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PRESIDENTIAL

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NETWORKING GROUP

**MEMBERSHIP & RENEWAL  
APPLICATION**

**DATE:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**APPLICANT EMAIL:** \_\_\_\_\_

**APPLICANT PHONE:** \_\_\_\_\_

**PROFESSION:** \_\_\_\_\_

**SPECIALTY:** \_\_\_\_\_

**PLEASE DESCRIBE THE PRODUCT OR SERVICE  
YOU PROVIDE.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PERSONAL OR BUSINESS REFERENCES:

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

## SOCIAL MEDIA USERNAMES/HANDLES



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

OTHER: \_\_\_\_\_



**HAS ANY PROFESSIONAL LICENSE OR CERTIFICATION OF YOURS EVER BEEN REVOKED?**

☐ YES

☐ NO

**ARE YOU ABLE AND WILLING TO MAKE THE COMMITMENT TO ABIDE BY ALL REQUIRE-MENTS OUTLINED IN THE CURRENT PNG NETWORK APPLICATION AS WELL AS PNG MEMBER'S MEMBER POLICIES, GUIDELINES AND NETWORKING CODE OF ETHICS?**

☐ YES

☐ NO

**ARE YOU PREPARED TO INVITE PEOPLE FROM YOUR PROFESSIONAL AND SOCIAL NETWORKS TO PNG NETWORK?**

☐ YES

☐ NO

**DO YOU BELONG TO OTHER REFERRAL NETWORKING GROUPS?**

☐ YES

☐ NO

**ALL MEMBERS ARE EXPECTED TO CONTRIBUTE TO THE RUNNING OF THE CHAPTER. WHICH OFFICE COMMITTEE CHAIR WOULD MOST INTEREST YOU?**

☐ CHAIRPERSON      ☐ VICE CHAIR      ☐ ADMIN DIRECTOR

☐ FINANCE DIRECTOR      ☐ MEMBERSHIP COMMITTEE



# PARTICIPATION FEE

	NEW MEMBER	RENEWING MEMBER
FEES:	\$350	\$350
APPLICATION FEE:	\$100	\$0
TAXES:	\$0	\$0
TOTAL:	\$450	\$350



# PRESIDENTIAL NETWORK GROUP

## BY-LAWS & POLICIES

### MISSION STATEMENT

TO GROW, EDUCATE, AND SUSTAIN A DEDICATED AND DIVERSE NETWORK OF PROFESSIONALS WHO GENERATE BUSINESS OPPORTUNITIES FOR EACH OTHER WITH THE GOAL OF BUSINESS GROWTH.

INIT. \_\_\_\_\_

### CODE OF ETHICS

ALL MEMBERS MUST COMMIT TO ABIDE BY THE FOLLOWING PNG CODE OF ETHICS:

1. I WILL BE TRUTHFUL AND RESPECTFUL IN ALL MY INTERACTIONS WITH PNG MEMBERS AND THEIR LEADS
2. I WILL PROVIDE PROFESSIONAL, HIGH-QUALITY SERVICES TO PNG MEMBERS AND THEIR LEADS.
3. I WILL DEVELOP TRUST AND COMMUNICATION AMONG PNG MEMBERS AND GAIN A DEEPER UNDERSTANDING OF EACH MEMBER'S BUSINESS.
4. I WILL FULFILL THE ETHICAL STANDARDS OF MY PROFESSION AND ENSURE MY BUSINESS PRACTICES ARE ETHICAL AT ALL TIMES.
5. I WILL SAFEGUARD ALL CONFIDENTIAL INFORMATION THAT I MAY RECEIVE FROM PNG MEMBERS AND THEIR LEADS AND I WILL MAINTAIN THE CONFIDENTIALITY OF THAT INFORMATION WHENEVER APPROPRIATE OR AS REQUIRED BY MY PROFESSION.
6. I WILL FOLLOW UP ON EACH LEAD I RECEIVE FROM PNG MEMBERS AND REPORT ALL CLOSED BUSINESS RECEIVED FROM THOSE LEADS.

