

# **BOMA SUBURBAN CHICAGO**

## **APPLICATION FOR ASSOCIATE MEMBERSHIP**

The Building Owners and Managers Association  
of Suburban Chicago  
1515 E. Woodfield Road, Suite 110  
Schaumburg IL 60173  
847/995-0970  
FAX 847/995-0971  
[www.bomasuburbanchicago.com](http://www.bomasuburbanchicago.com)  
Email: [boma@bomasuburbanchicago.com](mailto:boma@bomasuburbanchicago.com)

Please type or print clearly

**GENERAL INFORMATION**

Company _____		
Designated Representative _____	Designation(s) _____	
Title _____		
Address _____		
City _____	State _____	Zip+4 _____
Area Code/Telephone _____	FAX _____	Email _____

**COMPANY INFORMATION**

No. of years in business \_\_\_\_\_

What is your primary type of business or organization:

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Distributor/Rep	<input type="checkbox"/> Consultant
<input type="checkbox"/> Communications services	<input type="checkbox"/> Utility	<input type="checkbox"/> Contractor

Category (Check the box that best describes your company):

<input type="checkbox"/> Air Filters	<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Landscaping - Interior	<input type="checkbox"/> Security - Electronic
<input type="checkbox"/> Architectural Sheet Metal	<input type="checkbox"/> Energy Services	<input type="checkbox"/> Lighting	<input type="checkbox"/> Security - Staffing
<input type="checkbox"/> Building Automation Services	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Masonry Restoration	<input type="checkbox"/> Signage
<input type="checkbox"/> Carpet Cleaning	<input type="checkbox"/> Floor Matting	<input type="checkbox"/> Metal/Marble Maintenance	<input type="checkbox"/> Snow & Ice Management
<input type="checkbox"/> Commercial Architecture & Design	<input type="checkbox"/> General Contractor	<input type="checkbox"/> Moving & Storage Services	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Concrete Restoration	<input type="checkbox"/> HVAC Services	<input type="checkbox"/> Painting Contractor	<input type="checkbox"/> Tenant Amenities
<input type="checkbox"/> Document Destruction	<input type="checkbox"/> Insurance & Risk Management	<input type="checkbox"/> Paving	<input type="checkbox"/> Utilities
<input type="checkbox"/> Doors	<input type="checkbox"/> Janitorial Equipment & Supplies	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Water Treatment
<input type="checkbox"/> Electrical Contractor/Low Voltage Integration	<input type="checkbox"/> Janitorial/Maintenance Services	<input type="checkbox"/> Plumbing & Irrigation	<input type="checkbox"/> Wireless Communication
<input type="checkbox"/> Elevators	<input type="checkbox"/> Landscaping - Exterior	<input type="checkbox"/> Real Estate Financing	<input type="checkbox"/> Other _____
		<input type="checkbox"/> Recycling & Waste Removal	
		<input type="checkbox"/> Roofing Contractor	

**ABOUT YOUR FIRM**

Briefly describe the product(s) and/or service(s) that your firm provides:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List specific benefits you or your firm can provide for building managers and BOMA/Suburban Chicago:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Web Site \_\_\_\_\_

**BOMA**

Briefly state why you want to become an Associate Member of BOMA/Suburban Chicago?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

List three *Business* references, preferably one from a current BOMA member who is your customer:

Name	Company Name	Phone/Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

BOMA/Suburban Chicago recognizes members who recruit new members. If you learned about the benefits of BOMA/Suburban Chicago from a current member, please provide their name here:

I was referred to BOMA/Suburban Chicago by \_\_\_\_\_

**AUTHORIZATION**

In order for your application to be presented to the Board of Directors for a vote, please send this completed and signed Membership Application Form and a check or credit card payment for your annual dues investment to:

BOMA/Suburban Chicago  
1515 E. Woodfield Road, Suite 110  
Schaumburg IL 60173

I agree to abide by the Code of Ethics of the Building Owners and Managers Association of Suburban Chicago as printed on the back of this application. I also understand that I am required to meet the Associate Membership Renewal Criteria as printed on the back of this application to be eligible to renew at the *Participatory Rate*, knowing that non-participation will increase my renewal rate by 45%.

