

Policies and Code of Conduct

*The Code of Conduct was introduced at the April 4th 2012 meeting.
Any revisions to the code are preceded by the date of the motion passed to amend.*

1 – Authority

1.1 The members grant to the executive the powers described below. All members, current and future, will sign the Code of Conduct.

1.2. The executive accepts the authority and responsibility to carry out the powers detailed below.

1.3 Voting Authority:

1.3.1 Meeting secretary will summarize the discussions on an issue and, in summarizing, may present a motion without a seconder and a vote will be held by a show of hands.

1.3.2 In the event of a tie vote, the Chair shall have the determining vote.

1.4 Financial Authority of the Executive

1.4.1 The executive shall be responsible for all disbursements. The executive may delegate responsibility for specified disbursement to the Special Projects and Christmas Committees.

1.4.2 (2018-01-17) The treasurer has the right to deposit dues at the bank for PON business purposes and will get bank statements of the account. The treasurer will also write cheques toward accounts payable with a second signature required by the Chair. Both will initial and date invoices to be kept with the bank reconciliation monthly along with a detailed list of deposits made including member name, date and amount.

1.5 Structure of Executive

1.5. **The executive positions:** (2018-01-17 All Positions Clarified)

1.5.1 **Chair** – Chair meetings, administrator for inquiries/applications/denials/handles with the Executives any member's disputes/signing authority.

1.5.2 **Vice-Chair** – Acts in place or in the absence of the Chair/signing authority.

1.5.3 **Treasurer** – will issue invoices and receive dues (quarterly or annually) from members as well as the annual membership fees and will be responsible for the deposits of same. The treasurer will also pay out invoices by cheque to PON contractors, reconcile the bank statements and report bank balances to the chair and membership quarterly.

1.5.4 **Secretary**- will send out invitations to meetings, report final numbers to venue for meetings on Monday prior and take attendance at meetings including guests and substitutions. Maintains minutes of annual and executive meetings and make any necessary changes to Policies and Code of Conduct.

1.5.5 **Membership Chair**– will receive new applications for membership and present them to the Executive. Once the application is approved by the executive, the Membership Chair will present the new applicant to the members for a vote of acceptance. The Membership Chair will also introduce new members to PON at their first meeting and notify the “webmaster” of the addition so that our Facebook page and PON website can be updated. They will also notify the group when a member resigns.

1.6 Duration of position will be one year except

1.6.1 To have the Vice-Chair for one year automatically become the Chair for the subsequent year, commencing this year and applying for subsequent years.

2 – Attendance

2.1 Mandatory Attendance:

2.1.1 Every member will attend all meetings, or provide an alternate. Provision of an alternate shall constitute an attendance.

2.2. Reporting Attendance:

2.2.1 (2018-01-17) Members must respond to the attendance invitation form (typically sent out one week before the scheduled meeting) in a timely manner so that the numbers can be properly reported to the venue by noon on the Monday prior to the meeting.

2.3 Definition of replacement

2.3.1 (2018-01-17) If the person representing a member at the meeting represents the same business (i.e. boss of the member), then that is considered a representative and the member will be considered as present.

2.4 Attendance

2.4.1 If a member misses three (3) or more meetings in a quarter the executive shall ask them to leave the group, and they will lose any money already invested.

2.5 Guests

2.5.1 (2018-01-17) Any member inviting a guest is to conduct due diligence to avoid conflicts with an existing position held within the group. Guest names must be submitted via the Attendance Form question “Will you be bringing a guest?” no later than noon of the Monday of the week of the meeting. *See also 6.4 and 8.3*

3-Referrals

3.1 Every member shall do their utmost to provide at least two (2) referrals per month.

4-Conduct

4.1 Members shall show professional and common courtesy while other members are speaking.

4.2 Refrain from using your communication devices — text or take calls outside the room if someone is speaking.

4.3. Any mass member email from the Executive to be sent must first be approved by the Chair.

5 -Complaints

5.1 Complaints by one member against another: will be made to, and handled by, the executive.

5.1a The executive shall either uphold the complaint, or reject it, or give the member time to remediate.

5.1b A failure to remediate shall result in a complaint being upheld.

5.1c After three (3) upheld complaints a member will be asked to leave the group and lose any money already invested.

5.1d No one (1) member shall make all three (3) complaints against a member resulting in an expulsion.

6 Fees

6.1 New Member Membership Fees

6.1.2(2013-02-15) – New members pay fees after the member is approved. The new member must pay quarterly dues and \$50 membership fee prior to attending their first meeting as a member.

6.2 Outstanding Fees

6.2.1 (2013-01-09) 30-days outstanding payments will result in that member in question having their membership terminated. (2018-01-31) The Executive has the right to extend some leeway to members who are delinquent with their dues (but not more than twice to each member).

6.3 Compensation for the Executive 2012-2013 and after:

6.3.1 Members of the executive are exempt from paying annual dues for the year in which they serve.

6.3.2 (2018-01-31) the executive will pay half of the cost of membership fees during their term.

6.4 Guest Fees

6.4.1 PON will absorb the cost for the initial guest visit. For a second visit, the Guest will be responsible for payment to the executive in cash for which a receipt will be given.

6.5 Annual Membership Fee

6.5.1 (2018-01-31) The Annual membership fee will be \$0 (previously \$50).

6.6 Quarterly Dues

6.6.1 (2018-01-31) Membership fees are set at \$200 per quarter which will cover food and fees and includes annual dues.

7 Gifts and Recognition

7.1 Types of recognition

7.1.1 (2013-02-09) A card will automatically be sent out from PON for significant events or at the discretion of the executive. Any additional form of recognition is at the discretion of the individual members.

8 Infomercials

8.1 (2013-02-09) Participation:

8.1.1 Only members, member representatives and guests are able to participate in the Infomercials.

8.2 (2013-02-09) Representatives:

8.2.1 Representatives may only speak on behalf of the member they are representing and will not be given the opportunity to present their own business.

8.3 (2013-02-09) Guests:

8.3.1 Members are responsible to advise their guests that they will be given the opportunity to speak about their business after the membership has delivered their infomercials and the allocated amount of time (limited to 2 minutes).

8.4 Time

8.4.1 All infomercials will be held to the allotted time (1 minute - 2018) as determined by the executive.

9 Annual General Meeting

9.1 Changes or additions to the Bylaws

9.1.1 (2013-02-09) Suggestions must be submitted in writing to the membership 30 days in advance of the AGM.

9.2 Voting and contribution rights

9.2.1 (2018-01-31) Only members will attend and be able to contribute to the discussion and vote on motions at the AGM.

9.3 Proxy Voting

9.3.1 (2013-02-09) If a member is to be absent from the AGM, they may submit their vote by proxy to the Chair.

10 Group Size

10.1 (Jan 9, 2013) The number of members will not exceed 50.

11 Website

11.1 PON will engage the services of a contractor and compensate them accordingly to keep the website up to date and fully functioning. PON will retain ownership of the website and will have full rights to the property thereof.

11.2 (2018-01-31) A budget of \$1,000 per year has been set for the maintenance of the website. Should the cost exceed this amount, membership will be advised of the situation and vote on resolution.

11.3 (2018-01-31) The webmaster will submit fees for their services on a quarterly basis and apprise the executive of website activity.

12 Meeting Location

12.1 Meetings will continue to be held at the Windermere Manor.