INCENTIVE FOR VOTING MEMBERS:**

CRN's Board of Directors has expressed its commitment to membership development by approving a dues incentive for new, first-time voting members. CRN voting membership is available at a 50% reduction in dues for the first 12 months, which begins on the date of the application.

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**Voting Members dues schedule (effective January 1, 2009):**

| Total Annual U.S. Sales   | Dues Rate                              | Dues Ranges                   |
|---|--|-------------------------------|
| \$0 to \$3,333,333  | \$4,000                                | \$4,000                       |
| \$3,333,334 to \$5,000,000  | .120% of sales                         | \$4,000 to \$6,000            |
| \$5,000,001 to \$20,000,000   | .115% of sales, but at least \$6,000   | \$6,000 to \$23,000           |
| \$20,000,001 to \$50,000,000  | .110% of sales, but at least \$23,000  | at least \$23,000 to \$55,000 |
| \$50,000,001 to \$100,000,000   | .105% of sales, but at least \$55,000  | \$55,000 to \$105,000         |
| <i>Companies with less than \$100 million in annual sales may choose to pay dues at that level (\$105,000) and secure a permanent position on CRN's Board of Directors.</i> |  |                               |
| \$100,000,001 to \$150,000,000  | .100% of sales, but at least \$105,000 | \$105,000 to \$150,000        |
| \$150,000,001 to \$173,684,211  | .095% of sales, but at least \$150,000 | \$150,000 to \$165,000        |
| \$173,684,211 and up  | \$165,000                              | \$165,000                     |

**Dues Calculation:**

**1. My company's total prior year sales on relevant products covered by CRN's membership criteria are:**

\$ \_\_\_\_\_

\*\*\* PLEASE NOTE: Sales information is a required field to process your application. Sales figures provided to CRN for membership purposes are held strictly confidential by CRN and are not disclosed to anyone, not even to CRN's Board of Directors. This information is required for accurate computation of CRN's dues.

**2. Based on the rate schedule above, my company's full dues for year one are:**

\$ \_\_\_\_\_

**3. 50% reduction for new, first-time members (if applicable): [Line 2 x .5]**

\$ \_\_\_\_\_

**4. Prorated beginning in \_\_\_\_\_ (month of application), if applicable:**

**Determine months remaining in calendar year [e.g., March = 9/12 or .75, September = 4/12 or .33]**

\_\_\_\_\_

**5. Enclosed is a check for my company's dues: [Line 3 x Line 4]**

\$ \_\_\_\_\_

**My company is applying to be a (please check one):**

- Voting member, manufacturer—companies that manufacture or market finished dietary supplement or functional food products
- Voting member, supplier—companies that manufacture or supply dietary ingredients used in dietary supplement products

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## 4. Sign and certify the information provided

I certify that the information included with this application is true and complete to the extent of my knowledge, and I understand that my signature below indicates my obligation to fulfill my commitment.

This application will be complete only when the above information and a check in the appropriate amount have been received by CRN. The application must be signed by an officer or senior executive in your company. Dues are non-refundable once the application has been approved by CRN's Board of Directors.

I have read the CRN Code of Ethics (attached hereto) and verify that my company is in compliance with these voluntary, self-regulatory actions by which CRN member companies agree to abide.

Company Contact (please print) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 5. Include supporting documentation

All applications must include copies of descriptive information about the organization and its role in the dietary supplement industry, including the following:

- Annual Report
- Overview of Facilities
- Product Catalog
- Sample Print Promotional Materials
- Description of Organizational Structure

In lieu of printed material, applicants may send a narrative explanation of products and services.

Mail the completed application, dues, and supporting documents to:

Member Services  
Council for Responsible Nutrition  
1828 L Street, Suite 510  
Washington, DC 20036

Or fax to: (202) 204-7701 or email to [chyland@crnusa.org](mailto:chyland@crnusa.org).

Keep a copy of all documents for your records. Contact Carl Hyland at 202-204-7674, [chyland@crnusa.org](mailto:chyland@crnusa.org), with any questions.

**Note:** Contributions or gifts to the Council for Responsible Nutrition are not deductible as charitable contributions for federal income tax purposes, but may be partially deductible as a business expense.

Revised Nov. 2011

# CRN Voting Membership Application

## Code of Ethical Principles

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*(Adopted March 2008)*

***CRN and its members share a commitment to improving public health through nutrition, including the appropriate use of dietary supplements. In pursuit of this goal, CRN's members pledge to observe and uphold the highest ethical principles in their dealings with their customers, suppliers, competitors, regulators and consumers in order to foster confidence in our products. In particular, CRN and its members commit themselves to the following ethical principles:***

- 1. CRN's members are committed to marketing products that will improve the personal health of consumers and the public health.**

CRN and its members should support nutrition research and education, including the role of the federal government in conducting research, on the relationships between dietary supplements and health in order to expand scientific information and knowledge about the role of safe and beneficial dietary supplements in improving personal and public health.

- 2. CRN and its members are committed to observing all applicable state and federal laws and regulations.**

CRN and its members recognize the important role of laws and regulations, and the state and federal agencies that implement them, to assure that the best interests of the public are promoted and protected. Although CRN may on occasion advocate for changes in those laws that are inconsistent with the best interests of the public and the industry, CRN members should adhere to all relevant laws and regulations while they are in place.

