

BPofAZ

MEMBER POLICIES & CODE of ETHICS

Key Terms

Business Professionals of Arizona: Name of our private independent closed networking group. AKA - "BPofAZ," formerly "EVBB."

Closed Networking: A networking concept where a group consists of no more than one member of any category, field, or profession. Thus members own their "seat," and lock out their competition.

Category(Seat): field, profession, industry, as determined by the BPofAZ "MC," in which a seat in BPofAZ may be held.

Executive Committee: AKA - "EC," Leadership committee consisting of elected, volunteer, members decided by closed member vote, with an annual term.

- **Qualifications for EC members;** Minimum 2 years membership, must have held a non-EC appointed position for one year, and in good standing. Exception may be made if vacancy requires, and no interested member meets requirements, with EC vote.
- **EC consists of;** President, Secretary, Treasurer, Membership Committee Head, and Ethics Committee Head. **EC position requirements;** President must have been on EC for 1 year, Membership committee Head must have been a Membership Committee member for at least one year.
- **EC obligations;** Proposes, or entertains member proposed, rules within closed committee and accepts/declines said rules via closed vote. EC runs/maintains meetings, and oversees group.
- **Elections;** 1st week of September, member nominates self for position, Existing EC have option to remain as nominee for existing position or nominate self for another. All nominees will be presented, privately by an EC member, the work details and obligations involved in position wanted, w/EC member obtaining commitment or nominee may remove themselves from nomination. If during process no nominees exist for an open position EC will discuss candidates they wish to nominate, EC will speak privately with member to determine if interested. Process continues until all positions have nominee. In the event a position has only 1 nominee, that nominee will assume the position, no contest. If multiple nominees exist for a position, an election will be held. Election will be held the 3rd week of September, nominees will be given up to 5 minutes to express why they want the position. A closed vote will occur before the end of that meeting. To vote you must be present, no absentee voting. Outgoing EC member is responsible for training incoming EC member in corresponding position prior to the first meeting of October. Outgoing EC member will continue education of new EC member as needed during following term.
- **EC Term;** The EC will hold an annual term, with no term limits, from October to October.

Membership Committee: AKA - "MC," Committee is made up of the Membership Committee Head, and two appointed/volunteered committee members.

- MC accepts and entertains all applications, interviews applicants, and in a closed vote (majority of 3 members), approves or declines applicants. MC is responsible for training of new members on BPofAZ rules, procedures, materials, and meeting etiquette.
- MC processes all existing member renewal applications, for those members choosing to renew, and in a closed vote (Majority of 3 members) will accept or reject the members renewal.

Ethics Committee: Made up of the following: Ethics Committee Head (Volunteered/Approved by EC), the Secretary, and the Membership committee Head. In the event one of the three members are not available, or are in conflict of interest with a proceeding, two alternates (Volunteered/Appointed) are named at all times. This panel is intended to oversee the ethical standards of the group, as well as to enforce the BPofAZ rules and ethics outside the defined duties of each EC member or Committee. This committee will convene when needed to handle ethics or rules concerns and violations which come in the form of written complaint(s) submitted to the Ethics Committee head.

Non-Executive Committee positions - These positions are by volunteer, and are approved by the EC by vote. Position terms run from July 1st to June 30th. Positions include, Membership Committee members (2), Ethics Committee Alternates (2), Social Chair, Social Media Chair, Greeters (2+), Sergeant at Arms, and BPofAZ Trainer. All Non-EC positions report to EC. Non-EC positions can be replaced or changed by the EC at any time.

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Complaint: A written concern by a member regarding another member provided to the Ethics committee as relating to the groups Rules or Code of Ethics, Professionalism, or Industry/License standards. Complaints result in denied or responsible. If denied, the complaint is thrown out. If responsible, the member in question may receive warning, punishment or dismissal.

Punishment: a process, and/or consequence, determined and administered by the Ethics Committee. Can be initiated as part of a complaint filed or through actions demonstrated by members in violation of policies and procedures. The member's punishment will be determined by the Ethics Committee. May include, but not be limited to, a reduction in attendance limits, or increased fees.

Dismissal: termination of membership from group without ability to reapply. No refunds.

Fee(s): Dues, Penalties, or costs required to be paid to BPofAZ by a member or applicant.

