



## JA-SIG INSTITUTIONAL MEMBERSHIP PROGRAM

### Section 1: Background

JA-SIG was founded in the fall of 1999 as a consortium of colleges and universities dedicated to sharing knowledge and expertise in the Java programming language. Since then, JA-SIG has evolved into an international organization promoting open computing architectures, holding bi-annual educational conferences, and sponsoring projects creating and sharing open source applications and frameworks for the benefit of higher education.

JA-SIG incorporated in 2005 and obtained non-profit 501(c)3 status. The Membership Program was introduced the following year with the intent to provide an avenue for the hundreds of institutions and commercial affiliates that have implemented JA-SIG software and attended JA-SIG events to have a say in strategic direction and activities, as well as to provide sustaining support to the organization (See Appendix B).

### Section 2: JA-SIG Objectives

JA-SIG's objectives include the following:

- Provide education and research in the applied use of open technology architectures, services, and applications in higher education
- Develop a global community of interest among practitioners, institutions, and commercial affiliates, and inform that community of activities, projects, and opportunities in the area of shared, open technology for higher education
- Educate by coaching, collaborating, and sharing good practices, and disseminating the results of innovative approaches
- Establish organizational standards for JA-SIG-sponsored projects to foster best practices, quality assurance, and conformance to JA-SIG goals and values
- Foster an atmosphere of trust, goodwill, and mutual respect amongst all participants, through its various initiatives, including conferences, projects, and outreach.
- Mobilize distributed resources for development and support of JA-SIG projects
- Facilitate and encourage mutual support for JA-SIG projects among community members
- Maintain a clearinghouse of open source software artifacts for use by all
- Coordinate and share requirements, plans, technologies, and events with other

- organizations, locally and internationally, dedicated to related goals and projects
- Establish working relationships between higher education institutions and commercial partners that are successful in creating new, mutually advantageous models for software support of open source projects

### **Section 3: The JA-SIG Commitment**

JA-SIG provides:

- A legal home for the JA-SIG community and its projects
- Support and oversight to JA-SIG projects
- Collaboration resources such as web sites, a wiki, and email lists for distributing news and facilitating dialog about JA-SIG activities and projects.

### **Section 4a: Meetings and Conferences**

JA-SIG has held semi-annual conferences since 1999. The number of conferences may increase or decrease in future calendar years. JA-SIG may schedule additional events, such as training, workshops, and retreats. Institutional and Commercial Affiliate Members can attend all such events at reduced member rates.

### **Section 4b: JA-SIG Board Elections**

The JA-SIG Board will be elected by JA-SIG Institutional Members and JA-SIG Commercial Affiliates (referred to collectively as “Members”). A representative from each Member organization is entitled to vote on candidates to fill vacancies on the JA-SIG Board.

### **Section 4c: Representation in Decision Making**

The JA-SIG Board will solicit input from Members from time to time on matters related to organizational decision-making in the form of emails, surveys, or telephone calls.

Members will have an opportunity to participate and vote for membership on Steering Committees for individual products/projects, such as uPortal, when the new JA-SIG project model and associated roles/responsibilities and protocols are established.

### **Section 5: Member Participation**

Members are encouraged to...:

- Participate in JA-SIG Conferences and activities, at reduced member rates
- Participate in JA-SIG Board and product/project Steering Committee elections
- Designate a project point person to communicate with the JA-SIG staff
- Actively direct and shape the community to meet the needs of member institutions and commercial affiliates

- Act as advocates for JA-SIG within their respective institutions or organizations and the larger community
- Provide timely feedback to the JA-SIG community and staff on any JA-SIG-related activities undertaken locally

## JA-SIG Institutional Membership Agreement

The JA-SIG Institutional Membership Program (hereinafter called the "Program") has been established by JA-SIG. [*Institutional Member Name*] (hereinafter called "Member") agrees to participate in the Program as follows:

