

## Procedure for Modifying a Membership

Per the By-Laws:

### Article III Section 1. Regular Designated Representative

Owners, part-owners, partners, or executives of the business represented shall be eligible to serve as the designated representatives. It is the sole discretion of the Board of Directors to determine the suitability of the Designated Representative of the member firm. The Regular Designated Representative carries with it the right to vote and participate in the Association's business.

### Article IV Section 3. Transfer and Termination

If a membership becomes delinquent in payment of dues, liquidates, merges, or ceases to be actively engaged in business the membership shall terminate. Membership shall not be transferable in any circumstances without the prior written consent of the Board of Directors.

1. In the event that a change needs to be made, adhering to the guidelines of the by-laws is of the utmost importance. Please furnish all of the information on the attached Membership Modification Application.
2. Submit completed Application to the Membership Committee or the Secretary of the Board of Directors.
3. After investigation by the Membership Committee, the proposed modification will be submitted to the Board of Directors along with the recommendation by the Membership Committee.
4. If accepted by the Board of Directors, the modification will be published in the next two Bulletins of the Association for the consideration of the General Membership.
5. The modification will then be officially voted on by the Board of Directors at the next regular scheduled meeting. Any objections must be received within 24 hours prior to the follow up regular Board of Directors Meeting.
6. Once the modification has been approved by the Board of Directors, the Secretary or member of the Membership Committee may contact the Designated Representative of the Board's decision
7. If the modification involves any type of restructure or delinquency in the membership fees/dues, then the Secretary will confirm the financial arrangements are satisfactory for the Member to attend meetings.

Note: Do not advise the prospect that you are submitting him/her for membership. If you do, and he/she is subsequently disapproved you could experience difficulty with the prospect.

**Executive Association of Greater Charleston**  
**Membership Modification Application**

Person making this request: \_\_\_\_\_

**Type of modification requested:**

**Designated Representative Information**

Name/Nickname: \_\_\_\_\_

Title: \_\_\_\_\_ # of Years with Company: \_\_\_\_\_

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

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

Home#: \_\_\_\_\_ Work# \_\_\_\_\_ Cell#: \_\_\_\_\_

**Company Information**

Name of Company: \_\_\_\_\_

Owner/CEO/Principal Correspondent, if different than Designated Representative

(Name/Title): \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_ Proposed Business Category: \_\_\_\_\_

Please explain the reason for this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion does this request meet the criteria outlined in the by-laws for membership? \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Reasons why you believe this request will add value to the Association?: \_\_\_\_\_

\_\_\_\_\_