

## **Entrepreneurs' Connection - Policies and Procedures**

### **1. Guests**

- a. Guests receive a welcome email at their first meeting, outlining the purpose and spirit of EC and the process for becoming a member.
- b. Membership chair or Secretary obtain guest contact information and share with treasurer.
- c. Membership Chair and Treasurer keep track of guests and their visits.
- d. Guests shall have input and are invited to participate during meetings.
- e. Guests shall enjoy meetings without obligation or pressure to engage in business with members or other guests.
- f. Guests shall not approach members for business unless the guest has already committed to membership.
- g. Guests are invited to attend four times for free. At the fourth visit they are asked to decide if they would like to fill out an application. All member applications are subject to approval within 48 hours by the Advisory Council ("AC") (comprised of EC's officers and committee chairs - see bylaws)

### **2. Membership**

- a. There are two ways to pay membership dues:
  - Full membership at \$200 per year (subject to change by membership vote)
  - Quarterly membership at \$60 for first two quarters, \$ 50 for last two quarters
  - Membership begins the day after a prospective member was approved by the AC and dues were paid.
  - Membership dues are prorated to calendar year for first year of membership if member joined after January 1<sup>st</sup>.
- b. Each membership has one vote.
- c. Membership Chair sends out a welcome member packet, which details specific aspects and responsibilities of EC membership.
- d. The membership packet shall contain:
  - welcome letter with names of current officers and committee chairs
  - a list of all current members' contact information
  - instructions on uploading their profile onto the EC website and meet-up.(The contents of the packet may be adjusted as needed.)
- e. Membership renewal is invoiced by the treasurer and is due within 30 days of the billing date. See bylaws 3.g. for details. Bills for membership dues are sent out 12/15 of each year, preceding the new calendar year, and are due on 1/15 of the new calendar year. If a member's dues are not received by 2/1 a reminder is sent out. If a member's dues are still

not received by 2/14, a phone call by the treasurer will remind them of their outstanding dues. If the member's dues are not received by 3/1, membership in EC will be suspended until outstanding dues are paid in full. Members paying their dues on a quarterly basis have 30 days after the first day of the quarter to pay their dues. If quarterly dues are not received within that period, that membership is suspended until dues are paid in full.

- f. Members enjoy open and honest communication with each other and the group as a whole. The forming of cliques is discouraged as it is inconsistent with the spirit of EC.
- g. New members are encouraged to schedule one-on-one meetings with existing members. Such meetings serve to foster better familiarity among members in a shorter period of time than mere meeting attendance does. If possible such meetings shall take place within 6-8 months of their first year of membership and can be initiated by new and existing members.
- h. Members are encouraged to do business with other members. It is suggested that the one-on-one meetings precede such business and serve to clarify the mutual value and interest of doing business together. Members are expected to be sensitive to the harmony of the group and refrain from high-pressure attempts to do business with other members who even after their one-on-one meetings have not expressly shown interest in doing business. Such affairs are to be handled in a friendly, open manner.
- i. Members and guests may engage in networking before and after the official meeting times. To get the most from our weekly time together, all participants are requested to be focused on the proceedings and attentive during the meeting.
- j. Members are encouraged to become active in the group's administrative areas and be able to help during outreach projects. Membership in EC is a privilege for all members. As such, members are expected to be proactive in offering their participation during and outside of meetings.

### **3. Meetings and Programs**

- a. EC meetings are held weekly and last about 1 - 1.5 hours.
- b. Introductions
- c. Presentations
- d. Masterminds
- e. State of Your Business, scheduled quarterly
- f. Introductions are encouraged for new members
- g. EC meetings are based on the following agenda:
  - Welcome and moment of silence

- Guest introductions
  - Member introductions (when guests are present)
  - Testimonials
  - Old business and update on action items
  - Reports from different committee chairs
  - Upcoming events or meetings
  - Presentations or mastermind sessions
  - Resource sharing
  - Closing
- h. A mastermind session may be scheduled at the request of any member.
- i. A mastermind session is offered to a new member (acceptance at their discretion) within four (4) weeks of joining. An optional follow up mastermind session 3-4 months later may review its benefits. Any member with an upcoming mastermind session may distribute information to the group one or more weeks ahead of the session. All members are encouraged to attend and participate.