

## **Procedure for Proposing and Electing New Members**

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.

1. If you know of someone who would be a value to the Association, please furnish all of the information in the attached New Member 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 name of the prospect 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 name will be published in the next two Bulletins of the Association for the consideration of the General Membership.
5. The prospective New Member 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 prospect has been approved by the Board of Directors one of the Sponsor Members may contact the prospect to introduce him/her to the Executive Association of Greater Charleston.
7. The prospect will not be introduced as a new member in the Association until he/she has satisfied the membership fees/dues and the Secretary confirms the financial arrangements are satisfactory.

**Executive Association of Greater Charleston**

**Proposed New Member Application**

**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: \_\_\_\_\_

**Sponsor #1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_**

# of years you have known the nominee: \_\_\_\_\_

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

Explain why you believe this nominee would be a good member and a value to the Association: \_\_\_\_\_

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

**Sponsor #2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_**

# of years you have known the nominee: \_\_\_\_\_

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

Explain why you believe this nominee would be a good member and a value to the Association: \_\_\_\_\_

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