



## St. Mary's Business Partners General Policies and Guidelines

### Application for Membership

1. One member of the group will be appointed/volunteer to be the "Membership Chair", who will process any applications for membership, but where necessary, that person may solicit help from other members of the group to research and follow up on that application.
2. Each application for membership will be vetted and reviewed by the Leadership Committee, composed of the President, Vice President, Secretary, Treasurer, and Membership Committee Chair.
3. If a membership application is denied, the applicant must wait a minimum of six months to reapply.
4. Membership is subject to review every six (6) months and at the annual renewal by the Leadership Committee.

### Membership Classification/Industry Policy

1. Only one person from each professional classification is permitted to join the group. A professional classification is determined by the primary function of a business.
2. Members may represent only one of their occupations or businesses and will be asked to make a decision as to which upon application.
3. Where applicable, all members should be fully licensed in their occupation classification and provide evidence of such licensing.
4. It is the member's responsibility to bring it to the group's attention if they feel there is a conflict with their classification on an application by a visitor to join the group. All the members of the Leadership Committee will vote on the "conflict", and the majority decision will prevail as to whether membership is offered or not.
5. Members who wish to change their classification or business represented, must make an application to the group and the decision of the majority will prevail.
6. A member's classification may be opened for failure to comply with policies after discussion and agreed upon by the majority of the membership.
7. Where applicable, all members should be fully licensed in their occupation classification and provide evidence of such licensing.

### Member Participation

1. Members are required to bring referrals and visitors to the group and to fully support growth of the group.
2. Each member of the group will take turns making presentations about more detailed aspects of their business and when speaking, the member must bring a door prize.
3. Weekly sales manager moments will be kept to 45 seconds and only pertain to your primary industry.

### Dues for Membership

1. Membership dues will be \$200 per annum, but they can be subject to change on the majority decision of the membership and with one month's notice.
2. Visitors may attend (and are encouraged to attend) the weekly meeting but thereafter, if they wish to continue to attend, they may take out a "trial" membership at a fee of \$50, which will last three (3) months. At the end of the trial, they will be asked to pay the remainder their dues if they wish to continue, and, if the remainder of the group agree on their continued membership.
3. Fees are paid annually on the anniversary of the member joining the group. Where a person has enjoyed a trial membership, the balance of the first years' dues are paid at the end of the trial, and their annual renewal and payment of dues will be on the anniversary of the commencement of their trial membership date.

### Time & Attendance

1. Members should arrive on time and stay for the entire meeting.
2. Attendance is important. If a member cannot attend, they may send a substitute to the meeting. The substitute can be another member of the group, an employee of the member or someone from outside the group. A member is allowed three (3) absences without substitutes every six (6) months (Jan to end of June and, July to end Dec). More than this, and a member's classification can be opened to other people to join.
3. There are no leaves of absence except for medical/family leave.
4. The meeting of the group will follow an agenda, which will remain the same each week.

### Weather Policy

1. If St. Mary's County Public Schools are closed for inclement weather, the meeting is canceled.
2. If a two-hour delay is in effect with the SMCPS, the meeting is canceled.

### Termination

1. Policies are subject to change.