



# MEMBERSHIP APPLICATION CLUB MANAGERS ASSOCIATION OF AMERICA

www.cmaa.org • (703) 739-9500

**THIS APPLICATION MUST BE SENT TO THE LOCAL CHAPTER FOR APPROVAL AND SIGNATURES BEFORE IT CAN BE PROCESSED BY THE NATIONAL HEADQUARTERS.**

**PLEASE FILL OUT THIS APPLICATION IN ITS ENTIRETY. TYPE OR PRINT WITH DARK INK.**

I AM APPLYING FOR:

PROVISIONAL/RE-JOINING MEMBERSHIP       FACULTY MEMBERSHIP       ALUMNUS MEMBERSHIP

**PLEASE SEND MAIL TO (CHECK ONE)**

CLUB ADDRESS

HOME ADDRESS

NAME (LAST NAME FIRST) \_\_\_\_\_ CLUB POSITION \_\_\_\_\_

YOUR NICKNAME \_\_\_\_\_ CLUB TYPE (see reverse side for list) \_\_\_\_\_

NAME OF CLUB/UNIVERSITY \_\_\_\_\_ CLUB OWNERSHIP (see reverse side for list) \_\_\_\_\_

CLUB/UNIVERSITY MAILING ADDRESS \_\_\_\_\_ DATE YOU STARTED AT CLUB/UNIVERSITY \_\_\_\_\_

\_\_\_\_\_ HOME ADDRESS \_\_\_\_\_

CITY/STATE/ZIP + 4 \_\_\_\_\_ CITY/STATE/ZIP + 4 \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

FAX ( \_\_\_\_\_ ) \_\_\_\_\_ CELL PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

CLUB WEB SITE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SPOUSE NAME (IF APPLICABLE) \_\_\_\_\_

SEX  M  F MAIDEN NAME (IF APPLICABLE) \_\_\_\_\_

NAME OF EDUCATIONAL INSTITUTIONS ATTENDED	MAJOR/DEGREE	DATE OF GRADUATION
_____	_____	_____
_____	_____	_____

  

WORK HISTORY (BEGINNING WITH MOST RECENT)	POSITION	DATES OF EMPLOYMENT
NAME OF CLUB/UNIVERSITY _____	_____	_____
_____	_____	_____

PLEASE LIST OTHER CMAA MEMBERS AT YOUR CLUB \_\_\_\_\_

**I HAVE...**

COMPLETED THE APPLICATION IN ITS ENTIRETY

PERSONALLY SIGNED THE APPLICATION AND OBTAINED A SPONSOR SIGNATURE

INCLUDED BOTH DUES PAYMENTS (LOCAL AND NATIONAL)

SENT TO LOCAL CHAPTER FOR APPROVAL AND SIGNATURES

I AM APPLYING FOR MEMBERSHIP THROUGH THE \_\_\_\_\_ CHAPTER, CMAA.

HAVE YOU EVER BELONGED TO CMAA?  NO  YES  YES, AS A STUDENT MEMBER.

IF YES, GIVE DATES \_\_\_\_\_ STUDENT CHAPTER \_\_\_\_\_

MEMBER # \_\_\_\_\_ MEMBER # \_\_\_\_\_

SENT A HEADSHOT FOR MY MEMBERSHIP CARD TO MEMBERCARDS@CMAA.ORG

PICTURE MUST BE AT LEAST 300 PIXELS BY 300 PIXELS. RESOLUTION OF PICTURE MUST BE AT LEAST 180 DPI.

**PICTURE PENDING**

I HEREBY APPLY FOR MEMBERSHIP IN **CMAA** AND IF ELECTED AGREE TO ABIDE BY ITS BYLAWS AND CODE OF ETHICS. UPON APPROVAL BY THE ASSOCIATION, MEMBERSHIP SHALL BECOME EFFECTIVE SIMULTANEOUSLY IN BOTH THE CHAPTER AND THE NATIONAL ASSOCIATION.

