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## **Associate Member Ratio Policy and Procedures**

The American Subcontractors Association – Houston Chapter requires that the overall membership of the chapter be comprised of no more than 25% Associate members<sup>1</sup>. Current Associate members will not be denied renewal if the ratio is more than 25%.

With respect to applications received from non-subcontractor firms at a time when the current number of associate members makes up 25% or more of the overall membership:

### **Option 1**

- Applications will be placed on hold in the order received;
- A \$250 deposit will be required for a company to be placed on the waiting list;
- When the hold on the application is released, the company will be contacted and the remainder of the membership fee will be due 10 days from the notification date.
- If full payment is not received within the 10 days, the application will be placed back on hold and the next application on the list will be processed;
- The deposit is refundable if the company chooses to pull its application from the waiting list.

### **Option 2**

- If a non-subcontractor firm recruits three subcontractor firms to join ASA-HC, the non-subcontractor firm will be accepted in for membership regardless of what the current ratio, upon the satisfaction of the following:
  - The three subcontractor firms list the non-subcontractor firm as the referring party on the application submitted for membership;
  - ASA-HC is in receipt of the full payment of dues from all three subcontractor firms.

<sup>1</sup>As described in ASA-HC bylaws section 3.3 Membership/Categories of Members.