



CAPMA MEMBERSHIP GUIDELINES AND EXPECTATIONS **As of January 2009**

The Membership guidelines and expectations are in place to ensure each individual member, and the membership as a whole, optimize the value offered to them through their membership in CAPMA. There are not many "rules", as we are essentially a self-governing team of like-minded entrepreneurs and business leaders that desire to learn from each other to help raise the profile and professionalism of our industry. To help accomplish that, we have laid out the following requirements for our members:

1. Members must be a President, Partner or Principle. Each member is also entitled to have one (1) Senior management individual appointed as a "Second" in the event that they are unable to attend a meeting. As with the primary member, this person must be an owner, president or partner as well.
2. Each prospective member must be sponsored in, or recommended, by an existing CAPMA member.
3. A total of 4 membership meetings are held each year. While members are encouraged to attend all of these meetings, that may not be possible. As a result, we expect that if the primary member cannot attend the meeting, the secondary member will be in attendance.
4. The Fee structure is simple. There is a 1-time initiation fee of \$2,000 due upon registration. Annual dues are then structured by company size. Note: The first years payment is the Initiation fee + the first years dues as per the table below.

Up to 10 employees - \$1,000
11-25 employees - \$2,250
25+ employees - \$3,500

Additionally, in order to reduce these fees and incent you to bring in other members, a \$500 credit will be applied towards your annual dues for 2010 for any new members that you personally deliver to CAPMA.

5. Ethical Business Practices - while this is not "defined", it is clear that as members of an organization that represents our industry, CAPMA members are expected to operate, at all times, in a manner that does not jeopardize the reputation of the Association or the Industry as a whole. In fact, we need to try and constantly exceed the expectations placed on us by our peers and clients.
6. CAPMA is a great place for networking with, and learning from, other industry leaders. It is NOT, however, to be used as a "selling" opportunity for any individual members' goods or services. To that end, the email database and contact information of members is to be respected and not shared. Any correspondence should be sent through the administrative office/executive after being approved.