DATE OF APPLICATION \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR \_\_\_\_\_ CMAA MEMBER ID \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT HAS BEEN ELECTED TO MEMBERSHIP IN THE \_\_\_\_\_ CHAPTER, CMAA.

CHAPTER SECRETARY/EXECUTIVE SECRETARY \_\_\_\_\_ CMAA MEMBER ID \_\_\_\_\_ DATE \_\_\_\_\_

CHAPTER PRESIDENT/OTHER ELECTED OFFICER \_\_\_\_\_ CMAA MEMBER ID \_\_\_\_\_ DATE \_\_\_\_\_

*Dues are not deductible as charitable contributions for income tax purposes. Dues may be deducted as ordinary and necessary business expenses.*

**WHITE COPY – FOR NATIONAL HEADQUARTERS**

**YELLOW COPY – FOR CHAPTER RECORDS**

## MEMBERSHIP REQUIREMENTS

**Enclose with each application:** a check or money order covering the \$100 administrative fee for new members **and one** full year's dues. For those memberships that become effective between April 1 and August 31 in any year, half of the dues will be applied to the following fiscal year. For memberships effective on or after September 1, the entire amount is applied to the following year's dues.

\* Please note: Membership fees are non-transferable and non-refundable.

### MEMBERSHIP APPLICATION PROCESSING

In order to expedite the application process, please follow these steps:

1. Complete the membership application in its entirety.
2. Submit the completed application to the local chapter for approval and signatures. Be sure to include two separate checks: one for local chapter dues (made payable to the local chapter); one for national dues, including the administrative fee if applicable (made payable to CMAA).
3. Follow up with the local chapter if you do not receive verification of your membership within four weeks.

Thank you for your interest in the Club Managers Association of America. We look forward to serving you!

#### LIST OF CLUB TYPES:

- Athletic
- Beach
- City
- Country
- Fraternal
- Golf
- Military
- University/Faculty
- Yacht
- Other (specify on front)

#### LIST OF CLUB OWNERSHIP CLASSES:

- Member-owned
- Individual-owned
- Developer-owned
- Management Company
- Other (specify on front)

### CODE OF ETHICS OF THE CLUB MANAGERS ASSOCIATION OF AMERICA

We believe the management of clubs is an honorable calling. It shall be incumbent upon club managers to be knowledgeable in the application of sound business principles in the management of clubs, with ample opportunity to keep abreast of current practices and procedures. We are convinced that the Club Managers Association of America best represents these interests, and as members thereof, subscribe to the following CODE OF ETHICS:

1. We will uphold the best traditions of club management through adherence to sound business principles. By our behavior and demeanor, we shall set an example for our employees and will assist our club officers to secure the utmost in efficient and successful club operations.
2. We will consistently promote the recognition and esteem of club management as a profession and conduct our personal and business affairs in a manner to reflect capability and integrity. We will always honor our contractual employment obligations.
3. We shall promote community and civic affairs by maintaining good relations with the public sector to the extent possible within the limits of our club's demands.
4. We will strive to advance our knowledge and abilities as club managers and willingly share with other Association members the lessons of our experience and knowledge gained by supporting and participating in our local chapter and National Association's educational meetings and seminars.
5. We will not permit ourselves to be subsidized or compromised by any interest doing business with our clubs.
6. We will refrain from initiating, directly or through an agent, any communications with a director, member or official of another club regarding its affairs without the prior knowledge of the manager thereof, if the club has a manager.
7. We will advise the National Headquarters, whenever possible, regarding managerial openings at clubs that come to our attention. We will do all within our power to assist our fellow club managers in pursuit of their professional goals.
8. We shall not be deterred from compliance with the Law, as it applies to our clubs. We shall provide our club officers and trustees with specifics of federal, state and local laws, statutes and regulations, to avoid punitive action and costly litigation.
9. We deem it our duty to report to local or national officers any willful violations of the Code of Ethics.

**CMAA advances the profession of club management by fulfilling the educational and related needs of its members.**