

Thursday, June 29, 2017

## **SITE SELECTORS GUILD – MEMBERSHIP REGULATIONS and POLICIES**

### **PURPOSES - Year 2017**

- To organize individuals who are leading corporate site selection professionals as Members of the Site Selectors Guild and to advance and protect the interests of the Members.
- To advance the profession of Corporate Site Selection and Location Strategy Advisory Services.
- To establish and maintain high standards of professional conduct and collegiality among the Members.
- To attain a spirit of helpful assistance and cooperation among the Members of the Site Selectors Guild.
- To provide education and networking forums and conferences that will foster support of the site selection profession and the interchange of ideas and experiences pertaining to site selection.
- To research and disseminate information on subjects relevant to the Site Selection Profession.
- To become a source of consultation regarding business and industry issues for site selection professionals and economic development organizations.

### **REGULATIONS AND PROCEDURES**

- Meetings of the Members of the Site Selectors Guild will be conducted as specified by the Board of Directors of Site Selectors Guild, Inc. (the “Guild”).
- The Board of Directors of the Guild and the Members of the Guild may establish by majority vote rules, regulations, policies and procedures with respect to the conduct of Members and the rights and obligations of Members.
- The Membership of any Member of the Guild may be terminated upon the vote of two-thirds or more of the Board of Directors of the Guild.
- Memberships and shares in the Guild are not transferable, assignable, or sellable to parties other than back to the Guild.

### **CODE OF CONDUCT**

- Members of the Site Selectors Guild shall conduct themselves in a spirit of professional cooperation, collegiality, and fairness in their interaction with clients, economic development organizations, the business community, and other Members.



- Members shall refrain from improper solicitation and from misrepresentation of any kind to clients and economic development organizations.
- Members shall conduct themselves so as to command respect and confidence and shall foster a cordial, collegial, and respectful relationship with Members, clients, economic development organizations and other site selection professionals.
- Members must be fully qualified, by training, knowledge, and experience, for comprehensive site selection work that they undertake and shall not attempt to handle site selection assignments for which they are not qualified and for which they cannot find competent technical assistance.
- Member's behavior and business activities must not harm the interests or reputation of the site selection profession. Members shall not disseminate or use any form of agreement, advertising, or any printed, email, or internet material that is harmful to the site selection profession or which might subject the Guild to wide criticism or disrespect.

#### **SITE SELECTORS GUILD MEMBERSHIP POLICY**

- Membership is restricted to individuals actively and primarily engaged as site selection professionals; vs. real estate brokers or incentives negotiators; and it is not available to organizations.
- No more than three individuals whose primary affiliation is with a single organization shall be admitted as Members.
- The total number of Members shall not typically increase by more than four (4) in any year.
- In the event that an individual that is affiliated with an organization in the site selection industry ceases to be a Member for any reason, the organization shall have the right, within six months, to submit as a substitute another individual for Membership. Such proposed substitute must meet all of the qualifications for Membership and successfully complete the Membership process before such substitute Membership shall be effective.
- The initial cost of \$2,000 and an annual fee of \$500 required of a Member of the Site Selectors Guild. Board of Directors of the Guild may adjust these costs at any time.

## **ELIGIBILITY CRITERIA**

- Site selection professional shall mean an individual who has demonstrated deep experience and expertise and is actively engaged in the business of providing corporate site selection services.
- Peer and client referrals and the established respect of other site selection professionals and industry participants are essential to admission to Membership. Applicants are required to submit three (3) referrals from economic development or investment promotion agencies with whom you have worked, along with three (3) referrals from past site selection clients on projects that you have worked on over the past five (5) years. These referrals should include information about the nature of you and your firm's work on the project, including the scope of your services and your role in the project.
- No person can be a member without proven corporate work and clients in site selection. Potential new members must demonstrate site selection projects in which they played the leadership role over the past five (5) years, per the point above.
- An individual who is submitted for Membership as an employee, representative or affiliate of any organization must be a leader in the site selection practice for that organization.
- Potential new members must demonstrate a minimum of seven (7) years of site location experience, and demonstrate that they have led and are leading projects where they interfaced with corporate leadership.
- Individuals must be leaders in the site selection field, and must demonstrate that they are published and quoted as leaders of the site selection field.

## **MEMBERSHIP ADMISSION PROCESS**

- Membership Committee Chair will have an initial call with any parties who are interested in becoming members of SSG.
- All prospective Members of the Site Selectors Guild must submit applications for Membership in accordance with the regulations, policies, and code of ethics adopted by the Board of Directors of the Guild from time to time. The current Application Form is attached.
- Membership Committee members (2 to 3) will have telephone interview(s) with each party who submits a fully completed Application Form.
- A Membership Review Committee consisting of seven (7) Guild members, including one from the Board of Directors of the Guild, will review all applications for Membership. After evaluation, the Membership Review Committee will submit their recommendations to the Board of Directors of the Guild.

- After receipt of the Membership Review Committee's recommendation the Board of Directors of the Guild shall vote on the admission of the prospective Member at the regular or special meeting of the Board of Directors following receipt.
- Admission of the prospective Member of the Guild will require the affirmative vote of a majority of the Board of Directors of the Guild. There will be no exceptions.
- The final determination with respect to carrying forward to the Membership an applicant for approval as a Member of the Site Selectors Guild shall be solely at the discretion of the Board of Directors of the Guild. There shall be no right to Membership and the Site Selectors Guild retains the power to reject the applications of new members for any reason. The admission of a new prospective Member shall be at the discretion of the Board of Directors of the Guild, and should new shareholders again be admitted, the admission of a new prospective Member as new shareholders shall require the two-thirds majority vote of current shareholders.

New members will be admitted only after extensive due diligence and peer review of a fully completed application submitted before the set application deadline; Membership Committee recommendation that the applicant meets experience, leadership, Guild Policy and code of conduct requirements; and Board approval. The Guild is not required to accept any new members in any given year and is not obligated to share the results of the new member due diligence or the voting process.

## **SITE SELECTORS GUILD – MEMBERSHIP APPLICATION**

I wish to become a NON-SHAREHOLDER AND/OR SHAREHOLDER (Circle One) Member of the Site Selectors Guild. I understand that this request will be reviewed by the existing Membership Review Committee and the Board of Directors of Site Selectors Guild, Inc. and voted upon for approval. I will abide by their decision. I further confirm that I have received and read a copy of the Membership Regulations and Policies.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_ Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Email \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Cell Phone Number \_\_\_\_\_

Please give a brief description of your background, qualifications, skills, site selection leadership position, etc. that have a bearing on your request to be a MEMBER as described in the attached ELIGIBILITY CRITERIA of the Site Selectors Guild.

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Number of years you have been engaged actively in the practice of site selection consulting: \_\_\_\_\_  
years

Number of years you have been a recognized leader of your Firm's site selection consulting practice:  
\_\_\_\_\_ years



Please provide details regarding your firm's operational structure and typical fee basis, and your role in the firm. Attach additional pages or documentation as needed.

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Please provide specifications relating to your current responsibilities specifically regarding site selection versus other services (real estate, legal, incentive negotiations, economic development, etc.) and an approximation of what percent of your time is spent in the following service areas:

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| Focus Area                          | Percent effort |
|-------------------------------------|----------------|
| Site Selection                      | _____ %        |
| Incentive Negotiations              | _____ %        |
| Real Estate Consulting or Brokerage | _____ %        |
| Economic Development Consulting     | _____ %        |
| Other _____<br>(Explanation)        | _____ %        |