



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 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 a 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/ and or text, the club executive may allow that industry position to be filled by a new member.**
- 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, within a 6 month period, 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 a profession/industry openings. Guests are allowed to attend two meetings before committing to join a club.**
- 12. All members & guests get to do a 60 second overview of their business and what a good referral for them is.**
- 13. Once or twice a year (depending on size of club) each member will give an 8- minute of their business and a brief question & answer session will follow.**
- 14. Members are required to provide at least one referral per meeting, if no referral is given a \$1 fine must be paid.**

15. *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.*
16. *Member Applicants must complete the Application form and submit it with payment to the Associate Club Executive or email directly to info@arbn.ca*
17. *Membership Applications are vetted by each club executive in the following manner:*
 - (a) *Applicant must attend TWO meetings, and meet the group,*
 - (b) *Applicant sends in the Membership application form to info@arbn.ca or to the Club Executive Committee who will forward the Membership application to ARBN HQ.*
 - (c) *The Associate Club sends out an email to the club members, asking if they approve the 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 application of acceptance or non-acceptance prior to the next club meeting, and notify the club members by email of any new members.*
18. ***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.***
19. *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 Members from the Associate Club at their discretion (if deemed necessary)*
20. ***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.***
21. *Policies are subject to change by the ARBN HQ at their sole discretion.*
22. *Members may not use ARBN logos, slogans, propriety templates and materials without the express written consent of ARBN HQ.*
23. *When creating a new ARBN club a minimum of 15 people must be confirmed to join. If a club cannot grow its membership over 20 people within one year from its inception, the club will be terminated with no refunds.*
24. ***There are NO REFUNDS of membership fees or lunch/room fees, upon acceptance into an ARBN Club.***