



MEMBERSHIP IN CMAA AND THE OHIO VALLEY CHAPTER

Step-by-Step Instructions

Ohio Valley Chapter, CMAA

7124 Windwhisper Boulevard (812) 219-7484
Knoxville TN 37924 md1@ovccmaa.org

Congratulations!

By taking these first steps, you have made one of the best decisions of your career. The Club Management Association of America (CMAA) offers incredibly valuable and relevant education to help you become the best manager possible. In addition, the opportunities to network with and share ideas with other managers in this highly competitive field make joining a very smart decision.

WHY WOULD I WANT TO JOIN?

Your choice of a career in the club management industry is a life-long commitment. To guarantee that your commitment is upheld, CMAA's resources and benefits ensure that club management professionals are prepared and ready for the ever-changing club environment.

WHO ARE WE AND WHY SHOULD I JOIN?

CMAA is the professional Association for managers of membership clubs. CMAA has close to 6,800 members across all classifications. Our manager members operate more than 2,500 country, golf, athletic, city, faculty, military, town and yacht clubs. The objectives of the Association are to promote and advance friendly relations among persons connected with the management of clubs and other associations of similar character; to encourage the education and advancement of members; and to assist club officers and members, through their managers, to secure the utmost in efficient and successful operations. CMAA is headquartered in Alexandria, Virginia, with 28 staff, 43 professional chapters and more than 45 student chapters and colonies.

The Ohio Valley Chapter (OVC) is the local chapter of CMAA with headquarters in Knoxville, Tennessee. The OVC provides chapter education four times each year in various cities within our chapter boundaries. In addition, each of our five districts provide local education between two and four times each year.

We are a very large chapter, geographically, covering almost 120,000 square miles, including most of Ohio, most of Indiana, all of Kentucky, and the western half of West Virginia. We have approximately 130 managers broken down into

five districts: the Indianapolis District, the Miami Valley District, the Columbus District, the Greater Cincinnati District, and the Greater Louisville District.

WHAT DO I NEED TO KNOW BEFORE I GET STARTED?

To be eligible for membership, a person must be connected with the management of clubs. The criteria are relatively broad so if you are unsure about your eligibility, please feel free to send us your application for review. However, if you are in management at your club and if your club is a membership club, regardless of ownership, then you most probably qualify.

The application process begins at the local chapter level - in your case, the Ohio Valley Chapter. There are two very important things to understand about membership:

1. Membership is dual and simultaneous. That means, to be accepted for membership, you must join both the national association and the local association chapter.
2. Membership is in the name of the individual even though, in about 96% of the cases, the club pays for the membership. If you should leave your club during the membership year, the membership goes with you and is fully transferable.

WHAT IS THE COST TO JOIN?

It depends on when you join. If you join during the first five months of our membership year (November - March), you pay the full annual rate. Those who join between April 1 and August 31, pay half the normal rate. And, those who join after August 31 pay the full annual rate; however, it covers the remaining months of the current membership year plus the entire next year (potentially up to 14 months total.)

The national Association has a “step” membership where the new member dues rate is \$500 (\$250 if you join between April 1 and August 31), the second-year dues rate will be \$650 and the third year will be the prevailing dues rate. This is a national new member dues structure; as always, chapter dues are a separate fee.

The OVC dues rate is based on the number of member-managers from the same club. The first manager is \$400 (\$200 if you join between April 1 and August 31.) The second manager from the same club is \$290 and the third and subsequent members are \$225 per year. Again, the half rate applies for those joining between April 1 and August 31. The OVC follows the same policy as CMAA national for those joining after August 31.

A membership application and rate sheets are attached that show the various dues rates for CMAA and for the OVC.

WHAT'S NEXT?

To join, fill out the attached membership application, and send it, along with two checks - one for the appropriate national dues made out to CMAA and the other for the appropriate chapter dues made out to Ohio Valley Chapter, CMAA. The application and both checks **must** be sent to the chapter Managing Director. **Please do not send the application and checks to CMAA. It will slow down the process considerably.** Once elected into chapter membership, the individual simultaneously becomes a member of the National organization. Send your application and **both** checks to:

Managing Director
Ohio Valley Chapter, CMAA
7124 Windwhisper Boulevard
Knoxville TN 37924

CMAA offers you and your club the education and resources you need to succeed in today's ever-evolving industry. CMAA and the OVC are fully-staffed with seasoned professionals all working with one goal in mind: to help you apply cutting-edge learning and better practices to your club environment. We look forward to welcoming you!

