

DEFINITIONS/CATEGORIES

A CORPORATE MEMBER is responsible for the development, strategic direction, implementation, and administration of the Employee Relocation program for a company/corporation. This individual (Corporate Member) selects relocation service providers (van lines, relocation companies, etc.), develops the company's relocation benefit package, and oversees the process for each transferee.

A SERVICE MEMBER is employed by or owns a company/corporation that provides relocation services to the transferring employees. A SERVICE MEMBER is one whose primary office location/address is in the state of Georgia. Examples of a Service Member company would be household goods transportation companies, real estate company relocation departments, independent relocation consultants, relocation management companies, relocation appraisers, temporary living or permanent rental assistance companies, mortgage companies, transferred spouse career search firms, etc.

An ASSOCIATE SERVICE MEMBER is employed by or owns a company/corporation that provides relocation services to transferring employees. An ASSOCIATE SERVICE MEMBER is one whose primary office location/address is NOT in the state of Georgia. Examples of an Associate Service Member company would be household goods transportation companies, real estate company relocation departments, independent relocation consultants, relocation management companies, relocation appraisers, temporary living or permanent rental assistance companies, mortgage companies, transferred spouse career search firms, etc.

POLICIES

1. Member companies (Corporate, Service, or Associate Service) may have a maximum of FOUR members and only two of those members are eligible to vote.

2. Membership belongs to the company, not the individual. In the event an individual holding a company's membership leaves that Member company, that company may elect to fill their membership vacancy with another of their employees by completing a Membership Application and submitting it to the Membership Committee. The departing individual does not take the membership with him/her. (See exception below in # 3 (b).)

3. Individuals applying for membership as a Service Member or an Associate Service Member must recruit a new Corporate Member to fulfill the requirements of membership. This requirement is waived for a Service Member if:

a. An individual candidate for membership holds their Certified Relocation Professional (CRP) designation

-or-

b. An individual candidate is a former MARC member who left a MARC member firm to join another company and that membership is transferred to the former employee's new company. The former company must have no other individuals in MARC. In addition, they must write a letter to the Membership Committee waiving their membership and transferring the membership to the former employee's new company.

4. If a Service or Associate Service Member firm has less than its FOUR maximum members and wishes to add an additional member(s), the requirements as outlined in # 3 must be met.

5. If a Real Estate Sales Associate applies for membership, that candidate for membership must meet the same requirements as a Service Member or an Associate Service Member. In addition, she/he must provide a letter from their managing broker indicating that the candidate is:

- One of that firm's designees for MARC membership, and
- A full-time, salaried employee of that firm's Relocation Department

6. Associate Service Members must attend at least two business meetings per year to retain membership.

7. The MARC Board of Directors reserves the right to decline an application if the applicant's type of business is not directly involved in the Relocation process, or if the individual member is not directly engaged in the Relocation profession.

8. The MARC Board of Directors may terminate an individual or company membership for breaching the organization's non-solicitation policy during meetings or for conduct incompatible with MARC standards.

9. MARC Membership is open to any companies or corporations both in and outside the Atlanta area.

10. Real Estate franchise companies are limited to a collective maximum of four members (even if offices are under separate ownership). Sister relocation companies (e.g. Prudential Relocation, Coldwell Banker Residential Services) are also limited to a collective maximum of four members.

PROCEDURES FOR NEW MEMBERS

New applicants in each category are reviewed and voted on by the MARC Board of Directors. If approved for membership, the MARC Executive Administrator will enter the new member's information into the MARC database for mailings and send a New Member's Package to the new member.

CORPORATE: These guidelines apply to all new Corporate Members up to the four maximum per Member company.

Must meet the requirements outlined in the category description, complete MARC membership application, attach annual corporate membership fee, and send to MARC.

SERVICE: These guidelines apply to all new Service Members up to the four maximum per Member company.

Must meet the requirements outlined in the category description, complete MARC membership application, attach annual service membership fee, and send to MARC, along with:

(1) The completed corporate membership application and corporate fee for the Corporate Member recruited

-or-

(2) Proof of the CRP designation (original letter granting the CRP or any correspondence from ERC showing the designation by applicant's name)

-or-

(3) Letter from the applicant's former company who is a member of MARC assigning their membership to the applicant and the applicant's new company.

