

Professional Business Network of Salina

General Policies

www.pbnsalina.com

1. Each professional classification will be occupied by one individual. Should there be a classification conflict, the Membership Committee shall have final authority.
2. All members are represented only by their primary occupation. No part-time businesses are allowed.
3. Attendance is required, pursuant to the Attendance Policy incorporated February 17, 2015; which states: A member shall attend a minimum of three (3) meetings per quarter and must be present for at least 30 minutes. If you are not able to attend, a substitute may be sent in your place. The substitute may not be a current member of this PBN Chapter.
4. For proper networking; all members are encouraged to complete one of the following during each quarter:

- Use a member's service
- Refer someone to a member for their services
- Bring a potential new member to a meeting

In an effort to learn more about each other's businesses, it is encouraged that you schedule at least one B2B (Business to Business) per quarter and document your interactions with other businesses either on Facebook or as a "shout out" at the following meeting.

5. Members may bring a visitor to the meetings; however, the visitor is limited to two (2) meetings. The first meeting, PBN will pay for their lunch.
6. An annual presentation calendar is on the PBN Facebook page. Each member is encouraged to schedule themselves for at least one (1) presentation. Door prizes are encouraged, but not required.
7. Medical Leave of Absence. A member may take up to 8 weeks of medical leave. The member must have their annual membership fees pre-paid. Leave is subject to approval by the Board of Directors.
8. If a concern arises regarding a visitor's business classification, it must be brought to the Board of Directors prior to the approval of the new member.

In the event there are no concerns brought forward, the Board of Directors will assume consent.

9. Should a member wish to change their classification with PBN; the member must submit a new application of membership for approval from the Membership Committee. If a member's address and/or phone number changes, it is their responsibility to notify to Board of Directors.
10. If a problem arises with a member with regard to their business practices or commitment to PBN, the Board of Directors may place a member on probation; which is the first correction action procedure. If an issue arises with a Board of Director's member, the issue shall be addressed by the remaining members of the Board for review of the situation.
11. Annual dues are not refundable.
12. Upon completion of the calendar year in which a Board Member has served, they will receive compensation for their fees for the following calendar year. This includes any member that serves on the Membership Committee.
13. Should the Membership Committee not be able to fulfill their duties to interview an applicant, the Board of Directors may act in that capacity.
14. Membership of any other networking group, with the primary purpose of referrals, is not allowed.
15. Elections for the new calendar year Board Members shall be conducted in November for the following Board of Director's positions: Vice President, Secretary, Treasurer and Meeting Coordinator. The current year's Vice President will automatically move to the role of President for the new calendar year.
16. The Vice President will act as the chairperson of the Membership Committee.
17. Failure to comply with these Policies and Procedures will result in the termination of the member. That member's category will then be opened up to other applicants.
18. **Code of Ethics:**
 - I will be sincere with my fellow members and referrals; both those I am referring and those that are referred to me.
 - I will build kindness and credence amongst members of PBN and their referrals.

I will adhere to the ethical codes of my profession.

I will hold my obligation to follow up with referrals sent to me.

I will display a genuine demeanor and contributory approach with my fellow members of PBN Salina.

19. Policies and Procedures are subject to change.