- 3. CRN members are committed to marketing dietary supplements with truthful and non-misleading labeling and advertising.**

CRN members should make only those representations in labeling and advertising that are supported by [competent and reliable scientific] reasonable and credible evidence to substantiate those claims; that accurately represent the findings of scientific or consumer research; and that are supported by scientifically-valid methods to verify the labeled composition of the product.

- 4. CRN and its members are committed to taking appropriate action to support the safety of their products.**

CRN members should market ingredients and products that have been demonstrated to be safe through appropriate scientific evidence and, where appropriate, evidence of safe use in previously marketed products, and should undertake additional evaluation or testing whenever new safety issues arise.

- 5. CRN and its members are committed to responsible self-regulation to foster consumer confidence in the quality of products and the truthfulness of advertising.**

CRN and its members should foster and encourage the development and implementation of voluntary standards for responsible business behavior within the dietary supplement industry and in the wider community.

- 6. CRN's members are committed to observing fair business practices in their dealings with consumers, the general public, and other industry members.**

CRN and its members should recognize that the credibility of individual companies and of the dietary supplement industry as a whole depends upon fairness in the marketplace, with respect to individual consumers, the public at large, government agencies, state and federal legislatures, the professional and academic communities, and fellow members of the dietary supplement industry and its supporting suppliers.

# CRN Voting Membership Application

## CRN Bylaws Provisions Relevant to Membership & Dues

### ARTICLE II - Membership

#### Section 2.01. **Membership.**

A person (which shall include a corporation, a partnership, or any other organization) who is actively engaged in the manufacture (which shall include the packaging and labeling) or distribution of a dietary ingredient or a dietary supplement, or of a related traditional food, and a person who supplies products, services, or other support to such person, or who support the purpose of the Council set forth in Section 1.02, shall be eligible for election as a member of the Council.

#### Section 2.02. **Classes of Members.** There shall be four classes of members:

- (a) **Voting Member.** A person who manufactures a dietary ingredient or a dietary supplement or who distributes a dietary supplement under its own brand shall be eligible for membership in the Council as a voting member. Voting members shall be divided into two categories:
  - (1) **Manufacturer Member.** A member who manufactures a dietary supplement or distributes a dietary supplement under its own brand.
  - (2) **Supplier Member.** A member who manufactures a dietary ingredient but not a dietary supplement.
- (b) **Functional Food Member.** A person who does not manufacture a dietary ingredient or a dietary supplement, but who manufactures a related nutritional food (such as a food for special dietary use, a functional food, or an ingredient used in these products) shall be eligible to join the Council as a functional food member.
- (c) **Associate Member.** A person who is eligible for membership in the Council and is not actively engaged in the manufacture of a dietary ingredient or a dietary supplement but who provide products, services, or other support to manufacturers or suppliers, or who support the purpose of the Council set forth in Section 1.02, shall be eligible to join the Council as an associate member.
- (d) **International Member.** A person who is eligible for membership in the Council but does business exclusively outside the United States shall be eligible to join the Council as an international member. A foreign affiliate of a person eligible to be a voting member shall be eligible for international membership only if the person eligible for voting membership is in fact a voting member.

#### Section 2.03. **Election of Members.**

Members of the Council shall be elected by majority vote of the Board of Directors or of the Executive Committee.

#### Section 2.04. **Removal of Members.**

A member of the Council may be removed by two-thirds vote of the votes entitled to be cast by all of the Council members or of the Board of Directors, provided that a member may be removed only at a meeting where prior notice of this issue has been given.

#### Section 2.05. **Resignation of Members.**

A member of the Council may resign by giving notice in writing to the Council. A member shall be liable for dues and assessments for the full calendar year during which the member gives a notice of resignation.

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## ARTICLE IV – Dues and Assessments

### **Section 4.01. Annual Dues.**

Each year the Board of Directors shall prescribe the dues for the four classes of members for the following calendar year. The Council shall promptly send to each member written notice of the prescribed dues and the due date or dates of payment thereof. The dues of voting members shall be determined on the basis of the total sales derived by the member's business in the United States from the activities described in Section 2.01, as recommended by the Audit Committee and established by the Board of Directors from year to year.

**Section 4.02. Special Assessments.** Members of the Council shall pay such special assessments as the Board of Directors may from time to time levy in order to defray extraordinary or unusual expenses incurred by or on behalf of the Council, provided that no member shall become obligated to pay such an assessment until it has been ratified by a majority vote of the members of the Council. Payment by a member, in whole or in part, of any special assessment shall constitute the member's vote to ratify such assessment.

### **Section 4.03. Non-Payment of Dues or Assessments.**

Renewal dues are payable within the first sixty (60 days) of a calendar year. The failure of any member of the Council to pay dues or assessments within thirty days after the due date thereof shall result in such member's suspension from the Council until such payment is received except in extenuating circumstances communicated to and accepted by the Board of Directors or the Executive Committee. Once a new dues year begins, that member must re-apply for membership if it fails to pay its dues within the prescribed time period. A firm that fails to pay its dues in a timely manner in a particular year, may not allow its membership to lapse and then rejoin later that calendar year at a pro-rated amount; dues for the entire year are payable upon an application to rejoin in the same calendar year except in extenuating circumstances communicated to and accepted by the Board of Directors or the Executive Committee. Members whose dues are more than 30 days delinquent may be assessed a reasonable interest charge on those dues, up to 1.5 % per month.

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