



Group Policies

Last Updated: 9/14/09

Visitors and New Members

- 1) Visitors are welcome to attend one (1) meeting within a six month period before submitting a membership application. If a visitor wishes to attend a second meeting before submitting an application, they will be charged \$10 for lunch. New applicants must submit a check for \$100 to the treasurer with their application (\$75 Joining Fee and \$25 for the first six-month period. New member applications are collected by the meeting facilitator.
- 2) All new membership applications go to the Leadership Committee for approval. The applicant will be scheduled for an interview with the Leadership Committee and then notified within one week whether or not their application was approved. **Only one member per business category will be allowed, and each member may only represent two categories.**
- 3) If a new membership application is denied, the applicant must wait six (6) months before attending another meeting, or be invited to come back by a current member (presuming the conditions for denial have changed since the application was last submitted).
- 4) New membership applications are approved on a three-month trial period. After three (3) months, the Leadership Committee will then vote whether or not to renew the membership.
- 5) Memberships are renewed on a six-month basis. If necessary, the Leadership Committee will take into account the following when deciding whether or not to renew a membership: attendance, participation, dues and membership fee payments, quantity and quality of referrals passed.
- 6) The membership fees are \$25 for six (6) months (Jan-June and July-Dec). The weekly dues are \$12, payable at the **beginning** of each month. If they are not paid by the second meeting of the month, a \$5 late fee will be applied.
- 7) Visitors are always welcome, but it is considered to be most beneficial to the group if visitors do not compete with existing members' business categories. In addition, visitors are not allowed to solicit members of the group for business, either before, during, or after attending a meeting.

Membership Responsibilities

- 1) After missing three (3) meetings in a six month period, the Leadership Committee may vote to not renew the membership, and open the spot up to new applicants. Special allowances may be given in the case of illness, Jury Duty or other personal hardships. These will be approved by the Leadership Committee.
- 2) In order to be deemed "present" at a meeting, the member or substitute must arrive by 12:30 pm and stay until the end, or arrive on time and not leave before 1:00 pm.
- 3) If you are going to be absent from a meeting, please send an email to the Yahoo! Group either before OR after the meeting, explaining your absence, as a common courtesy to the group.
- 4) Members may send a substitute who either works **directly** with the member and is considered a part of their business, or someone who does not conflict with any current member's business and is a prospective new member. This will not count against the member's attendance. However, a substitute may only attend 2 meetings a year.
- 5) If a member needs to take a sabbatical from the group for either business or personal reasons, their spot will be guaranteed if they continue to pay dues and fees. If they opt to not continue paying dues during their sabbatical, their spot will be offered to the next applicant in that business category.
- 6) If a member is absent on the day they were scheduled to give their presentation without an extenuating circumstance, a \$25 fine will be assessed.
- 7) Members are expected to contribute to the leadership of the group in any way possible.
- 8) Members are expected to help grow each other's businesses through the use of referrals. There **are no quotas** for passing referrals or generating business, but every member of the group is expected to be productive and reciprocal for the benefit of the group.
- 9) Members are expected to help grow the group by inviting guests and assisting with Visitor Days in any way possible.

Leadership Roles and Responsibilities

- 1) All leadership positions are voted on by the group. Position terms are six (6) months (Jan-June and July-Dec). There is no limit on the number of terms one person can serve. There is no requirement by members to fill a role.
- 2) Leadership Committee (5 people) approves memberships and renewals; coordinates with Green Lantern; arranges for stationary, forms, printing, etc, and makes administrative decisions for the group.
- 3) Secretary keeps track of number of referrals passed, and the amount of business dollars those referrals generate.
- 4) Treasurer collects dues and membership fees, coordinates with Green Lantern, and pays any other fees/bills incurred by the running of the group.
- 5) Visitor Hosts (2) greet guests, keep track of the visitor log, follow up with visitors after attending meetings, and prepare visitor packets.
- 6) New Member Liaison (1) helps new members understand membership responsibilities, the ethical guidelines of the group, and how to be a productive member as well as get the most out of group membership.
- 7) Ethics Committee (3) deals with issues between members, complaints, and any other concerns individual members want to address.