



The Professional Referral Group

NEW MEMBER ORIENTATION ACCEPTANCE

Member Name: _____ Date: _____

Primary Business: _____

Executive or Committee Member _____ has clearly explained the following policies and procedures which have been accepted by the member.

Code of Ethics

1. I will provide the quality of services at the prices I have quoted
2. I will be truthful with the members and their referrals
3. I will build goodwill and trust among members and their referrals
4. I will live up to the ethical standards of my profession
5. I will take responsibility for following up on the referrals I receive
6. I will only provide referrals that are meaningful

Attendance

1. I will attend meetings every Wednesday excluding days that PRO does not officially meet on statutory holidays
2. I'm responsible for getting a substitute in the event that I cannot make a meeting
3. I understand it is not the responsibility of the Membership Committee or the Executive to get a substitute for me
4. I understand I will receive a written notice regarding my attendance if I miss FOUR CONSECUTIVE MEETINGS with no acceptable notice, substitute or leave of absence being granted by the Membership Committee
5. Membership may be revoked if you miss eight meetings within a twelve month period with no notice or substitute excluding an approved leave of absence
6. I may apply for a leave of absence only under extreme circumstances and only after receiving Membership Committee approval at their expressed discretion
7. I understand and accept that while on leave, I will continue to pay for my annual membership and monthly dues
8. I understand that if I do not return after my approved leave of absence, the Membership Committee may terminate my membership at their expressed discretion

Meetings

1. I understand I must arrive on time for all meetings
2. Informal networking and breakfast begins at 7:00am
3. The formal meeting commences at 7:10am

4. During the formal meetings, members shall give each speaker the courtesy of their attention and minimize any side discussions
5. Cell phones shall be turned off or muted during the formal meeting time period
6. Breakfast meetings will end at not later than 8:30am

Primary Business

1. I will only promote my Primary Business at meetings

Members Acceptance



The Professional Referral Group

MEMBERSHIP COMMITTEE FORM LETTERS

“Only to be issued by the Membership Committee”

This series of letters are the accepted formats to use in specific Membership concerns and notices

Declined Membership Due To Classification Conflict

Dear Applicant:

Thank you for expressing an interest in joining the Professional Referral Organization “PRO Group”. The Membership Committee has determined that your Business Services are in conflict with an existing member business. The PRO Policy is strictly enforced to assure we have only one Business, Trade or Profession represented and included in the Membership at any one time. We therefore unfortunately cannot accept your application at this time.

Please be assured that your business card will be kept on file and you will be advised should your Business, Trade or Profession become available.

Non Acceptance for Reason of Objections Filed by Members

Dear Applicant:

Thank you for expressing an interest in joining The Professional Referral Organization. The Membership Committee has revived your application and have concluded that your business is not a good fit to our organization at this time. The opinion of the Membership Committee is that our organization would not be able to provide qualified leads to your business.

Please be assured that your business card will be kept on file and you will be advised should the Membership Committee conclude the situation regarding your business has changed.

Membership Attendance Warning

Dear Member:

We have all made a commitment to ourselves and the other PRO members to create a positive organization that will result in increased business for all member businesses. In order to accomplish this objective the organization's Attendance Policy must be strictly adhered to. After reviewing your Attendance Records, it is noted that you have been absent without a substitute _____ times during the last _____ weeks/months. The PR Group Policy states that a member is allowed three Single Week absences during a single six month period without a substitute.

We encourage you to arrange for a substitute to participate in your place should you not be able to attend. First, it is not counted as an absence. Secondly, it allows for continuity within the group to promote your business and because we need to be represented to pass on leads and referrals. Finally, other members appreciate your voiced consideration and participation.

Attendance is very critical to the success of the PRO Group. Failure to comply with the Attendance Policy may result in your membership being revoked. Please make every effort to attend meetings or arrange a substitute to represent your business.

Termination of Membership

Dear Member:

We wish to inform you consideration, in accordance with the recommendation of the Membership Committee that your PRO Group membership is terminated effective immediately. We have made this decision after careful consideration and a review of _____ (explain the applicable reason: Policy violation, Complaints submitted by members, on payment of dues, etc.

Please refer to the enclosed copy of the PRO Group Policies and Procedures if you have any questions or concerns regarding this decision.

Notice of Dues Owning by a Member

Dear Member:

PRO Group has Monthly and Annual dues which you have agreed to pay to cover the costs of the meeting facilities, breakfast and the administration of the PRO Group. Our records show that you are currently past due for _____ "Number of months/Annual dues"

The total amount owing is \$_____.

We ask you to please remit the above noted payment at your earliest opportunity to keep your membership in good standing. Failure to do so could result in membership termination.