Kindest regards,

Joe Garves, CCM
Managing Director



2020 New and Rejoining Member Dues Structure

Full Year Dues Rates

CMAA National Dues

Full Year Rate

Professional Members

1 st Year	\$500
2 nd Year	\$650
3 rd Year & beyond.....	Prevailing Rate

This "STEP" dues benefit is for new and rejoining members only. **Reinstating members are NOT afforded these rates.** Membership reinstatement occurs when a dropped member pays his/her outstanding dues within the same dues year. Once a full membership year has passed, former members must rejoin CMAA.

Alumnus Members

1 st Year	\$425
2 nd Year	Half of Prevailing Dues Rate
3 rd Year +.....	Same as Professional

Current/former Student members of CMAA now holding a management position to a club may be eligible for Alumnus status. Please contact CMAA's Chapter/Member Services Department at 703-739-9500 for information and details.

Associate Members \$850

Associate membership is offered *only* to *Professional* members who have left the club management field, or those who are no longer eligible for *Continuation* status and are unemployed.

Faculty Members..... \$100

Faculty Advisor, appointed by the University to serve in that capacity to the Student Chapter.

Retired Members \$100

Student Members..... \$50

Ohio Valley Chapter Dues

Full Year Rate

Professional Members

1 st Member	\$400
2 nd Member	\$290
3 rd Member +	\$225

Chapter dues rates are based upon the number of managers from the same club who are members. Dues rates remain the same year after year unless a change is approved by the Board of Directors.

Alumnus Members

1 st Year	\$200/\$145/\$112.50
2 nd Year	Half of Prevailing Dues Rate
3 rd Year +.....	Same as Professional

Chapter dues rates are based upon the number of managers from the same club who are members. To qualify for Chapter Alumnus Status, individual must be certified as alumnus status by CMAA.

Associate Members \$400

If qualified by CMAA as an Associate Member, individual is eligible for Associate membership in the OVC.

Faculty Members..... \$0

If qualified by CMAA as a Faculty Member, there is no charge for Faculty membership by the OVC.

Retired Members..... \$0

Student Members..... \$0



2020 New and Rejoining Member Dues Structure
Mid-Year Dues Rates

CMAA National Dues

Mid-Year Rate

Applies April 1 – August 31

Professional Members

1 st Year	\$250
2 nd Year	\$650
3 rd Year & beyond.....	Prevailing Rate

This "STEP" dues benefit is for new and rejoining members only. **Reinstating members are NOT afforded these rates.** Membership reinstatement occurs when a dropped member pays his/her outstanding dues within the same dues year. Once a full membership year has passed, former members must rejoin CMAA.

Alumnus Members

1 st Year	\$212.50
2 nd Year	Half of Prevailing Dues Rate
3 rd Year +	Same as Professional

Current/former Student members of CMAA now holding a management position to a club may be eligible for Alumnus status. Please contact CMAA's Chapter/Member Services Department at 703-739-9500 for information and details.

Associate Members \$425

Associate membership is offered *only to Professional* members who have left the club management field, or those who are no longer eligible for *Continuation* status and are unemployed.

Faculty Members..... \$50

Faculty Advisor, appointed by the University to serve in that capacity to the Student Chapter.

Retired Members..... \$50

Student Members..... \$25

Ohio Valley Chapter Dues

Mid-Year Rate

Applies April 1 – August 31

Professional Members

1 st Member	\$200
2 nd Member	\$145
3 rd Member +	\$112.50

Chapter dues rates are based upon the number of managers from the same club who are members. Dues rates remain the same year after year unless a change is approved by the Board of Directors.

Alumnus Members

1 st Year.....	\$200/\$145/\$100
2 nd Year	Half of Prevailing Dues Rate
3 rd Year +	Same as Professional

Chapter dues rates are based upon the number of managers from the same club who are members. To qualify for Chapter Alumnus Status, individual must be certified as alumnus status by CMAA.

