

Membership Directory Guidelines

The Virginia Energy Efficiency Council (VAEEC) membership directory is a member benefit which is only available to VAEEC members. The membership directory should not be shared with anyone who is not a current VAEEC member. To be included in the membership directory, a member must indicate on their membership application that they would like to opt-in. Additionally, a member must provide the appropriate directory contact information via an [online form](#) and their membership dues must be fully paid.

The VAEEC membership directory was expressly designed with the intention of allowing members to seek out other members with whom they share a common affiliation or interest. Such use of the directory is therefore encouraged. Members using the directory for this purpose are asked to adhere to the following guidelines:

- Members using the directory to identify and contact other members for marketing or business development purposes should do so in a professional manner. Identifying potential business contacts using the directory, contacting those contacts via telephone, mail, or email and initiating a dialog about a mutually beneficial business relationship is clearly acceptable. Using the directory contact information to distribute unrequested marketing or advertising information to a group of members is not an appropriate use of the directory.
- Members who wish to inform the entire membership of a news item, event or publication should contact the VAEEC staff at info@vaeec.org. VAEEC staff, with concurrence from the Membership Committee Chair, will distribute appropriate items to the entire membership.

The VAEEC Membership Committee maintains the right to remove any members from the directory, or to deny them access to the directory if they are deemed to be misusing the membership directory. Members who believe the membership directory is being used inappropriately are encouraged to notify the VAEEC staff at info@vaeec.org. The Membership Committee Chair, with input from the VAEEC staff, will contact the member(s) who used the directory inappropriately and remind them of these guidelines.