



ADDISON COUNTY
Economic Development Corporation
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ACEDC POLICY

MEMBERSHIP and DUES

BYLAWS: ARTICLE II (As Approved by Board of Trustees on April 18, 2019)

Section 1 — Eligibility for membership: Application for voting membership shall be open to any qualified municipality in Addison County, any person residing in, or any organization doing business in Addison County that support the purpose statement in Article I, Section 2. Membership is granted after completion and receipt of an online membership application and payment of annual dues. The board reserves the right to review and approve applications for membership.

Section 2 — Annual dues: The amount required for annual dues shall be based on the membership policy in force, unless changed by a majority vote of the board of trustees. Continued membership is contingent upon payment of membership dues on the anniversary of original membership.

Section 3 — Rights of members: Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

Section 4 — Resignation and termination: Nonpayment of annual dues shall be considered resignation of membership. In addition, any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

Section 5 — Non-voting membership: The board shall have the authority to establish and define non-voting categories of membership.

DUES STRUCTURE

Voting Membership and Full Services

<u>Annual Revenue From Sales</u>	<u>Dues</u>
\$0 – 249,999	\$100
\$250,000 – 749,999	\$250
\$750,000 – 1,249,999	\$500
\$1,250,000 – 1,999,999	\$750
\$2 million – 4,999,999	\$1,000
\$5 million and up	\$1,250

Special Rates for Voting Memberships

Start-up Business ¹	\$50
Dual Membership (ACEDC/ACCoC) Discount ²	25% off each membership for first year
Membership Referral Discount ³	One-time \$50 off for each business

Non-Voting Membership

Non-voting membership may be granted to non-profit and governmental organizations, other than municipalities, approved by the Board of Trustees that regularly partner with ACEDC to advance and support the purpose statement in the ACEDC bylaws (Article I, Section 2) and/or advance economic and community development in the region. Non-voting members receive the same benefits as voting members, with the exception of voting at Annual Meetings and election to the Board of Trustees (except as directed by the bylaws). Services provided to non-voting members shall be available as allowed by staff capacity. Non-voting members may include, but are not limited to:

- Addison County Chamber of Commerce
- Addison County Community Trust
- Addison County Regional Planning Commission
- Addison County Relocalization Network (ACORN)
- Better Middlebury Partnership
- Bristol CORE
- United Way of Addison County
- VEDA
- Vergennes Partnership
- VTSBDC

¹“Start-up” means a business established within eighteen months of membership application. Start-up dues level is only available for first year of membership.

²“Dual Membership:” Businesses that join both ACEDC and the Addison County Chamber of Commerce at the same time receive a 25% discount for the year joined off the appropriate ACEDC membership level and the ACCoC level selected by the member. This is a one-time discount. Does not apply to current members of either organization.

³ “Membership Referral:” If a current ACEDC member business refers a business to ACEDC and that business joins ACEDC, the member making the referral will receive a \$50 discount on the next membership renewal and the referred business will receive a \$50 discount of their first-year membership. Membership application must occur within 30 days of the referral. The referral must be in the form of an email testimonial from the current member business to the new business that is copied to ACEDC. Referrals between related entities are not valid for this discount.

Membership Procedure and Protocol:

- Membership applications are completed [online](#).
- New members may choose to pay the applicable dues online using a credit card or request an invoice.
- If an invoice is requested, the Finance Manager will send an invoice via email.
- Any applications for a special rate must be accompanied by the appropriate documentation from the applicant.
- Once payment is received, Finance Manager notifies the Executive Director and the Marketing and Communications Coordinator via email with the business name, primary contact name and contact information.
- Through a visit or phone call, the Executive Director establishes a new member profile with the following information:
 - o Business Name
 - o Business Mailing Address
 - o Business Physical Address (if different)
 - o Business Phone and email
 - o Business sector
 - o Name, Title and Contact Information for the following:
 - Owner, CEO, President
 - CFO or primary financial officer
 - HR Director
 - Facilities Director
 - Other major contacts
- Finance manager uses information to establish appropriate membership invoicing.
- M&C Coordinator establishes communications profile in contact database by sector, location, and appropriate communications categories.
- M&C Coordinator requests high-res logo from business and adds member to online member directory.
- If member is real estate firm or individual realtor, M&C Coordinator contacts realtor to solicit real estate listings.
- ED adds contacts to email system.

Approved by Membership Committee: April 24, 2019

Approved by Executive Committee: June 13, 2019

Approved and Adopted by the Board: June 20, 2019