Associate Members..... \$200

If qualified by CMAA as an Associate Member, individual is eligible for Associate membership in the OVC.

Faculty Members..... \$0

If qualified by CMAA as a Faculty Member, there is no charge for Faculty membership by the OVC.

Retired Members \$0

Student Members \$0

**Non-Resident
Members** 25% of Professional Rate



**CLUB
MANAGEMENT
ASSOCIATION
OF AMERICA**

CMAA Membership Application

This application must be sent to the local chapter before it can be processed by CMAA National Headquarters. Please fill out this application in its entirety. Type or print with dark ink.

Applying for:

- Professional Membership
- Alumnus Membership

Please send CMAA mail to (check one):

- Club Address
- Home Address

Date of application:

Full Name: _____ Nickname: _____

Date of Birth: _____ Sex: M F

Maiden Name (if applicable): _____ Spouse Name (if applicable): _____

Club Name: _____

Club Position: _____ Club Start Date: _____

Club Mailing Address: _____

City/State/ZIP: _____ Country: _____

Club Phone: _____ Email: _____

Website: _____

Club Type: Athletic Beach City Country Fraternal Golf Military University/Faculty Yacht Other: _____

My Club is: Member-owned Individual-owned Developer-owned Management Company: _____

Other: _____

Please list other CMAA members at your club: _____

Home Mailing Address: _____

City/State/ZIP: _____ Country: _____

Phone: _____ Cell: _____

Home Email: _____

I am applying for membership through the: _____ **Chapter, CMAA.**

Have you ever belonged to CMAA? Yes Yes, as a student member No

If yes as a student member, student chapter: _____

Member ID: _____ Dates: _____

Name of educational institution attended: _____

Major/Degree: _____ Date of Graduation: _____

I hereby apply for membership in CMAA and if elected agree to adhere to its Bylaws and Code of Ethics. Upon approval by the Association, membership shall become effective simultaneously in both the chapter and the National Association.

Signature of Applicant: _____ Date: _____

Managing Director/Chapter Official: _____ Date: _____

Member Sponsor (optional): _____ Date: _____

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

Membership Requirements

Enclose with each application: a check or money order for \$500 for national dues. For those memberships that become effective between April 1 and August 31 in any year, please send a check for \$250.

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.
3. Be sure to include two separate checks: one for local chapter dues (made payable to the local chapter); one for national dues (made payable to CMAA).
4. Follow up with the local chapter if you do not receive verification of your membership within two weeks.

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

CMAA Code of Conduct and Ethics

The Club Management Association of America (CMAA) has established this Code of Conduct and Ethics (Code) to serve as a guideline of best practices for the professional conduct of its members:

1. We promote and recognize club management as a valued profession and conduct our personal and business affairs in a manner to reflect capability and integrity. We honor our contractual employment obligations.
2. We maintain collaborative and harmonious inter- and intra-professional relationships and accept the club management profession's values and distinctive standards.
3. We uphold the best traditions of club management through adherence to sound business principles. By our behavior and demeanor, we set an example for our employees and enable our club officers/trustees to make efficient and sound decisions furthering successful club operations.
4. We support community and civic affairs by maintaining positive relations with the public sector to the extent possible within the limits of our clubs' demands.
5. We work to advance our knowledge and abilities as club professionals, and willingly share with fellow members the ideas, experiences and information gained through supporting and participating in our chapter and national education/networking programs.
6. We strive for excellence in the profession by maintaining and enhancing our own knowledge at the highest level of certified competence and performance. We encourage the professional development of our staffs and foster the aspirations of potential members of the profession.
7. We assist our fellow club managers in the pursuit of their professional goals using available resources, including referral and/or interpersonal collaboration when appropriate.
8. We avoid conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise professional judgment and objectivity with those doing business with our clubs.
9. We comply with club law and provide our club officers/trustees with applicable specific requirements of Federal, State and Local laws, statutes, and regulations.
10. We distinguish between our personal convictions and professional responsibilities and do not allow our personal beliefs to interfere with the operations of our clubs/facilities.

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