

Membership Process for Applicants

Please keep this page for your reference.

The Cowtown Executives Association (CEA) exists to help its member businesses promote their products or services inside and outside of the Association.

Member businesses meet minimum requirements for a business duration of two years and are represented at CEA by the business owner, executive, or principal.

Membership is exclusive: there is only one member business per business classification.

THE CEA MEMBERSHIP APPLICATION PROCESS TAKES 4 TO 6 WEEKS:

1. The applicant acquires both the Membership Application (2 pages) and the Background Investigation Authorization Form (1 page) from the Membership Committee Chairperson.
2. The applicant gives the completed forms to the CEA Administrator (for expediency, these forms may be emailed to ceafwmanager@gmail.com).
3. Please send the Payment Authorization form for your credit card or ACH for two payments: one of \$170.00 for the nonrefundable background check fee, and another of \$200.00 for the one-time initiation fee.
4. The Application is then copied to the CEA Classification Chairperson and the CEA Membership Chairperson.
5. The Classification Committee determines the applicant's proper business classification and checks potential conflicts with existing CEA member businesses. The classification assigned to the applicant's business should constitute at least 60% of the applicant's total business, and, failing that, the most substantial product or service offered by the same.
6. The Membership Committee verifies that the applicant meets CEA membership criteria. These criteria include having been in business for at least 2 years and the primary representative is an owner, executive or principal in the company. A member of the Membership Committee conducts a brief interview with the applicant with an interview template developed by the committee.
7. The CEA Administrator orders the background check and clears the prospective member business for membership, pending the approval by the above committees.
8. If approved by the Classification and Membership committees and pending a successful background check, the applicant is published once in the weekly newsletter along with the classification determined by the Classification Committee. The CEA membership is given two weeks to object to the application. Any objection must be made in writing.
9. The membership Application is then sent to the Board of Directors for consideration. If approved by the Board, an invitation to join is extended to the applicant.

Recommendations for New Members

Please keep this page for your reference.

To help you get the most from your CEA membership as quickly as possible, and to help us get to know you as quickly as possible, CEA recommends that within your first 3 months of membership, you do two things:

- Use and pay for the goods/services of three (3) different members of CEA
- Set up one-on-one meetings with 3 additional CEA members.

Please also keep in mind the following dress code recommendations for our Thursday morning meetings:

Men:

- A sport coat with khakis, dress, or Dockers-type pants, shirts or golf-type shirts with collars, sweaters, vests or suit, and a tie if desired.
- Attractive leather shoes and accessories (no athletic shoes or sandals).

Women:

- Nice pants or skirts, blouses, tops, sweaters, vests, and occasionally an informal jacket or suit.
- Attractive leather shoes and accessories.

COWTOWN EXECUTIVES
A S S O C I A T I O N

Proposal/Membership Application

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Company Information

Company Legal Name			
Doing Business As		Sponsor	
Current Address			
City	State		Zip
Phone		Fax	
Website			
Business Type	<input type="checkbox"/> Corporation, LLC, LP or other state-registered entity <input type="checkbox"/> Sole Proprietorship (assured name filing)	Years in Business	

Explanation of Products/Services

One of the steps in the membership process is that the Classification Committee determines a classification for the prospective member business and recommends it to the CEA Board of Directors for approval.

Classification is defined as that product or service that constitutes 60% of your business or, failing that, the most substantial product or service. Classification is important because it determines what product or service you can promote or solicit at CEA meetings, official functions, over the CEA website or otherwise in association with CEA. Because only one member firm is admitted to CEA in each classification, that firm's CEA membership is very valuable.

Please provide as much information as possible about your firm's primary product or service offerings, as well as any additional product or services that you may provide. For each product or service, please indicate the related percentage of your firm's gross revenue for that product or service.



Owner/Key Executive Information

Because Cowtown Executive Association benefits our members by promoting the member business through one another's own business and personal networks, it is important that basic due diligence on the member companies and their representatives is conducted in order to ensure that only firms and individuals of integrity are admitted to the association.

The primary member should complete the attached Background Investigation Authorization form and email it to the Imperative Information Group, as instructed on the form.

Name of Owner/Key Executive (Primary Member)			
Position with Company		Phone	
Email Address		Date of Birth	
Associate to attend in place of Owner/Key Executive			
Position with Company		Phone	
Email Address		Date of Birth	

Proposal/Membership Application

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Cowtown Executives Association Requires the Following of its Member Businesses:

1. Provide leads or tips on new business each week
2. Abide by classification approved by the Board of Directors
3. Maintain attendance and dues requirements
4. Agree to subscribe to the Constitution and Bylaws, Rules and Regulations of the Association as they now exist and/or as they may be amended
5. Give each member business the opportunity to bid on your business needs
6. Handle all referred business in such a thorough manner that it will reflect credit on the recommending member.
7. Strive at all times for quality merchandise and service.

Signatures

Background check fee - \$170

Business Initiation fee - \$200 (ONE TIME ONLY)

Monthly Dues - \$140

I/We hereby make an application for membership in CEA and promise that once accepted, I/We will fully comply with all the requirements of membership as listed above. I/We shall regularly attend meetings unless prevented by health or urgent business reasons.

Signature of Executive			Date	
Signature of Associate			Date	
Background Check Fee - \$170		Date Paid		
Initiation Fee - \$200		Date Paid		

Note: Initiation Fee will not be charged if membership in CEA is not approved.

For CEA Use Only

Classification				
Date Received by CEA		Date to Classification		Date to Membership
Disposition from Committee: <input type="checkbox"/> Publish <input type="checkbox"/> Reject <input type="checkbox"/> Withdrawn				Date of Disposition
Date Published		Date to Board for Disposition		
Board Action: <input type="checkbox"/> Approved <input type="checkbox"/> Declined		Date Indoctrinated		

Background Investigation Authorization Form

Because the Cowtown Executives Association (CEA) benefits our members by promoting member businesses through other members' businesses and personal networks, it is important that only firms and individuals of integrity are admitted to the association. For this reason, a due diligence background investigation consisting of a public records search, which may include a review of the individual's criminal and civil litigation history, will be requested on the primary member for each firm applying for membership. **Credit reports or other confidential information will not be accessed.**

In order for your personal information to be carefully safeguarded, the results of your background investigation will be shared only with the membership committee and the CEA board.

By signing below, you grant permission to CEA to obtain such a report.

Signature **Date**

Identity Information

First Name				
Last Name				
Current Home Address				
City	State	Zip		
Other Names Used (Maiden Names or aliases)				
Social Security Number				
Drivers License State	Drivers License Number			
Date of Birth				

Proposed Member

Company Name	
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