

Prince William Professional Networkers Official Rules Passed on July 15, 2021

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 with up to 5 minutes of questions after presentation

“60-Second” Member Introductions

Pass Leads

Door Prize Drawing

New Business/Announcements - as time permits.

Inspirational Message

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 person giving the referral retains the pink copy. When the referral has produced a sale, the pink slip is placed in the referral basket for the door prize drawing.
 - a. Referral slips may be filled out for the following:
 1. Having a guest attend a weekly meeting.
 2. Passing a qualified potential sales contact of a decision maker who is interested in a service or product.
 3. Passing your name as a potential sales contact
 4. Leads may be passed for “one to one” meetings to encourage members to learn more about member businesses and increase lead sharing.

5. members will be allowed to submit one lead slip per month for repeat business resulting in money changing hands.
4. New Business/Announcements
 - a. New business is for items not previously discussed, i.e., location of our summer networking event.
 - b. Announcements are for charity fundraisers, networking events and public awareness issues that are of interest and benefit to our members. Announcements are not to be used to promote events the member profits from. Those announcements are to be included as part of your 60- second member introduction.
5. The inspirational message will be given after new business & announcements and before the meeting adjourns.
6. Meetings will not be held if Manassas City, Manassas Park, or Prince William School systems are closed or delayed due to inclement weather.
7. 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 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 PWPB be 45, when a member is on a leave of absence the membership shall be considered for quorum determination to be 44.**

Visitors

1. Visitors may attend two meetings as a guest without joining. If the visitor wishes to continue attending, they are required to submit an application with dues and fees.
2. Visitors 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.
5. Visitors may give and receive leads.

Members

1. Only one business in each occupation will be allowed. The Membership Committee will determine final acceptance of a prospective member's application. 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 (i.e., leaving early or coming in late), one on one meetings and guests. Members can send a substitute in their place if the member cannot attend.
8. If a member will be absent, they will notify the Vice President at pwpn@googlegroups.com the night before if possible.

An excused absence will include the following:

- a. Vacations: the group must be notified one week in advance
- b. Emergency illness or long-term medical leave lasting 2 weeks or more
- c. Family emergency
- d. Occasional business meetings; not to exceed 4 per calendar period
- e. Four tardy arrivals within a 6-month calendar period will count as one unexcused absence

Four unexcused absences within a six-month calendar are grounds for dismissal. The six-month calendar is defined as the period from January 1st to June 30th and from July 1st to December 31st of the calendar year.

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 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, 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.
4. Assembles and distributes visitor packets.
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 PWPB 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.

PWPB Officer Responsibilities

President

1. Runs meeting according to the PWPB agenda and policies
2. Keeps all officer and committee positions filled
3. Holds annual officer elections at the first meeting in November. Officers are elected on a calendar year basis with the new term starting on January 1st and ending on December 31st. Elections may be held 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.

Hospitality

1. Responsible for sending cards signed by the group to members, i.e., symphony, get well, marriage & births.
2. The expense of the cards and mailing will be paid by PWPN.