

Premier Networking Group Guidelines

A) Meetings

Premier Networking Group meets each Wednesday. Members should arrive at 7:15 a.m. to ensure breakfast is ordered prior to the start of the meeting. The meeting will begin promptly at 7:30 a.m.

1. Members should be on time as late comers may disrupt the flow of the meeting.
2. During the meeting all cell phones should be off. This includes vibrating functions so you can give the group and the featured speaker your full attention.
3. The chair person will follow an agenda of basic items, sample attached.
4. Referrals will be passed during 30 second commercial toward the end of the meeting.
5. Members should bring about 25 business cards to each meeting.
6. The meeting will end at 8:30 a.m.

B) Dues & Fees

1. Membership: \$125 submitted with the application for PNG Membership.
2. Annual dues: \$125 renewal is due on the members anniversary date.
3. Quarterly dues: \$125 is due the first meeting of each quarter.
4. Dues Late fees: a late fee of \$10 will apply if Quarterly Dues or Anniversary/Renewal Dues are not paid the first meeting they are due. If a member has not paid by the second meeting they can not attend a third meeting with out paying in full, including the late fee.
5. Meeting Late Fee: a \$5 late fee will apply for a member that arrives after 7:30.
6. If you bring a guest to a meeting and that guest is voted into PNG, your Annual dues will be reduced \$25 per new member. Maximum reduction in Annual Dues is the amount of dues during that time.
7. Dues are **not refundable**.
8. Quarterly dues will be prorated for new members.
9. \$10 fine if you are the speaker, you can't attend and you did not get a replacement.

C) Absences

Attendance is vital to PNG *and* each member's success in the group. If a member can not commit to attend the meeting from 7:30 - 8:30 a.m. with regularity and limited occasions of leaving early or arriving late, perhaps PNG is not a good fit for that member.

1. PNG members are allowed a total of 4 absences per quarter. Of those absences, 3 must be excused and 1 may be unexcused. Four late arrivals in a quarter equal one absence.
2. For an absence to be excused, you must simply call or email the Attendance Chair prior to the meeting to inform them you will not attend. It is acceptable to inform any PNG member but it is preferred that you inform the Attendance Chairperson.
3. If a member misses 4 or more meeting in a quarter they are subject to termination. Should this circumstance arise, the decision will be made on a case by case basis, by PNG founders who may consult with the chair person *and/or* one other member.
4. Late arrivals will paid a \$5 fee to the treasurer that day *or* the fee can be dropped in the bucket during his/her 30 second commercial.

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5. A PNG member may put their membership on hold for up to 3 months for a medical leave of absence only if dues and fees are current. A leave of absence for any other reason will be considered on a case by case basis by PNG founders who may consult with the chair person *and/or* one other member. Dues will continue to be paid during a leave, to hold that position for the members return.

D) Referrals

A referral is a company or person who has requested information about doing business with another PNG member and that person is expecting the member's call. This is considered a warm lead. PNG referrals are *not* cold calls.

1. The referral form should be filled out in full to assist the receiving PNG member. Comments or details may be helpful to ensure the PNG member receiving the referral has the best opportunity for success.
2. The PNG member receiving the referral should contact the person/company within 24 hours.
3. A "Thank you for the Business" form will be filled out after business has been complete, including the dollar amount.
4. The "Referral" form and the "Thank you for the Business" form will be dropped in the bucket during the 30 second commercial.
5. Unprofessional workmanship or behavior should be brought to the attention of the chair person immediately. The chair person and PNG founders will decide if action should be taken.

E) Presentations

As a PNG member, you will be able to make a presentation to the group on a rotating basis. Please put some time and thought into the preparation of your presentation to educate other PNG members of your services. The more PNG members understand your business/service, the better equipped they will be to refer you and your business.

1. It is the Program Chair's responsibility to obtain a short statement about the speaker and/or their business for a proper and professional introduction of the scheduled speaker.
2. Presentations are 10 minutes with a 5 minute question and answer period. Please be considerate; keep presentations within the time allowance to ensure ample time for each 30 second commercial and that the meeting ends on time.
3. If you are the scheduled speaker and you can not make the meeting; it is your responsibility to find another PNG member that is willing to take your place. Please be respectful of other PNG members by informing the Program Coordinator and PNG Chair of your replacement or lack of one. There is a \$10.00 fine if you miss the meeting and there is no speaker in your place.

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F) **Guest**

A PNG guest will receive their first two breakfast at no charge. If a guest attends a third meeting, they will pay \$10 for breakfast and they can fill out an application for PNG membership.

1. Guest will be introduced at the start of the meeting and they will participate in the 30 second commercial toward the end of the meeting.
2. Guest can not receive referrals from PNG members until they have completed the application, paid membership fees and they have been voted into the group.

G) **New Member Vote**

1. PNG membership is voted on via e-mail.
2. After a guest has attended 3 meetings they can submit an application and membership dues to a Founding Member, Treasurer *or* the Chair Person.
3. The vote can be sent out and collected by the Chair Person, Treasurer, Secretary or a Founding Member.
4. The PNG member sending the vote out will provide a specific time and day for the end of the vote, typically 3-4 days after the application has been accepted. Members that have not voted by the dead line forfeit their vote. The member sending the vote out will keep a record of each members vote for future reference, if needed.
5. If all votes are “YES” the member collecting votes will notify the PNG membership and the applicant.
6. If the vote holds at least one “NO” vote, the member collecting votes will notify PNG Founders. PNG Founders will discuss the situation with the PNG member that voted NO to find a resolve. The Chair Person *and/or* one other PNG member may be consulted.

H) **Membership**

Premier Networking Group accepts one business from each business category. An overlap or duplicate in a business will not be allowed. Each PNG member can represent one business only.

To ensure the health of Premier Networking Group, the Founders reserve the right to dismiss any member with out cause.

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