



Randolph Professionals Network

A program of the Asheboro/Randolph Chamber of Commerce

Policies & Procedures

Effective September 1, 2018

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RPN Policies & Procedures

Section I: Name

The name of each group shall be: RPN (Roman numeral – I, II, etc). The numeral shall be assigned by the Asheboro/Randolph Chamber of Commerce (hereinafter referred to as “Chamber”). The RPN name and all materials with the RPN designation are property of the Chamber. The use of the RPN name or materials must be approved before use. All RPN groups are considered an entity of the Chamber and must agree to the policies and procedures of the Chamber.

Section II: Location

Each RPN group will meet in the Chamber Board Room for their weekly meetings. The groups may meet at other locations, from time to time, as determined by its members or if necessary due to room conflicts at the Chamber.

Section III: Purpose

The purpose of the RPN groups shall be to provide a direct networking opportunity through weekly group meetings where they will:

- A. **Build relationships** – by developing, providing, and sharing in activities that are found best to promote networking and lead exchanging for the benefit of the groups’ members;
- B. **Share best business practices** – by encouraging business growth and professional development;
- C. **Generate leads and referrals** – by implementing and maintaining a method for exchanging business leads between group members.

Section IV: Membership

All RPN group members and prospective members must be a current Chamber member in good standing. Chamber member “companies” hold the RPN group membership, not the attending representatives unless the membership is paid by the individual. The member company is responsible for designating a company representative to attend and adhere to the RPN bylaws.

Membership is limited to one member per business category in each group. Group members may only promote their business as it relates to their category.

To assure the opportunity to participate in the Chamber's RPN groups are available to the maximum number of businesses possible, a company may only be a member of one RPN group at any given time. Grandfather clause for existing members of both groups as of July 1, 2018.

Members are discouraged from changing groups, but may transfer to another RPN group so long as there are no other members in their business category, and with the approval of the receiving RPN group's members. The transferring member loses any dues pre-paid to the previous group, and must pay normal dues to the new group.

Section V: Member Responsibilities

A. Participation – Good attendance and participation are essential for the success of the group. Group meetings are held weekly. Members are to arrive on or about 7:45AM for networking and breakfast. Meetings begin at 8am and conclude at 9AM.

a. Attendance –Members arriving late or leaving early will be charged with one occurrence. Three occurrences will result in one absence. More than three absences per calendar quarter will result in loss of membership and any pre-paid dues. A \$20 reactivation fee, in addition to the normal dues, will be required to reinstate an RPN member who is otherwise in good standing with the Chamber. The RPN member will have ten business days to pay the reinstatement fee before their position in RPN is forfeited. A leave of absence may be requested for up to three months.

b. Substitutes – An RPN member may send a substitute (such as a friend, relative, or client) to represent the absent RPN member's business without loss of attendance. Substitutes are to represent, and speak on behalf of, the absent RPN member's business. They may not promote their own business as they are not a duly paid member of that group. An individual is limited to serving as a substitute four times per calendar-quarter, per RPN group. This practice avoids any inadvertent duplication of business categories, and helps introduce new individuals to RPN.

B. Guest Policy – It is the desire of the RPN groups to grow and increase their membership, therefore non-RPN member guests will be permitted and encouraged to visit a regularly schedule RPN meeting a maximum of two times

before applying for full membership. Even categories currently represented may visit to determine if RPN networking may be viable for their company in the future.

Section VI: Membership Process

In order to be considered for membership in an RPN group, a candidate must complete a RPN membership application, must understand and agree to abide by the Policies and Procedures, and must be a member in good standing of the Chamber. Applications for membership are reviewed and determined for eligibility by the RPN Steering Committee. Current group members have determining power when a candidate may be in a possible conflicting business category. The RPN Steering Committee has the power to accept or deny admittance into the group. The Chamber has the responsibility to maintain decorum within all groups, and thus has authority over operations of all its networking groups.

Section VII: Program Procedure

- A. Presentations before the group:** At the beginning of each meeting, each member will give a “30-second commercial”, stating name, company affiliation, location, responsibilities, and any lead request they desire. Individuals attending as substitutes for RPN members may only speak regarding the business of the member they are representing. The RPN group President or Vice-President will present meeting announcements and recognize any guests. One or two ten-minute presentations will be given by pre-determined speaker(s) selected from the roster of RPN members. The Secretary will maintain a calendar of presenters, and will strive to make sure that all of the RPN group members present at least one or two times per year. It is the responsibility of the presenter to notify the Secretary at least one week prior if they will be unable to present on the scheduled date. This is an opportunity for RPN members to more fully promote their business to the other members.
- B. Referral Forms:** Referral forms will be supplied to the RPN membership at each meeting. RPN members are asked to share any qualified referrals they might have by completing a referral form and passing it to the requesting RPN member. Leads and referrals are to be treated in confidence among the membership and to be acted upon as soon as possible.

