

Forest City Allies - Group Policies

Updated on June 21, 2017

Part 1: Matters Regarding Joining and Remaining in the Group

- 1) There is **one membership seat representing each occupation** in the group.
- 2) Members must represent their **primary occupation** and not a part-time business.
- 3) Members who wish to **change their classification** must submit a new membership application and get approval from the Executive Team for the classification change on their original application.
- 4) The Executive Team must grant permission when a member chooses to **add services** and or products that are an extension of the member's business that were not previously included in the original application.
- 5) **Renewing members** will be subject to review and approval by the Executive Team.
- 6) In the case of **complaints or problems** with a member relating to the member's business practices, ethics, conduct or commitment to the group, the Executive Team may, at its discretion, revoke membership or suspend privileges as needed in the best interest of the group. Termination of a member's seat within the group will be at the discretion of the Executive Team and may be taken to a group vote if deemed necessary.
- 7) Any member is invited to give testimonial and insight into any direct experiences they have had with any potential applicants. If a member has had a negative experience or has comments that are not favourable regarding a potential member, this should be presented to a member of the Executive Team in private if deemed necessary. This information can be helpful to the group when making decisions regarding new membership applicants.
- 8) Final acceptance of a new member, after approval by the Executive Team, is by means of a group vote with the candidate absent. An 80% vote by attending members is needed for acceptance. Proxies for absent members can be taken by a member of the Executive Team.

Part 2: Participation Guidelines

- 1) Weekly meetings will commence at 8:30 am and last for approximately **60 minutes**. Members should arrive on time and attempt to stay for the duration of the meeting.
- 2) A member must attend **75% of all meetings per quarter**. If a member is below the required attendance for a quarter, the member may be subject to removal from the group upon a review from the Executive Team.
- 3) When a member cannot attend, he/she should **send a substitute** to the meeting where possible and this will not be considered as an absence. Substitutes can give referrals that will be credited to the member. The substitute should be prepared to represent the member's business in the member's absence.
- 4) If a member is **not able to attend** or find a replacement, notification to a member of the Executive Team in advance of the meeting is required.
- 5) Every member will have the opportunity to do a **presentation**, of up a maximum of 20 minutes at regularly scheduled intervals throughout the year, highlighting details about their business.
- 6) The use of **electronic devices** while the meeting is in session is strictly prohibited with the exception being emergency situations.
- 7) Respect for all members is essential; i.e. **do not talk or interrupt** during infomercials or presentations once the meeting has commenced. Comments and questions are welcome provided that they are presented in a constructive professional manner.

- 8) If a member requires a personal leave of absence from the group the following guidelines would apply: FCA allows an absence of up to a maximum of 60 days per calendar year. During this time period the members seat will be retained by them. Should a member require more than 60 days leave, the member acknowledges that their seat cannot be held by the group. Should another potential member express in joining the group in same profession, the existing member will be given the opportunity to rejoin the group at that time or shall forfeit their seat.

Part 3: Visitors

- 1) **Visitors may attend two breakfast meeting before they submit an application.** They should not attend any more than two meetings unless it has been authorized by the Executive Team.
- 2) It is not recommended to give referrals to visitors in anticipation of their becoming members.

Part 4: Membership Fees

- 1) The membership fee has two purposes:
 - a) **It signifies a commitment to FCA.**
 - b) It is used for marketing the group in general including any printed and/or promotion materials, Social media, and production and updates to our website. There is a procedure in place for recommending how money should be spent and for approval of those expenditures. Everyone is welcome to give ideas and all ideas are channelled through the Executive Team.
- 2) Upon acceptance into the group, **membership fees are non-refundable.** No exceptions.
- 3) The membership fee is \$50.00 for all members. Full annual membership fees are due upon joining the group. When new members join FCA part way through the membership year (July 1-Dec 31), a pro-rated membership fee of \$35 is applied accordingly.
- 4) A financial report and a Statement of Activity will be presented once a month.

Part 5: Leads

- 1) The purpose of this group is to give and receive referrals to further grow members' businesses. There is an expectation that each member will produce referrals.
- 2) A referral can be described as a "business to business" meeting, handing over a prospective lead to another member, or bringing a guest for a possible addition to the group.
- 3) A "**business to business**" meeting is when individuals meet with other members outside of the regularly scheduled inetwork meetings. **These meetings are strongly encouraged and count as a referral for both parties.**

Part 6: Leadership and Development of the Group

- 1) Our current Executive positions include the Chair, Co-Chair, Membership Coordinator and the Secretary Treasurer

There are as follows:

Meeting Chair -	David Bruno
Meeting Co-Chair -	Chad McKone
Secretary Treasurer -	Juan Stevens
Membership Coordinator -	Gerry McQuillan

As valued members of FCA your input and participation is an integral part of the growth and development of the group. If you have questions, comments or ideas relating to the group, we encourage you to present them to the Executive team at your convenience.