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### ONE TO ONE MEETINGS

MEMBERS OF PNG ARE REQUIRED TO SET UP CONSISTENT AND CONTINUOUS ONE TO ONE {1:1} MEETINGS WITH OTHER MEMBERS IN PNG. THESE MEETINGS ARE GEARED TOWARDS CREATING A DEEPER LEVEL OF UNDERSTANDING, TRUST AND COMMUNICATION FOR ONE ANOTHER'S BUSINESSES IN PNG. 1:1'S ARE REQUIRED TO HELP DRIVE NEW BUSINESS OPPORTUNITY AMONG MEMBERS, CREATE AN ENVIRONMENT FOR MEMBERS TO DELVE DEEPER INTO THEIR BUSINESSES DETAILS AND ALSO HELP MEMBERS BECOME MORE COMFORTABLE PASSING LEADS/REFERRALS TO NEW MEMBERS IN THE GROUP. THE GOAL IS THAT EVERYONE IN THE GROUP HAVE AT LEAST ONE 1:1 WITH EACH MEMBER IN THE GROUP ANNUALLY, ALONG WITH TRYING TO COME PREPARED WITH ONE LEAD FOR THAT MEMBER AT THE 1:1 OR SHORTLY THEREAFTER.

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### ATTENDANCE POLICY

PUNCTUALITY AND REGULAR ATTENDANCE IS ESSENTIAL TO ACHIEVE MAXIMUM SUCCESS IN THE PRESIDENTIAL NETWORK GROUP. EACH MEMBER WILL BE REQUIRED TO ATTEND WEEKLY MEETINGS, OR THE NETWORKING MEETING THAT WOULD BE IN PLACE OF THE WEEKLY MEETING. SOCIAL EVENTS ARE NOT A REQUIRED EVENT FOR ATTENDANCE. FOR THE GROUP AS A WHOLE TO SUCCEED, THE VICE PRESIDENT WILL BE RESPONSIBLE FOR COMMUNICATING, RECORDING AND KEEPING MEMBERS APPRISED OF THEIR ATTENDANCE STANDING.

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# PRESIDENTIAL NETWORK GROUP

## BY-LAWS & POLICIES

### WEEKLY MEETINGS

THE WEEKLY MEETINGS TAKE PLACE ON WEDNESDAY MORNINGS AT 7:45AM AND END AT 9:00AM. THE MEETING STARTS AT 7:45AM WITH OPEN NETWORKING BETWEEN MEMBERS AND VISITORS. THE BUSINESS PART OF THE MEETING WILL START AT 8:00AM WHEN THE PRESIDENT CALLS THE MEETING TO ORDER. EACH MEMBER SHOULD BE IN ATTENDANCE AT 7:45AM. THE MEETINGS ARE HELD IN PERSON AT FOX TITLE COMPANY, 270 W. DIEHL ROAD, NAPERVILLE, UNLESS OTHERWISE AGREED UPON. WHILE IN PERSON ATTENDANCE IS ENCOURAGED, ON LINE (VIRTUAL) ATTENDANCE IS ACCEPTABLE FOR WEEKLY MEETINGS.

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### ABSENCES

IF A MEMBER IS UNABLE TO ATTEND A SCHEDULED WEEKLY MEETING, THEY MUST SEND A SUBSTITUTE IN THEIR PLACE. WHEN A SUBSTITUTE IS SENT IN THE MEMBER'S PLACE, THIS WILL NOT COUNT AS AN ABSENCE. A SUBSTITUTE IS ANYONE THAT IS NOT A CURRENT MEMBER OF PRESIDENTIAL NETWORK GROUP.

