



Professional Referral Organization, Inc.

## Membership Policies

**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 Director 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. If the current member finds a conflict, the applying member may not join.

**Membership Cap:** 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.

**Forfeiture of Membership:**

- Absence more than 8 times in a calendar year.
- Delinquent membership dues.
- Representing a business other than as applied.
- Failing to provide at least one lead or bring one guest per month.
- Failure to rotate through the PRO Club leadership chairs when turn comes up.

**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.

**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.

**Member Tools:** 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 is to lead recipient and Yellow to PRO Club treasurer. PRO Club cards are also provided to all members and should be used to promote the club.

**Fees:** All fees paid are non-refundable.  
Initiation Fee: \$25  
Monthly Fee: \$20  
Typical Quarterly Dues are: \$60.00

**Meetings:** PRO Club meets the first three Wednesdays of each month at Black Bear Diner in Medford, 1150 E. Barnett Road, at 7:30 am.

**Holidays:** As a rule, there will be no weekly meeting of PRO Club during a week in which a holiday falls. PRO Club members will vote each year as to skipping a meeting during weeks that fall near the winter holidays.

**Voting:** These "Membership Procedures" 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 Director or Assistant Director.
2. Complete and sign the information page and deliver or fax it to the PRO Club Director.
3. Your application will be considered by the members at the meeting immediately following the date your application is received by the Director. We respectfully request that you wait to attend your next meeting until you receive a call from the Director 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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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: \_\_\_\_\_