

Prince William Professional Networkers

Official Rules June 2016

Meetings And General Information

Meetings will be conducted in accordance with the following established format. The proceedings will also be timed to ensure that everything is covered at each meeting. The meeting is to start promptly at **7:30 a.m.** and end at **8:30 a.m.**

Agenda

Welcome
Reading of the Minutes of Last Meeting
Officer Reports
Committee Reports
"10-Minute" Speaker Presentation
"75-Second" Member Introductions
Pass Leads
Door Prize Drawing
New Business/Announcements
Adjourn

Meetings

1. As they are integral facets of PWPN, passing leads and/or giving testimonials at every meeting will be highly encouraged.
2. The combined Member Introduction and Lead Sharing each week shall not be more than 75 seconds per member.
3. Referral slips consist of the original (white) and two copies (yellow and pink). The white original is to be given to the person receiving the referral, the yellow copy is to be placed in the referral basket for the door prize drawing, and the pink copy is retained by the person giving the referral. When the referral has produced a sales, the pink slip is placed in the referral basket for the door prize drawing.
Referral slips may be filled out for the following:
 - a. Having a guest attend a weekly meeting
 - b. Passing a qualified potential sales contact of a decision maker who is interested in a service or product
 - c. Passing your name as a potential sales contact

NOTE: members are encouraged to refrain from submitting slips for ongoing, repeat transactions of the same substantial kind.

4. Meetings will not be held if Manassas City, Manassas Park, or Prince William School systems are closed or delayed due to inclement weather.
5. Any changes in meeting place will need to be approved by and voted with majority of membership. All expenses need to be disclosed prior to vote.

Quorum

All changes, deletions, and additions proposed by the Rules Committee, by majority vote, will be voted on by members at a networking meeting. There needs to be a quorum of members present at the meeting, and the rule(s) will be passed by majority vote. The rules will be sent out to the members prior to voting. Members must be in attendance in order to vote. A quorum for all regular weekly membership meetings, special membership meetings, or annual election meetings shall be a simple majority of the members listed as bona fide members. A majority is fifty percent (50%) plus at least one or more members or part thereof (e.g. if there are forty-five (45) members, it takes 23 to have a quorum; if there are forty-six (46) members, it takes 24 to have a quorum. **Members on a leave of absence shall not be considered in determining a quorum. In other words, should the membership for PWPN be 45, when a member is on a leave of absence the membership shall be considered for quorum determination to be 44.**

Guests

1. Guests may give and receive leads.
2. Guests must submit an application before the close of the meeting or it will not be considered until the following week. This will allow members to be aware that a guest has applied for membership and to make comments to the membership committee. Membership will post perspective members info on yahoo group so current members will have the opportunity to ask questions before approval.
3. Review and acceptance of the application will be based on occupation without regard to race, religion, sex, national origin, marital status, age, or handicap.
4. After a new member's application has been accepted, they will be given a 2-minute period to explain what their business entails.

Members

1. Only one business in each occupation will be allowed. Final acceptance of a prospective member's application will be determined by the Membership Committee. Any member can join with more than one business; however, all fees must be paid for additional businesses. The Membership Committee must approve each business as a separate occupation category.
2. Businesses that are multi-level marketing may acknowledge the fact, but are not allowed to recruit at PWPN meetings.
3. Dues are \$60 per calendar year and billed January 1st. New members will have their dues pro-rated for the first year only. After that time, they will be billed on an annual basis. New members will also pay a \$25 initiation fee to cover the cost of their new member packet.
4. Members who do not pay dues within 30 days of the due date will be terminated.
5. Officers shall have their dues waived for the period they hold office.
6. Officers will meet for 10 minutes once each month after a regular scheduled meeting.
7. The continuance of membership, not just renewal, is contingent upon a combination of, in order of importance, the following: referrals, attendance, attendance for the entire meeting, and guests.
8. Four unexcused absences within a six-month period are grounds for dismissal. All absences will be reported by the members to the Vice President using PWPN's yahoo group email by 5:00 p.m. on Wednesday. If a member has extenuating circumstances for needing time away, a leave of absence request submitted to the President, in writing, will be considered.