I would like The Building Owners and Managers Association of Suburban Chicago (BOMA/Suburban Chicago) to send me as representative of this business e-mails at the addresses provided on this application, including seminar information, security alert information, promotional materials, advertising and other commercial materials so we can take full advantage of the various programs and services offered by The Building Owners and Managers Association of Suburban Chicago. I understand that my fax and email addresses will not be provided to others by the association.

\_\_\_\_\_  
Signature Date

A percentage of your dues payment to BOMA/Suburban Chicago is deductible for federal income tax purposes as an ordinary and necessary business expense. Contributions or gifts to BOMA/Suburban Chicago are not deductible as charitable contributions.

**FOR LOCAL ASSOCIATION USE ONLY**

Type of Member:  Associate  Associate Alternate

Date Received \_\_\_\_\_ Amount Paid \_\_\_\_\_

To Committee \_\_\_\_\_ Approved \_\_\_\_\_

To Board \_\_\_\_\_ Approved \_\_\_\_\_

Member Notification \_\_\_\_\_

Date sent to BOMA International \_\_\_\_\_

**NOTES:**

# Code of Ethics

## for BOMA/Suburban Chicago Members

BOMA/Suburban Chicago is committed to complying with all applicable laws and regulations governing not-for-profit corporations and associations and aspires to the highest standards of ethical and professional conduct.

- Professional behavior is expected at all BOMA functions.
- BOMA/Suburban Chicago members conduct business with respect, integrity and professional courtesy.
- Information provided to BOMA and its members shall be truthful. Dishonest, fraudulent or illegal information or conduct is deemed unacceptable.
- BOMA members maintain as confidential any legitimate business or association information provided in confidence until and unless given permission to disclose it by the source or for the length of time that confidentiality is legally required.
- Recognizing that the more you contribute to the association, the more you benefit from the association, all BOMA members are pledged to participate in and support the activities of the organization.
- BOMA/Suburban Chicago functions are relationship-building and educational opportunities. Solicitation of business should take place outside of BOMA functions.
- BOMA Associates are requested to respect the parameters of their categories.
- As the behavior of each BOMA member reflects upon all BOMA members, BOMA is a self-policing group in regard to decorum at BOMA functions. Questionable behavior will be brought to the attention of the Board of Directors who shall have the option to put a member on notice, on probation, or, ultimately, to expel a member.

## BOMA/Suburban Chicago Associate Membership Renewal Criteria Policy

BOMA/Suburban Chicago is interested in insuring that all members are active in the association. Membership participation keeps the association strong and helps the member realize the benefits of their membership. To this end, BOMA/Suburban Chicago requires each Associate member to meet three out of the following criteria to be eligible to renew membership at the *Participatory Rate* for the following year:

1. Personally attend at least 50% of BOMA-sponsored lunches (not including the Holiday lunch).
2. Present a tabletop at a BOMA lunch.
3. Personally attend at least 50% of BOMA-sponsored events (Golf Outing, Day at the Races, Building Showcases, Charity Bowling).
4. Sponsor an event during the year (Golf Outing, Day at the Races, Building Showcase, Holiday Lun-ch, seminar, etc.).
5. Contribute the requested number of gifts to the annual Holiday Gift Bag.
6. Bring three nonmember building managers to BOMA functions during the year.
7. Attend one of the Associates functions (Spring Breakfast or Fall Meeting).
8. Participate on a BOMA/Suburban Chicago committee. (Participation includes attendance at meetings and volunteer service on projects.)
9. Exhibit at the BOMA/Suburban Chicago Commercial Real Estate EXPO.
10. Volunteer services on a BOMA project.
11. Submit an article for publication in *FOCUS*.

You will note that not all of the criteria involve financial sponsorship; BOMA wants to recognize contributions of time as well as those of money. The important key is participation!