



## Professional Referral Organization, Inc.

PO Box 171, Phoenix, OR 97535-0171 [www.ProClub.org](http://www.ProClub.org)

### Membership Policies (updated October, 2009)

**Membership Qualification:** Any business person may be considered for membership. They need not be the owner of that business. Employees, people working on commission, home-based businesses, managers, and owners are eligible for membership.

**Exclusivity:** There may not be any duplication of business categories represented within the club. Each member is guaranteed the exclusivity in his or her field. Example: one lawyer, one accountant, one travel agent, etc. In the event of a possible duplication of business categories, the President is to consult with the current member. If the current member is not sure, arrange a meeting between the two. If the current member finds no conflict, the new member may join. Members will have a week to approve every new application for membership.

**Membership & Membership Cap:** ProClub reserves the right to revoke membership at any time member's actions are deemed detrimental to the club's ability to exchange and generate quality leads. The maximum membership for this Club is thirty. The membership can vote to increase this number at any time, according to voting procedures.

**Transfer of Membership:** Membership is non-transferable. When a member leaves the Club, someone from the same company may not automatically take over the membership of the member that is leaving, without first completing the application process and being approved by the PRO Club.

**Application for Membership:** Potential new members can be invited to attend a meeting as a visitor at any time as long as there is no conflict with the club's exclusivity clause. If a visitor would like to join Pro Club, they should submit an application and guarantee that they can fulfill their membership responsibilities. They are then asked to skip the next meeting when the club will go over the application. Any concerns by club members should be aired at that time. The club will then vote via secret ballot on approving that member's application.

#### Member Responsibilities:

- Attend weekly meetings
- Give leads and promote members' businesses
- Present a 10 minute promotion of their business on a rotating basis
- Present a 30 second promotional at each meeting
- Promote ONLY their business at the meetings
- Pay fees on time, with a check
- Use good business ethics at all times

#### Forfeiture of Membership:

- Absent more than nine (9) times in a calendar year, emergencies and special/social meetings not counted
- Delinquent membership dues.
- Representing a business other than as applied.
- Promoting a business during the meeting that competes with a current member's business.
- Failing to provide at least three leads per quarter, or one guest per month.
- Failure to rotate through the PRO Club leadership chairs when turn comes up
- Board action taken when complaints of poor business ethics arise, and members cannot give quality leads.

**Agents:** Agents may be sent by a member to represent them at a meeting with no violation of the attendance policy. The agent is a representative of the member who is unable to attend and should be well versed in the member's business and the PRO Club process.

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**Member Tools:** Our website is a great tool to advertise for all the members and the PRO Club business cards. Members are provided with a quality business card holder in which they may keep PRO Club members' business cards. Members are expected to keep a supply of their business cards in the PRO Club card file. "Lead Forms" are available to all members and must be filled out when a lead is provided. (White copy to lead recipient/Yellow to Treasurer)

**Fees:** All fees paid are non-refundable.

Initiation Fee: \$25

Monthly Fee: \$16.66

Quarterly Dues are \$50. ( these are prorated if someone joined in the middle of the quarter)

**Meetings:** PRO Club meets the first three Wednesdays of each month at Black Bear Diner in Medford, 1150 E Barnett Road, at 7:30 a.m. *No food or beverages are allowed to be brought into the meetings.*

**Holidays:** PRO Club will meet during a week that has a holiday (i.e. Labor Day) but will not meet if the holiday falls on one of our regularly scheduled meeting days.

**Voting:** These Membership Policies and general PRO Club practices can be changed, deleted or expanded with a majority vote of the membership present at a regular meeting. There must be a minimum of 10 members present to accomplish any vote.



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**Membership Application**

**Our Mission Statement:** To promote long term professional relationships and participate in the networking body of local business people.

**General Application Procedure:**

1. This membership application consists of this information page and the "PRO Club membership Policies: Please read all of the attached materials. Address any questions to the Pro Club President or Vice President.
2. Complete and sign the information page and deliver or fax it to the PRO Club President.
3. Your application will be considered by the members at the meeting immediately following the date your application is received by the President. We respectfully request that you wait to attend your next meeting until you receive a call from the President indicating that your membership has been activated.
4. Pay initiation fee to PRO Club Treasurer.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_ Home phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Married: Y - N Spouse Name: \_\_\_\_\_ Anniversary: \_\_\_\_\_

Children's Names and Ages: \_\_\_\_\_

Hobbies and Interests: \_\_\_\_\_

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Explain how you will generate leads/referrals for other members of the group: \_\_\_\_\_

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What do you consider a good lead for yourself: \_\_\_\_\_

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**I have read and understand the attached “PRO Club Membership Policies” and I agree to adhere to the rules and procedures stated therein.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pro Club Sponsor: \_\_\_\_\_