

Membership Form Online

The ability to complete termination forms online has existed for several years. Recently we revised this form to make the process easier for chapter staff. The advantages of online forms are:

- **Helpful hints and further instructions or clarifications** are included on the screens – but don't appear on the finished form.
- Online forms **look cleaner and are more easily read** – especially after being faxed several times.
- In the case of the termination form, you'll see that by entering the NECA Member Number for the firm that you wish to terminate into the system, all relevant information about the member – address, etc. will be **automatically added right onto the form**. This makes it easier for you.
- Chapters don't have to keep a supply of forms handy
- NECA doesn't have to spend money printing and mailing forms

Note that this form is not “electronic” in the sense that it is NOT automatically transmitted to our database. This form requires you to print the form (when you've completed it online), sign it and mail (or fax) it to the national office staff.

Confidential Notice of Member Termination Form

From the private chapter site (same as on page 2) you can select the “Termination” sub-menu of “Membership”. By clicking on “Termination” you should see a screen that looks like this:

Screen 3

The screenshot shows a web browser window displaying the NECA website. The page title is "Confidential Notice of Member Termination | NECA - Microsoft Internet Explorer provided by mindSHIFT". The URL is "http://necanet.org/chapters/membership/forms/fa=termination". The page features the NECA logo and navigation menus. The main content area is titled "Confidential Notice of Member Termination" and contains the following text:

Confidential Notice of Member Termination

If you know the member number, please enter it into the box below and click on submit. This will prepopulate the termination form with the member details.

If you do not know the member number just click "Don't know member #" to be taken to a blank termination form.

Member Number

The right sidebar contains a "Calendar" section with the following dates and events:

- 3/12/2009 – 3/15/2009: District 6 Council Meeting
- 3/19/2009 – 3/20/2009: Energy Solutions Task Force Meeting
- 3/22/2009 – 3/25/2009: Midwest Regional Conference

As you can see, the system operates on the premise that you just enter the NECA Member Number of the firm to be terminated. When you enter a member number into the system and click on “Submit”, our database searches for that member – and the resulting screen should look like that on the following page.

For this example, I entered NECA Member Number 4445 – and it recognized that number as the one for Miller Engineering Company. It automatically inserted the chapter name, name and address information for that member into the form as you can see on Screen 4.

If you don't know your member's number, you can click on “Don't Know Member #” and it will take you to a screen that looks like Screen 4 – but you'll have to enter the data that would otherwise be provided – severe bummer!

Screen 4 shows the Automatic Completion of Information generated from our database based upon the NECA Member Number that I entered on Screen 3:

Screen 4

The screenshot shows a web browser window displaying the NECA website. The page title is "Confidential Notice of Member Termination | NECA - Mozilla Firefox". The URL in the address bar is "http://www.necanet.org/chapters/membership/forms/?fa=termination_details". The page features the NECA logo and navigation menus. The main content area displays the "Confidential Notice of Member Termination" form with the following pre-filled information:

Today's Date <small>(mm/dd/yyyy)</small>	03/13/2009
Member Firm	Miller Engineering Company
NECA Member Number	4445
Accredited Representative	Hank Fortney
Chapter	Northern Illinois Chapter NECA
Chapter Division	Rockford
P.O. or Street Address	1616 S Main St
City	Rockford

The form also includes a "Manage Profile" button and a "Live Assistance Online" button. A sidebar on the left contains links for "Chapter Staff Site", "Governance", "Online Meeting Registration", "Membership Information", "Financial Information", "Other Chapter Staff Resources", "Government Affairs", "Labor Relations", "Chapter Labor Agreements/Wage Database", "Student Chapters", and "AEI". A "Quick Links" section includes "Member Profile Search", "Online Meeting Registration", "Online Membership Application", and "Online Membership Termination Form".

All that remains to be done is to enter the effective date of the termination (at the bottom of the screen above) and complete the answers to the "Six Easy Questions". You can see the questions (and helpful hints) on Screens 5 through 7.

Answering the Six Easy Questions” – Screens 5 to 7 show the three parts to form:

Screen 5

Confidential Notice of Member Termination | NECA - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.necanet.org/chapters/membership/forms/?fa=termination_details

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Six easy questions to answer:

1. Is Firm continuing in the electrical contracting business?

Yes

No

If you answer "Yes" to question 1, please answer questions 2 and 3. (You may skip question 4.)

If the answer to question 1 is "No", please skip questions 2 and 3 and proceed to question 4.

2. If continuing in the electrical contracting business, which of the reasons below best describes the reason for this termination?

Owner sold business to or merged with NECA member

NECA Member Name

Owner sold business to or merged with non-NECA member

Dissatisfaction with NECA (please note specific reason for dissatisfaction)

Reason

Member switched from union to non-union

Chapter terminated for non-payment of dues and/or service charges

Other (please provide reason)

Reason

3. If still continuing in the electrical contracting business, do you believe the firm will return to NECA membership in the future?

Yes

No

Maybe

Done

Screen 6

Confidential Notice of Member Termination | NECA - Mozilla Firefox

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http://www.necanet.org/chapters/membership/forms/?fa=termination_details

Getting Started Latest Headlines

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4. **If not continuing in the electrical contracting business, which of the reasons below best describes the reason for this termination?**

- Still in business, but ceased electrical contracting work
- Dissolved business (due to death, disability or bankruptcy)
- Retirement

5. **Who initiated the termination?**

- Firm
- Chapter

6. **What about the membership plaque?**

- Don't bother
- I have/will collect the membership plaque
- Please send a letter to the former member asking them to return the plaque to my chapter

If you would like National to send a letter to the former member to remind them that (on their Membership Application) they agreed to return their NECA Plaque if they terminated their membership, check the last button (above).

Generally, this is only important if the firm is continuing in business. If the firm is no longer in business, it probably doesn't hurt to let them keep the plaque - as a souvenir of their NECA membership.

Note: If you request us to write a letter - and any of the pre-printed information regarding the membership - like the name of Accredited Rep, their address, etc., - has changed please note that in the box below.

Any new information required for the plaque letter:

Done

There is a button at the bottom of the screen. In this case it says, "Preview Form". By clicking on it a completed form will appear on your screen.