10-Minute Speaker Presentation

1. New members will be eligible to do their first 10-Minute Presentation after attending four consecutive meetings following membership approval; however, new members will need to be worked into the schedule so they may not be able to present at their 5th meeting. All current members must attend two consecutive meetings prior to making a presentation.
The members of the board can waive the two week consecutive attendance requirement for good cause. Examples of good causes are illnesses, job-related absences, vacations, and deaths in the family. (06/13/12)
2. A member's 10-Minute Presentation will include: name, company name, some personal information you would like to share (i.e., how or why you choose this business, how long you have been in business), and your company presentation ending with how we can help your business grow.
3. A guest speaker approved by the Board may occasionally be invited to speak for 10 minutes. Member suggestions for guest speakers are to be given to the Vice President.
4. The door prize supplied by the presenter must have a minimum retail value of \$25.00 or more.

Committees

Membership Committee

Chaired by Vice President

1. Application Review – votes on acceptance/declination on each new or renewal application
2. Attendance review and enforcement
3. Assembles new member packets with name badge
4. Assembles and distributes visitor packets and name tags
5. Maintains a membership list
6. Announces new member applications to the group with a description of the prospective member's business activities
7. Meets and greets visitors to the group

Marketing Committee

Chaired By Secretary

1. Responsible for marketing PWPN through radio, TV, print media, and the internet and other means as they become available
2. Plans social activities for the group as needed
3. Plans an open house for prospective members
4. Tracks leads and reports the results to the Membership Committee and to the President
5. Determines weekly, monthly, and yearly referral leader and presents awards

Rules Committee

Chaired By Treasurer

1. Establishes rules
2. Develops responsibility guidelines for officers
3. Establishes committees
4. Updates and re-evaluates rules as needed

PWPN Officer Responsibilities

President

1. Runs meeting according to the PWPN agenda and policies
2. Keeps all officer and committee positions filled
3. Holds semi-annual elections for officers: new term starts January 1st and July 1st and at other times to fill a vacancy
4. Monitors all officer and committee jobs and enforces the rules
5. Contact person
6. Problem solver
7. Conducts new members' orientations
8. Maintains the following annual reports:
 - a. Leads
 - b. Financial
 - c. Attendance
9. Designates members, on a rotating basis, to act as timekeepers to monitor the 75 second introductions. Each timekeeper will serve for a one-month term.
10. Follows-up on qualified visitors to the group

Vice President

1. Fills in for the president when absent or as needed
2. Keeps attendance records and enforces the attendance policy
3. Announces members who have been dropped or left the group
4. Maintains speaker rotation, speaker introduction forms, introduces speaker and reminds speaker to bring a door prize
5. Head of Membership Committee

Secretary

1. Keeps minutes of meeting
2. Head of Marketing Committee
3. Responsible for web page maintenance

Treasurer

1. Responsible for budget
2. Collects dues and initiation fees, prepares invoices and reports on finances
3. Pays bills. Both the treasurer and President or Vice President must authorize bills for payment
4. Head of Rules Committee
5. Must adhere to PWPN's attendance policy
6. File corporate state and federal by March 15th of each year; failure to file taxes will result in immediate termination from PWPN
7. File annual report with Virginia State Corporation Commission and pay annual registration fee by September 30th of each year to avoid penalties and dissolution of the corporation. Failure to do so will be grounds for immediate termination.
8. Pay annual fees for PWPN's P.O. Box by May 31st of each year and retrieve the mail on a weekly basis
9. Personal use of the PWPN debit card is strictly prohibited and may result in immediate termination. PWPN is to be promptly reimbursed for any personal use of PWPN's funds.
10. Collects donations for members' personal events, i.e., weddings, births, illness, deaths, etc.