



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 may be considered on a case by case basis.**
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 via email/ 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. If there is 2 Applicants applying for the same position once the Applicant attends the first meeting they have 4 weeks from that date to attend the second meeting. Once both Applicants have attended TWO meetings and sent in their Application then the club will vote.
NOTE: Let's say one Applicant attended the first meeting and then 4 weeks have past and they have not attended their TWO meetings then the Applicant that attended TWO meetings will be able to submit their Application for vote.
Applicants are only allowed to attend TWO meetings and then have to make a decision to join or not.
 - (b) 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.
 - (c) 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.**
25. **Renewals are dependent upon participation in the Club.**