Renewal Date: Anniversary month members membership is set to renewal as well as due date for fees.

ADMINISTRATIVE POLICIES

1. A \$150 membership fee is to be paid annually for membership (2 yr option of \$265 is available), and must be submitted with the initial application for consideration to be extended. Failure to do so will prevent membership consideration/approval. Fees are due upon submitting a membership application and will be deposited upon being accepted into the group. If a company is paying dues for a member and the check is not available at time of application, a personal check, or cash, will be accepted and held to start processing the application. If a company check is not provided within 2 weeks of application approval, the personal check/cash will be deposited. The member's anniversary Month of joining the BPofAZ will act as their due date of fees upon renewal approval. A renewal app will be required 15 days before renewal month, for MC to have time to review. Fees may be paid with CASH or CHECK only and are non-refundable once membership is granted. BPofAZ reserves the right to remove, or provide additional payment options.

2. Fees cannot be transferred from one person to another unless the fees are from the same company. An example of this would be

1. If a company pays for a membership and the person representing that company leaves said company and/or no longer represents them. That company can replace the member without losing their membership. The company has 4 weeks to replace the member. The individual is subject to approval; BPofAZ is not required to accept and may ask the company for a different, more suitable, replacement.
2. If an individual owns a membership, leaves their company, category, or industry they represent, that company does not have right to the category in BPofAZ and the category will be open. In addition, that member can then move to another category in the group, if available, but must reapply and pay the new fee for that category.

3. BPofAZ has a strict policy on returned checks. A member has three business days in which to contact the sitting Secretary/Treasure and resolve the matter. All returned checks will be assessed a minimum returned-check fee of what our bank charges our account (plus any additional fees later determined and provided in writing). If a member passes a second NSF check, that member will be subject to immediate termination.

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GENERAL POLICIES

1. No more than one person per professional classification, BPofAZ designated category, is permitted to join BPofAZ. Categories are determined by BPofAZ EC, The Membership Committee will have final authority relating to classification conflicts.
2. Members must represent their primary occupation, not a part-time business. Exceptions may occur, such as a primary occupation not being in a sales/service field which provides no conflict with their category or those of the group, and will be determined by the Membership Committee.
3. Members can only own/hold one category. Subject to approval by Membership committee; if a category, not currently filled, is part of a profession of a member or their company, that member may express they are able to provide services in said category until that category is filled, but does not own that category, and will not continue to promote it once the position is filled.
4. Members of BPofAZ cannot be members of other closed networking groups (Determined by MC).
5. The weekly meetings last for 90 minutes. Members need to arrive on time (11:30am) and stay for the entire meeting (or until 1pm, whichever comes first).
6. **Attendance**; 6 month terms run from January 1st to June 30th and July 1st to December 31st.
 - **Absences**; Members are allowed (3) absences each (6) month term. Additional absences may terminate membership upon review by Membership Committee.
 - **Substitute/Surrogate**; Members are allowed (6) subs per (6) month term. Restrictions on substitutes are as follows: cannot be an active member of BPofAZ, a banned visitor(s)(Determined by EC), or a declined applicant(Determined by MC). Purpose of Surrogate is to maintain a member's presence, provide members commercial, drop off member's referrals, closed business, and 1-2-1's, as well as collect the member's referrals. If a surrogate is in conflict with an active member's category that surrogate may attend but cannot provide a commercial for that category. This will not count as an absence. Additional substitutes may terminate membership upon review by Membership Committee.
 - **Partial Attendance**; If a member is late to the meeting or leaves early a 1/2 absence will be given to the member. Tardy is considered after 11:55am, leaving early is considered before 12:30.
 - **Medical Absence**; All members are granted (2) additional absences for in the event of a medical issue. The absences will be approved by the Secretary, or EC as a whole if the Secretary is unavailable. examples of circumstances that will qualify would be but are not limited to: death of loved one/Funeral, hospital stay of member or family member, emergency medical attention received.
7. Although the BPofAZ does not require its members to provide a set number of referrals, members are required to bring bona fide referrals. Referrals are defined as a warm referral, not lead, who knows the member will be calling and/or has either requested their product/service, or has been provided that member as a resource for the referral. Members are also required to participate in the building and maintaining of the group's membership base by way of bringing guests. Despite the lack of a required number of guests, the member is expected to invite guests who can fill, if interested in joining, open categories and are not in conflict with existing members.
8. Visitors are allowed to attend two official BPofAZ meetings (Wednesdays)(excluding Membership Drives) as a guest. After attending 2 meetings an application will be required for a Visitor to continue to attend. They may attend until a decision has been made on their application by the Membership committee. At that time a denial prevent further visits including as a Sub, approval will start the new members attendance process.