Section VIII: Social Functions

On a quarterly basis, and at the discretion of the RPN group’s membership, a social function may be planned for the express purpose of getting to know other members better on a casual basis, as well as meeting prospective members who are invited guests of current members. Some social function costs will be covered by the

dues/fees received during the year (unless otherwise specified). RPN members are strongly encouraged to attend the Chamber's monthly Business After Hours, Business Before Hours and other events in order to further expand their networking opportunities.

Section IX: RPN Officers

A. Steering Committee – The RPN groups shall elect the following officers to serve as the Steering Committee:

- 1. President**
- 2. Vice-President**
- 3. Secretary**
- 4. Treasurer**
- 5. Two RPN Members at Large**

B. Steering Committee Duties –

- 1. President (6 month term, beginning January 1 and July 1)** – The President will conduct each weekly meeting, and it will be their responsibility to start and end the meetings on time.
- 2. Vice-President (6 month term, beginning January 1 and July 1)** – The Vice-President shall preside at any meetings the President is not able to attend and assume the office of President during the next term. The VP also contacts and maintains a calendar of presenters for each meeting.
- 3. Secretary (6 month term, beginning January 1 and July 1)** – The Secretary shall be responsible for maintaining attendance records, tracking of leads presented and received, maintaining waiting list of perspective members, and any other administrative duties as may be required. In addition, the Steering Committee secretary shall be responsible for providing the Chamber's Membership & Events Director with a complete and audited list of current member businesses, their representative and assigned business category as well as timely notification of any additions, deletions, and/or changes.
- 4. Treasurer (12 month term, beginning January 1)** – It will be the responsibility of the Treasurer to collect all dues on a quarterly basis and maintain a tracking report to show itemized revenue and expenses associated with their RPN group. The Chamber's Office Manager will deposit revenues into each RPN group's account. The Treasurer will disburse expenses after presenting them to the Chamber President for signature. All expenditures over \$200 will be reported in the meeting and approved by the members. The RPN bank accounts are reported monthly on the Chamber's Balance Sheet and are reviewed by a CPA as part of the Chamber's annual audit.

- 5. Members at Large (6 month term, beginning January 1 and July 1) –**
The Members at Large shall make arrangements for breakfast for each meeting and help coordinate with social functions.

C. Officer Terms - Officers may not serve back-to-back terms in the same office.

Section X: Dues & Fees

Dues are paid at the first meeting of each calendar quarter. Checks are to be made payable to Randolph Professionals Network. Dues are \$45 quarterly, \$80 semi-annually, or \$150 annually. A penalty fee of \$20 will be assessed if dues are not paid by the fifteenth of the first month of the quarter. Dues for the current President, Vice-President, Secretary and Treasurer will be waived during their tenure.

Section XI: Inclement Weather Policy:

If, on an RPN group meeting day, the Randolph County School System has issued a delay or closure for schools, RPN will not meet.

Section XII: Social Media

The Chamber uses social media to extend the reach of Chamber communications, programs, and branding initiatives. While the Chamber staff manages the official social media platforms for the organization, all members are encouraged to participate in social media. We believe in open communication and encourage everyone to engage, comment, and share information about the Chamber, your work, and share your passion for Asheboro and Randolph County. These guidelines are intended for anyone using social media on behalf of the Chamber. This includes, but is not limited to: Chamber staff, Board Members, Chamber Committee Members, and Chamber program members (Leadership Randolph, NextGen Professionals Network, RPN I & RPN II, and Student LIFT). Anyone choosing to engage in social media on behalf of the Chamber should adhere to the highest level of integrity and professional conduct.

A. Creating New Social Media Accounts – Only Chamber Staff may create social media accounts that are in anyway affiliated with the Asheboro/Randolph Chamber of Commerce. A new RPN Facebook page has been created; any non-Chamber created RPN pages are asked to be discontinued.

- 1. RPN Social Media Administrators:** The President and Vice President of both RPN groups will be listed as administrators on RPN-related social media accounts.

- B. Personal Responsibility** – Individuals are responsible for the content they publish on social media, blogs, wikis, or any other form of user-generated media. If you are about to publish something that makes you even the slightest bit uncomfortable, stop and review. If you are still unsure and it relates to the Chamber, its members or programs, consult with someone on the Chamber's staff.
- C. Confidentiality** – Confidentiality is of utmost importance. Do not share any Chamber information of a confidential nature anywhere on the internet.
- D. Have fun and communicate** – Your ideas and contributions are important. Keep things positive, and help your fellow RPN members recognize and celebrate their successes.

Section XIII: Dissolution of a Randolph Professionals Network Group

If for any reason any RPN group is dissolved, any member who has pre-paid dues for a period greater than three months beyond the date of dissolution shall receive a pro-rated refund of their dues. Any fund balance in the RPN group's account satisfying all pending liabilities, and the distribution of pre-paid dues, shall be contributed to the Asheboro/Randolph Chamber of Commerce in recognition of the years of services, meeting space, and materials provided to the RPN group.