

ARBN Policies & Procedures



1. **ARBN is a non-partisan & non-denominational exclusive business membership club, for word-of-mouth referral networking.**
2. Active membership will consist of one individual in each classification of business or profession, per Associate Club.
3. Club size will be limited to 25 – 30 members, unless otherwise agreed upon by Club Executive and ARBN Headquarters (HQ).
4. **Multi-level marketing business activity is prohibited.**
5. **Meetings are held every 2 weeks and are 90 minutes long.**
 - a. 1st - 15 minutes is for informal networking,
 - b. 2nd - 75 minutes is for a formal networking meeting & food,
 - c. Meeting room/food fees are **\$25 per meeting and fees are due whether you attend or not.**
6. All clubs will be run by an Executive Team containing a President, Vice-President, and a Treasurer. Compensation to the associate club executive will take the form of a free membership in an associate club for the year following their satisfactory service. ***Executive must hold position for minimum of 12 months to receive free membership.
7. **Meeting attendance is critical to the club's success.**
8. **If a member cannot attend a meeting they are required to notify the club executive in writing, they will not be attending, plus they are encouraged to send a guest in their place.**
9. **Members are required to attend at least ONE meeting per month or send a substitute.**
10. **If a member misses TWO meetings in a month, without a valid reason communicated in writing, the club executive may allow that industry position to be filled by a new member.**
11. Members are encouraged to bring guests to meetings to fill any profession/industry openings. Guests are allowed to attend two meetings before committing to join a club.
12. A \$25.00 referral fee will be paid to any member who brings a guest that joins an ARBN club, and whose membership is approved.
13. **All members & guests get to do a 60 second overview of their business and what a good referral for them is.**
14. **Once or twice a year (depending on size of club) each member will give an 8-minute presentation of their business and a brief question & answer session will follow.**
15. **Members are required to provide at least one referral per meeting, if no referral is given a \$1 fine must be paid.**
16. Additionally, members must contribute to the group by bringing a guest to a meeting, giving a testimonial to a member you have dealt with, or commit to meet one-on-one with another member of the club for coffee, to learn more about another member's business.
17. **Every 6 months each associate club will forgo the 10-minute presentation to conduct a round table review of the club's referral activity. The club executive will send out an email prior to the review asking members for their**

feedback regarding if they have received referrals from the club, if it has resulted in business, and approximate value of that business received. Results will be discussed and suggestions and solutions will be offered to ensure all members are sharing in the club's success.

18. *Member Applicants must complete the Application form and submit it with payment to the Associate Club Executive or email directly to info@arbn.ca.*

19. Membership Applications are vetted by each club executive in the following manner:

(a) Applicant must attend ONE meeting, and meet the group,

(b) ARBN emails the applicant a set of questions that will give us some insight into who you are, what you do and why you will be a valuable member to this club.

(c) The Associate Club sends out an email with your responses to the club members, asking if they approve your application for membership. The members have 72 hours to respond, and 75% of respondents will carry the vote.

(d) The Associate Club Executive will notify the applicant of acceptance or non-acceptance prior to the next club meeting, and also notify the club members by email of any new members.

20. *A member **requesting a transfer** from their current club to a new club will be required to submit a membership application to the New club. This membership will be vetted by the new club. If the member has less than 12 months of paid membership remaining, they must submit a full renewal payment. Upon acceptance into the new club the balance from their previous club will be added to their membership in the new club.*

21. *Any concerns members have with regards to other members in the club, i.e. a Member's business practices, absences, etc. should be addressed with the Associate Club Executive in writing. The Associate Club Executive in conjunction with ARBN HQ has the authority to suspend or remove a Member from the Associate Club at their discretion if deemed necessary.*

22. **Executive positions will be for a term of 1 year.** *Elections will be held once a year (one month prior to the club's anniversary date) to elect new executives, unless the executive and membership vote to renew the executive's term.*

23. *All associate clubs will have access to ARBN member's contact information for the purposes of giving referrals, not for solicitation.*

24. *Policies are subject to change by the ARBN HQ at their sole discretion.*

25. *Members may not use ARBN logos, slogans, propriety templates and materials without the express written consent of ARBN HQ.*

26. *When creating a new ARBN club a minimum of 8 people must be confirmed to join. If a club cannot grow its membership over 12 people within one year from its inception, the club will be terminated with no refunds.*

27. *There are **NO REFUNDS of membership fees** or lunch/room fees, upon acceptance into an ARBN Club.*