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9. Each meeting will involve a Speaker. Speaker spots are voluntary but it is expected members speak at least once a year. Speakers must bring a door prize (Value between \$10-25). The door prize will be given out at the end of the meeting. Only members providing a referral are eligible for the door prize. Winner will be the referring member on the referral slips chosen.

10. It is the member's responsibility to file a concern with the Membership Committee if a visitor in any way conflicts with the member's classification. This should be done before the visitor is approved for membership. If there are no complaints, the Membership Committee will assume all members consent, and will process the application, determined by closed vote. A submitted concern will be entertained but is not guaranteed to be accepted.

11. Members who wish to change their classification must submit a new membership application with applicable membership fee and receive approval from the Membership Committee for that classification change.

12. If and when a member has an issue, based on the BPofAZ Code of Ethics, Rules, a Legal concern, or professionally regulated entity, the member is required to submit, in writing, their concern to the Head of the Ethics Committee. The written submission must state the members acting as the claimant, the member in question, the rule violation, ethical or professional concern, and any outcome or damages caused. When a membership issue arises, the Ethics Committee may, at their sole discretion, place a member on probation relating to the member's business practices or commitment to the group. Once one offense to the code of conduct is validated, the member may be put on probation or dismissed. If not dismissed, and regardless of probation, upon a second *validated* offense, brought to the attention of the Ethics Committee, the member is dismissed from the group.

13. A member's classification may be opened for failure to comply with BPofAZ rules and Code of Ethics. Ethics Committee may open Category(s) and in the absence of the Ethics Committee, the EC or MC may fulfill that responsibility.

14. Every member will submit a new application at renewal and the Membership Committee will review that application based on criteria the set forth by the Membership Committee, Ethics committee process, Rules, and the outlined expectations of the members. If the member doesn't meet the necessary criteria that member's category will be opened and renewal will be denied. Renewal applications are needed 15 days in advance of renewal month, invoices are provided upon renewal during renewal month.

15. In the absence of a Membership Committee, the Executive Committee may act as an ad hoc Membership Committee.

16. **Membership Drive Meeting(s)/Event(s)**; MD's will have required attendance and member participation in process as set forth by the MC. Failure to participate or attend will result in members dismissal from group, as decided upon by the Membership Committee.

17. Rules are subject to change. All policy Additions/changes, presented by members or EC, to the EC, are decided upon by the EC in a closed vote. Rules may be changed at any time. Rule changes will be announced in meetings, becoming effective immediately. Rules are presented to the membership each April for signing. Members are subject signing rules annually, and will be required to do so in order to maintaining membership with group.

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CODE of ETHICS

Upon acceptance in to the “BPofAZ,” I agree to abide by the following Code of Ethics during the tenure of my participation in the organization.

I will participate by;

1. Living up to the ethical and professional standards
 - per the minimum acceptable standard of BPofAZ
 - As well as any authorities that oversees my licenses or industry.
2. Actively seeking opportunities to provide quality business referrals to my fellow members
3. Taking responsibility for, and promptly, following up on the referrals I receive.
4. Providing
 - the expected, and best, quality of promised services
 - The prices, promised, and quoted.
5. Be truthful/honest with the member(s) and their referrals.
6. Build goodwill and trust with member(s) and their referrals.
7. Meet with fellow members for 1-2-1's outside the weekly meetings to increase my knowledge of them and their business to develop a personal rapport and trust.
8. Extend invitations to business professionals not represented within the BPofAZ to attend as my guest in an effort to support BPofAZ expanding its representation in those industries.
9. Display a positive & supportive attitude with BPofAZ members and at BPofAZ events.

Note: Professional licensing or regulatory standards, as well as those outlined in the formal rules, supersede the above standards.

Member signature: _____

Member Name: _____

Member Category _____