



## **MEMBERSHIP PROCEDURES – EFFECTIVE JULY 15, 2010**

**MISSION STATEMENT-** TO ENCOURAGE BUSINESS AND DEVELOPMENT  
GROWTH THROUGH NETWORKING AND EDUCATION.

### **MEMBERSHIP**

#### **Membership Qualification**

Any business person may be considered for membership whether they are the owner, employer or employee. Members must have a product or service to sell.

#### **Exclusivity**

Membership to the High Desert Professionals network is industry exclusive. Current members will be the only professional in their specific trade. Example: one lawyer, one accountant, one travel agent, etc.

#### **Prospective Members**

Current members may, at any time, invite prospective members to join the group. The director(s) will be notified prior to the meeting. Each prospective member shall attend at least two meetings as a guest. They will be given a copy of the Membership Procedures and sign a Guest Confidentiality Agreement before the first meeting. At the meetings they will share information about themselves, their business and the types of referrals they desire. After the prospective member has attended two meetings, they will be voted on at the end of the second meeting. All membership voting notifications will be emailed to the current roster, prior to the vote, allowing those who will be absent to express their views. The decision will be decided by a unanimous vote of the members attending the meeting.

Once a member is voted in, they will sign a Membership Agreement and pay their dues. This will take place at or before their first member meeting, after which they will be considered a member.

#### **Voting In Of New Member**

Members must be present at the meeting to vote. Members will be made aware of who we are voting on that week through e-mail.



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### **Introductory Period**

The first 30 days of your membership with HDP is considered an introductory period. This allows both you and the members of HDP a chance to determine if you and your business are a good fit for HDP. If either party wishes to discontinue the membership written notice will be provided by the terminating party. Dues paid before the end of the 30 day introductory period will be refunded in full within two weeks of the resignation if membership is discontinued before the thirtieth day. Membership dues will not be refunded after the 30 day introductory period is over.

### **Membership is not transferable**

When a member leaves the network, someone from the same company will not automatically fill the vacant position. The membership process will start anew with each prospective member.

### **Forfeiture of membership**

Membership will be forfeited for any of the following reasons:

- 4 total absences in a quarter.
- 2 unexcused absences in a quarter.
- Delinquent member fees.
- Representing a business other than as applied.
- Failure to use good business ethics.
- Failure to gain at least one point per month. (See point values section).
- Resignation in writing to the director.

### **Member Conflict Policy**

HDP encourages members to handle personal conflicts directly with the member(s) involved. If a conflict is relayed to a leadership member or any member not involved in the conflict, the conflict will be evaluated by the leadership team. At that time, the leadership team will decide whether the membership of HDP needs to be involved and what actions and consequences, if any, should be pursued as per the HDP procedural guidelines. As with all conflict resolution, our goal is to see it resolved at the lower levels.



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### **Subs**

A sub may be sent by a member to represent them at a meeting with no violation of the attendance policy. This person shall be well versed in the member's business and networking process.

### **Member Responsibilities**

- Attend weekly meetings which are held the first 3 Wednesdays of the month or the first 4 in a five week month.
- Present a 30 second business commercial at each meeting.
- A 10 minute presentation of their business on a rotating basis.
- Promote ONLY their product or service at the meetings.
- Share industry specific news.
- Encourage group education and discussion.
- Show business professionalism at all times.
- Give referrals and promote members' businesses.
- Encourage relationship opportunities outside the group.
- Keep confidential all personal information about members and their contacts unless given permission otherwise.

### **Holidays**

As a rule, there will be no weekly meetings during a week in which a major holiday falls. HDP members will vote as to skipping meetings during weeks falling near the winter holidays.

### **Membership Dues**

All membership fees shall be determined by the leadership team and reviewed on a quarterly basis.

Fees for group functions will be decided by the group.

All fees shall be paid to the treasurer when due.

The status of member is not reached until dues are paid.

The treasurer will track all incoming and outgoing dues and fees. A Profit & Loss Report will be available at any time upon request.

When fees and dues are collected, the group as a whole will decide how those funds will be used.



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### **Fees**

A \$1 late fee will be charged for anyone arriving later than the official meeting start time.  
A \$5 fee will be charge for any unexcused absence.

Emergency situations will be excused.

### **LEADERSHIP TEAM**

The leadership team will meet on a regular basis. A job description is available for each position.

The leadership team comprises:

1. Director
2. Co-Director
3. Treasurer
4. Membership Coordinator
5. Transaction Coordinator
6. New Member Coordinator
7. Fun Coordinator
8. Community Event coordinator
9. Sponsor Coordinator

At the beginning of each fiscal year, HDP leadership positions are open for re-election. If multiple members are interested in any given seat, there will be an anonymous group vote for that position.



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### WEEKLY MEETINGS

Weekly meetings will start promptly at the time agreed to by the members.

Weekly meetings will comprise:

- Introduction
- 30 second business commercials / reverse commercials (3<sup>rd</sup> week of month)
- Education and Inspiration (rotation from roster)
- Vertical Partner Dance Cards (2<sup>nd</sup> week of month)
- Leads and Points (testimonies if no points)
- Member Spotlight Presentation / Member Hot Seat (rotation from roster)
- Leadership and Community announcements
- Business Forum / Critical Issue and critique
- New Member Voting and Prospective Member Discussion
- Close of Meeting

### PARKING AT THE MEETINGS

Parking for all meetings shall be on the streets surrounding Deschutes Title. There is to be no parking in the Deschutes Title parking lot as that is reserved for their employees and customers.

### POINT SYSTEM

#### Referrals

For tracking purposes, two types of referrals will be acknowledged by the group.

1. **Transactions:** These are situations in which a business transaction occurs either directly between a member and another member; or from the referral of a client from one member to another member.  
*3 point value awarded.*
2. **Referrals:**  
Giving a member's card or contact information to a potential client.  
A personal introduction to a potential client.  
An organized group introduction. (If a **business** contact is arranged with an individual a day or more after the initial contact another point is awarded.)  
*1 point value awarded*



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### 3. **Dance Card:**

The dance card is another tool that can be utilized to gain points. Dance cards are used when two members get together to discuss their businesses and to get to know one another better. Dance cards may be used as often as desired and points for the dance card will be awarded to both members.

*1 point value awarded*

### 4. **New Members:**

Bringing in prospective members, who are voted into the group, will obtain the highest point award.

*5 point value awarded.*

### 5. **Showcase Member:**

The member that produces the most points within a given month is rewarded by inheriting the title of “**Showcase Member**” the following month.

*Referrals for, and dance cards with, the Showcase Member will receive double points.*

## PROCEDURAL FINE POINTS

These “Membership Procedures” and general HDP practices can be changed, deleted or expanded at any time by the leadership team.

If there is a conflict regarding any HDP matters, the conflict will be accessed, managed and resolved by the leadership team in the best interest of the group, resulting in a majority vote of the leadership team if necessary.