



Poway Chamber of Commerce Connections Guidelines and Policies January 2017

1. *Connections* members must be Chamber members in good standing and be current on their Poway Chamber membership dues.
2. Any non-Chamber member may visit *Connections* twice before making the decision to join the Poway Chamber. Any Chamber member may join *Connections* on the first visit, but will be required to attend three consecutive meetings before being placed on the speaker schedule.
3. Members are limited to participation in only one Chamber *Connections* group (currently, there is only one *Connections* group, but this may change at any time, based upon the number of *Connections* members and the focus of the group(s)).
4. There may be more than one *Connections* member per business category. *Connections* members must represent the same category that they hold in the Chamber. If a member wishes to change their classification in *Connections*, they must first change it with the Chamber.
5. *Connections* group(s) will consist of a President, Vice-President and Visitor/Membership Coordinator. The President will run the weekly meetings. The Vice-President will assist the President as requested and fill in for the President when absent and, if agreed upon by the group, will serve as President the following term. The Visitor/Membership Coordinator will serve a one year term. This position will keep attendance records for members and guests, report any roster changes to the Chamber, fill out a Guest Information sheet for each guest and send this information to Chamber staff. Leadership positions will be held for a six-month term, or longer, as agreed. Positions will be filled on a volunteer basis with group consent and notification of Chamber staff.
6. Attendance is required at weekly meetings that last between 60 and 90 minutes. Attendance will be taken by the Visitor/Membership Coordinator at the beginning of each meeting, and reported monthly to the Chamber. In the event a *Connections* member cannot attend a meeting, someone else from that company may attend. ***After five unexcused absences in any six-month period, the seat will be considered vacant and will be filled by another Chamber member.***
7. Meal fees will be paid weekly by the individual member directly to the venue, unless the venue requests otherwise. Meeting fees cannot exceed \$15.00 per member, per week. All members must pay the meal fee even if no food is ordered.
8. *Connections* members will give a 30-second commercial at each meeting. Once a month, two to three members will give a 5- to 10-minute presentation on their business. Times may vary depending on the number of members in the group. The second monthly meeting consists of a roundtable discussion.

9. Prospective *Connections* members are permitted to give a 30-second commercial and pass cards around the meeting, but are not allowed to place them in the membership box.
10. Multi-level marketing companies and other companies offering a business opportunity are welcome to offer their products at the meetings, but not the business opportunity. These members will be limited to 20% of the total group membership.
11. Groups are designed to be ongoing, and seats will be held as long as a member is active, maintains his Chamber membership, pays his/her Chamber dues and meal fees and chooses to remain in the group.
12. *Connections* groups and their members will not promote any policy that is in conflict with the policies and procedures of the Chamber.
13. Should a participant change employers, that participant will be allowed to retain their seat provided they personally paid for their membership and their new employer is a Chamber member. If the company paid the membership, the company has the right to send a new representative.
14. **Complaints:** Common complaints include poor attendance and unethical business practices. These problems should be handled professionally and in a timely manner. Keep in mind, the best solution is for the members to work out conflicts between themselves. If this cannot be done, the problem should be taken to the group Chair, and then to the Chamber CEO. Membership in *Connections* can be revoked only upon recommendation of the group leadership to the Chamber CEO for consideration.
15. **Connections Code of Ethics:**
 - a. Members will live up to the ethical standards of their professions.
 - b. Members will display a positive and supportive attitude with all other members.
 - c. Members will be truthful with other members and with their referrals.
 - d. Members will build good will and trust among other members and their referrals.
 - e. Members will take responsibility for following up on the referrals they receive
16. Policies are subject to change by the Poway Chamber of Commerce Board of Directors.
17. I have read and hereby agree to abide by the above policies and procedures:

Signed:_____ Date:_____