ASSOCIATE SERVICE: These guidelines apply to all new Associate Service Members up to the four maximum per Member company.

Must meet the requirements outlined in the category description, complete MARC membership application, attach annual Associate Service membership fee and the one-time \$50 application fee, and send to MARC, along with:

(1) The completed corporate membership application and corporate fee for the Corporate Member recruited

-and-

(2) Proof of the CRP designation (original letter granting the CRP or any correspondence from ERC showing the designation by applicant's name).

Note - Associate Service Members must attend at least two business meetings per year to retain membership.

Each new individual member for the same company must follow the above procedures even if the company is already represented in membership.

PROCEDURES FOR REPLACEMENT MEMBERS

Replacement applicants in each category are reviewed by the MARC Board of Directors for approval.

CORPORATE MEMBER REPLACING CORPORATE MEMBER- must meet the requirements outlined in the category description.

SERVICE MEMBER REPLACING SERVICE MEMBER (same member company) - if the Member company submits the application with the appropriate approvals and wishes to replace a Service Member with someone who does not hold their CRP, they may do so with the Board of Director's approval. The expectation is the replacement member will obtain their CRP.

ASSOCIATE SERVICE MEMBER REPLACING ASSOCIATE SERVICE MEMBER (same member company) - if the Member company submits the application with the appropriate approvals and wishes to replace a Service Member with someone who does not hold their CRP, they may do so with the Board of Director's approval. The expectation is the replacement member will obtain their CRP.

SERVICE MEMBER REPLACING ASSOCIATE SERVICE MEMBER (same member company) - this may happen in the instance where a Member company has a representative outside the state and then, for business reasons, they now have a representative within Georgia. If the Member company submits the application with the appropriate approvals and wishes to replace an Associate Service Member with someone who does not hold their CRP, they may do so with the Board of Director's approval. The expectation is the replacement member will obtain their CRP. There will be no refund of the difference of annual dues in this situation. The expectation is the replacement member will obtain their CRP.

ASSOCIATE SERVICE MEMBER REPLACING SERVICE MEMBER (same member company) - this may happen in the instance where a Member company has a representative in Georgia and then, for business reasons, they now have a representative located outside of Georgia. If the Member company submits the application with the appropriate approvals and wishes to replace a Service Member with someone who does not hold their CRP, they may do so with the Board of Director's approval. The expectation is the replacement member will obtain their CRP. The additional amount of annual dues (for Associate Service Members) will also need to be submitted to MARC along with the application.

MEMBERSHIP FEES

Membership fees are due and payable on January 1 of the calendar year. Members who join between January 1 and June 30 will pay the full annual membership fee listed on the membership application. Members who join between July 1 and December 31 will pay the discounted fee outlined on the membership application.

QUESTIONS AND ANSWERS

Q: Our Company already has two Service Members and we want to add another individual. Does that person have to bring in a Corporate Member?

A: Yes, unless the additional Service Member has a CRP designation.

Q: The person in our company who was the MARC representative has moved into a non-relocation job. Does the new representative have to bring in a Corporate Member?

A: No, because he/she is replacing an existing member in good standing. The company needs to submit a new application for the replacement member and forward it to MARC. The MARC Board of Directors will review the replacement member at their next Board of Directors meeting. If approved, the MARC Executive Administrator will enter the new member's information into the MARC database for mailings, and send a New Member's package to the new member.

Q: We have four representatives under our company membership. How do we know who is voting and who is not?

A: Unless you tell MARC otherwise, the two individuals who have been MARC members the longest will be voting representatives. You can check this by calling someone on the Membership Committee. The senior person among representatives can designate two different voting representatives at any time. Only voting members will be sent a ballot to elect new Board members each year.

Q: Our Company has had three representatives. One has left the company and there is no replacement in his/her position at this time. How long do we have to fill that space with another representative before we "lose" that space and would have to recruit a Corporate Member in order to add a third person again?

A: There is not a specific deadline, other than "within a reasonable time". You should assign a replacement no more than six months later.