

## **METRO ATLANTA RELOCATION COUNCIL MARC MEMBERSHIP POLICY**

### **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. 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.

### **POLICIES**

1. Member companies (Corporate or 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. If a Service 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.
4. If a Real Estate Sales Associate applies for membership, that candidate for membership must meet the same requirements as a 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. 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.
7. 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.
8. MARC Membership is open to any companies or corporations both in and outside the Atlanta area.
9. 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.

The application must clearly:

(a) Demonstrate the candidates roll in corporate mobility,

(b) obtain written authorization from their employer on the application that candidate is one of that firms designees for MARC membership and is a full time salaried employee of that firm who predominately works in corporate relocation.

## **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) – must meet the requirements outlined in the category description.

## **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: 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?

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

**2015 MEMBERSHIP CHAIR**

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