



Procedures for National & Chapter Dues Billing

DEFINITIONS OF MEMBERSHIP

TechServe Alliance currently defines members in the following three (3) ways:

Regular Member – IT services firm headquartered in a chapter’s area or a member of the At-Large Chapter or National Firm Chapter.

Branch Only Member – A single branch of a multi-office firm that is a member of TechServe Alliance and a chapter but the remainder of the firm is not a member. Dues are based on the revenue of the branch alone and TechServe Alliance benefits are only available to the branch and its personnel.

Affiliate Member – Branch offices of firms whose national membership is through a different chapter. Affiliate members are not considered voting chapter members and are not counted for purposes of representation on the TechServe Alliance Board of Directors.

Please note: TechServe Alliance Bylaws require that EVERY member of a chapter must also be a member of the national alliance.

1. BILLING FOR EXISTING MEMBERS

Regular members will receive a dues notice for BOTH their national and chapter dues at the end of each calendar year. They will have three (3) payment options to pay their dues:

1. Payment by Check - Full Amount (national and local dues combined)
2. Payment by Credit Card - Full Amount (national and local dues combined)
3. Payment by Credit Card - Four (4) MONTHLY Installments are charged to a credit card over the FIRST four (4) months of the renewal membership*

TECHSERVE ALLIANCE accepts Visa, MasterCard and American Express.

* Installment payments will ALSO be charged a 5% handling fee on the TOTAL balance. For example:

National Dues	= \$1,200
Local Dues	= \$200
Total Dues	= \$1,400

For example, when a member selects the Installment Payment Plan, a 5% charge would be applied to the total dues balance of \$1,400. Therefore a \$70 surcharge would be added to the balance, making the final balance \$1,470/4 months or a payment of \$367.50 per month for the first 4 months of membership.

In the example above the chapter would receive their portion of the dues over the 4 month period, \$200 for chapter dues + \$10 (5% service fee) over four (4) monthly installments. Note: chapters will receive the 5% service charge (minus the credit card processing fees, which vary) on their portion of the dues for all of their members that select the installment billing plan. If a member fails to pay an installment payment, then TECHSERVE ALLIANCE will not pay the chapter until this payment is received.

This same system will also be used to bill any future Branch Only members.



2. NEW REGULAR AND BRANCH ONLY MEMBERS

When a new Regular member or Branch Only member application is received, TechServe Alliance will collect both the national and the chapter dues using the same payment options described above. If a chapter has a local initiation fee, TechServe Alliance will also collect that fee in the first payment. Please note: firms applying for membership are NOT charged for membership UNTIL they are admitted into membership.

3. HOW WILL CHAPTERS RECEIVE THEIR LOCAL DUES FROM TECHSERVE ALLIANCE?

All dues received by the last day of the month will be paid to the chapter by check by the 10th day of the following month. Chapters will receive a check and statement, which indicates the amount of dues remitted for each member during that month. If a member elects to pay by credit card, the chapter will receive the dues minus the credit card processing fee (the fee ranges between 2.5-5% of the amount charged).

4. CHAPTER PAYMENT LOCATION

To ensure the chapter receives all revenues on time and for the proper location, chapters will be responsible for designating a payment location to receive dues for their chapter and keep TechServe Alliance informed of any changes.

5. DUES COLLECTION FOR AFFILIATE MEMBERS

Chapters may have Affiliate members, which are branch offices of firms whose national membership is through a different chapter. TechServe Alliance will collect chapter dues for any Affiliate members that our in the system. Refer to Item #6 to add Affiliate members to your chapter.

6. NEW AFFILIATE MEMBERS IN A CHAPTER

For any new Affiliate member added during a year, local chapters need to submit an Affiliate Membership Application. TechServe Alliance will collect one full year of chapter dues from the Affiliate at the time the application is submitted. Affiliate Members who join mid-year will be billed in the same way Regular Members and Branch Only Members who join mid-year will be billed. (See Item 7 for more details).

7. MID-YEAR MEMBERS

As you know, companies join TechServe Alliance throughout the year. Any company that joined after January 1 of a given year is considered a "mid-year" member and is on a different billing cycle. Since new members pay a full year of dues regardless of when they join, TechServe will prorate their dues to reflect the appropriate credit in the January annual billing of these members.

For instance, if they joined in June of 2008 and they paid:
\$1200 National Dues
\$200 Local Dues

Billing in January, 2009 would give them a 6-month credit, so their dues would be:
\$600 National Dues
\$100 Local Dues

Therefore, the mid-year members' dues will be paid up through December of 2009. Starting in the



next year, these members would be on the regular billing cycle. Chapters will receive their portion of the dues as TechServe collects it. Refer to Item 1 (Billing for Existing Members) for more information.

8. NATIONAL MEMBERSHIP QUESTIONS

We welcome all questions, comments or concerns about the billing cycle and how it impacts your chapter. For more information, please contact:

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