



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.

General Policies and Procedures

- 1) Each professional membership classification may be occupied by only one business. The Membership Committee shall have all decision-making authority concerning a professional membership classification.
- 2) The members of PBN shall meet on the first and third Wednesdays of every month. The fifth Wednesday shall be reserved for Executive Committee/Membership Committee meetings and special events.
- 3) Regular meeting attendance is required. A PBN member must attend a minimum of three (3) meetings per quarter and must be present for at least 30 minutes during the attended meeting. If you are not able to attend a meeting, a substitute may be sent in your place.

- 4) All members are required to stay current on all financial obligations with other members of PBN.
- 5) Members are required to complete one of the following during each quarter:
 - a. Use another member's service;
 - b. Refer someone to a member for their services; or
 - c. Bring a potential new member to a meeting.
- 6) In an effort to learn more about each other's businesses, it is also required that you schedule at least one B2B (Business to Business) with another member each quarter.
- 7) Members are encouraged to bring visitors to the regularly scheduled meetings and special events. PBN will pay for a visitor's lunch for their first meeting only.
- 8) Each member is encouraged to volunteer to be a featured speaker and schedule themselves for a least one "special presentation" per year (door prizes are encouraged, but not required). The presentation schedule will be available to the members at our regularly scheduled meetings.
- 9) Any extended leave of absence must be approved by the Executive Committee. All leaves of absence will be evaluated and approved on a case by case basis. The member requesting the leave of absence must have their annual membership fees paid for the year the absence is requested.
- 10) If a concern arises regarding a visitor's business classification, it must be brought to the Membership Committee prior to the approval of the new member. In the event there are no concerns brought forward, the Membership Committee will assume that there is no conflict.
- 11) If an existing member wishes to change their professional membership classification with PBN, the member must submit a new application of membership.
- 12) Members are required to notify the Secretary if any of their contact information changes.
- 13) Annual membership dues are not refundable for any reason (including membership termination). The PBN new member application fee is only refundable if the professional business classification the new member is applying for is not available.
- 14) Annual membership dues are waived for the Executive Committee and Membership Committee.

- 15) The Membership Committee shall interview all new applicants within 2 weeks of PBN's receipt of the new membership application. Should the Membership Committee not be able to fulfill their duties to interview an applicant, any member of the Executive Committee may perform the interview.
- 16) Membership of any other business networking group, with the primary purpose of referrals, is prohibited.
- 17) Elections for the Executive Committee and Membership Committee shall be conducted in the fourth quarter immediately preceding the calendar year for which new leadership is required. The Executive Committee positions are as follows: President, Vice President, Secretary, Treasurer, and Meeting Coordinator. All Executive Committee members are elected for 2-year terms (beginning January 2019). The President is not elected, instead the current Vice President will automatically move to the role of President at the end of his 2-year term as Vice President.
- 18) The Membership Committee consist of the Vice President, who will act as the chairperson, and 2 other PBN members. Membership Committee members are elected for 2-year terms (beginning January 2019).
- 19) The Executive Committee may remove any member for any reason, with or without cause. Failure to comply with any of these General Policies and Procedures will result in the termination of PBN membership.
- 20) These General Policies and Procedures are subject to change and may be amended by a majority vote of the current PBN members.