1. Member agrees to pay an annual Membership fee, as stipulated in Appendix A, in support of the organization. Member intends to participate in the Program for a minimum of 3 years. The Member's annual fee will remain fixed during this period.
2. Members are encouraged to participate in the JA-SIG community as described above.
3. Member will advise the Administrator in writing of the individual assigned as the designated representative to the Program.
4. Member may attend conferences, meetings, and events as described above.
5. Member agrees to bear all costs associated with its participation in the Program as described above.
6. Member understands that funds provided for the Program will be added to funds from other Members and therefore Member will receive no individual financial reports concerning the disposition of the funds provided by them.
7. This agreement may be renewed upon written mutual consent of the parties any time prior to the completion of the 3 year period.
8. This agreement may be terminated by JA-SIG upon thirty (30) days written notice. Financial obligations to JA-SIG will be settled on a pro-rated basis with any excess prepayment returned to Member.
9. The Designated Program Administrator is:

JA-SIG Membership Administrator  
CONCENTRA-CMS  
PO Box 351989  
Westminster, CO 80035-1989

[membership@ja-sig.org](mailto:membership@ja-sig.org)

10. Designated Representative of Member

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

11. Member intends to participate in the program for the 3 years beginning

\_\_\_\_\_ (Date).

\_\_\_\_\_  
Signature of Member Officer

\_\_\_\_\_  
Title

Checks should be made payable to "JA-SIG, Inc." and sent to the JA-SIG Membership Administrator designated on page 4. If preferred, JA-SIG will generate an invoice with payment information upon receipt of the executed agreement, and on the two subsequent anniversaries of the agreement.

My Institution's annual operating budget is \_\_\_\_\_ and our annual contribution will be \_\_\_\_\_ (See Appendix A, page 8).

\_\_\_\_ Payment is enclosed

\_\_\_\_ Please invoice Billing Contact designated below

Please feel free to contact us with any questions.

Contact Information:

The information requested below is for administrative purposes. For JA-SIG press releases, only the legal name of your institution and the information you provide under press contacts will be provided. Other contact information for you and your institution will be provided only to other JA-SIG members.

**Primary Contact:**

Name: \_\_\_\_\_  
(If not the designated representative of member)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Country: \_\_\_\_\_

**Billing Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Country: \_\_\_\_\_

**Technical Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Country: \_\_\_\_\_

**Press Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Country: \_\_\_\_\_

## **JA-SIG INSTITUTIONAL MEMBERSHIP AGREEMENT**

### **Appendix A – Schedule of Fees**

JA-SIG asks that your institution makes a three-year membership commitment. Membership fees are based on operating budget levels, as follows:

\$1,000/year for schools with operating budgets under \$100m

\$3,000/year for schools with operating budgets between \$100m and \$750m

\$5,000/year for schools with operating budgets above \$750m.

For example, a three-year commitment from a school with an operating budget of \$500,000,000 would be \$3,000/year, due annually, for a total of \$9,000 at the end of three years.

The annual fee will remain fixed during the duration of this agreement.

## **JA-SIG INSTITUTIONAL MEMBERSHIP AGREEMENT**

### **Appendix B – Contributing to and Influencing JA-SIG**

#### ***How do I contribute to JA-SIG and its projects/products?***

- Contribute development effort, either as an individual, institution, or company. This effort can be aimed at meeting collectively determined objectives. It can also be contributed to meet a local objective (for example, a particular feature) which is then shared with the rest of the community.
- Contribute to strategic vision by participating in JA-SIG conferences or Project Steering Committees.
- Become a member. Financial contributions help to maintain and extend JA-SIG activities, and enables voting in JA-SIG Board and product/project Steering Committee elections.

#### ***How do I influence JA-SIG and its projects/products?***

- Through developer communities; Developer communities establish detailed design, development and feature implementation plans for JA-SIG projects/products, and contribute to strategic decision making.
- Through stakeholder communities; The Project Steering Committees, elected by the JA-SIG membership, make a crucial contribution to determining priorities and project/product roadmaps.
- Join JA-SIG! Membership helps sustain JA-SIG as a vibrant force both for new thinking about Higher Education enterprise architectures, and as an incubator for Higher Education enterprise frameworks and applications. It also provides reduced rate conference fees, and allows voting in JA-SIG Board and Project Steering Committee elections.