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### 60 SECOND INFOMERCIAL

EACH WEEK MEMBERS AND GUESTS WILL PRESENT A CONCISE 60-SECOND INFOMERCIAL INTRODUCING THEMSELVES, THEIR COMPANY, NICHE IN THEIR INDUSTRY, A BRIEF UPDATE ON THEIR INDUSTRY OR COMPANY AND IMPORTANTLY END THE PRESENTATION CLEARLY DEFINING WHO IS AN IDEAL REFERRAL FOR THEM. THESE INFOMERCIALS ARE DESIGNED TO PROVIDE EACH MEMBER AND GUEST AN OPPORTUNITY TO HELP THE GROUP BETTER UNDERSTAND THEIR BUSINESS, PRODUCTS OR SERVICES OFFERED MEMBERS, CLIENTS, FAMILY, FRIENDS AND ACQUAINTANCES MAY BENEFIT FROM. THIS ALSO OFFERS AN ONGOING OPPORTUNITY FOR MEMBERS TO GET TO KNOW EACH OTHER BETTER AND DEMONSTRATE THEIR PROFICIENCY AND ACTIVITY IN THEIR INDUSTRY, TO BUILD RAPPORT, AND GAIN CONFIDENCE THEIR VALUABLE REFERRALS WILL BE SERVICED WELL IDEALLY, THESE 60-SECOND INFOMERCIALS IN THE END WILL FACILITATE MORE AND BETTER REFERRALS BETWEEN MEMBERS TO ALLOW EACH MEMBER TO GROW THEIR BUSINESS AND INCREASE THEIR INCOME, THE PRIMARY OBJECTIVE OF PNG.

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### PRESENTER

EACH MEMBER HAS A ROTATING PRESENTATION OPPORTUNITY. EACH WEEK THERE ARE TWO FIVE MINUTE SPOTS FOR PRESENTATION. DEPENDING ON THE NUMBER OF MEMBER CHAIRS THIS CAN BE COMBINED AS A TEN-MINUTE PRESENTATION.

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### PRESENTATION

THE PURPOSE OF THE PRESENTATION IS TO EXPOUND UPON THE MEMBERS BUSINESS. THIS SHOULD BE DONE THROUGH STORIES, EXAMPLES, CHARTS AND GRAPHS OR OTHER MEDIA TO HELP THE OTHER MEMBER CHAIRS BECOME MORE FAMILIAR WITH THE BUSINESS THE PRESENTER OWNS OR IS INVOLVED IN. THIS SHOULD BE INFORMATIVE AND SHOW THE EXPERTISE THE INDIVIDUAL HAS WITHIN THEIR BUSINESS.

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CITING EXAMPLES OF HOW THE PRESENTER CAN BE REFERRED OR WHO WOULD BE A GOOD REFERRAL TO THE BUSINESS SHOULD BE INCLUDED DURING THIS TIME.

AT THE END OF THE PRESENTATION THERE IS TIME FOR QUESTIONS AND ANSWERS TO HELP CLARIFY INFORMATION THAT HAS BEEN SHARED.



# PRESIDENTIAL NETWORK GROUP

## BY-LAWS & POLICIES

### VISITOR POLICY

A VISITOR IS AN INDIVIDUAL WHO PRACTICES A PROFESSION THAT WOULD FIT INTO PRESIDENTIAL NETWORK GROUP'S GOAL OF BUSINESS CATEGORY EXCLUSIVITY. A VISITOR CAN BE INVITED BY A MEMBER OF THE PRESIDENTIAL NETWORK GROUP OR REQUEST TO ATTEND. A VISITOR CAN ATTEND UP TO THREE (3) TIMES BEFORE A CHOICE IS REQUIRED TO BE MADE TO APPLY FOR AN AVAILABLE SEAT WITHIN THE NETWORK. IF MULTIPLE APPLICANTS ARE COMPETING FOR A MEMBER CHAIR, VISITS CAN EXCEED THE 3-VISIT RULE UNTIL A DECISION IS REACHED BY PRESIDENTIAL NETWORK GROUP.

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### LEADS

INTERNAL LEAD: IS A LEAD PASSED BETWEEN MEMBERS OF PNG.

EXTERNAL LEAD: IS A LEAD FOR BUSINESS TO A PERSON THAT IS NOT A MEMBER IN PNG.

A QUALIFYING LEAD IS EXPECTING A CALL FROM THE RECEIVING MEMBER OR HAS THE MEMBER'S CONTACT INFORMATION AND IS EXPECTED TO CONTACT THAT MEMBER.

THE LEAD MUST HAVE A NAME, PHONE NUMBER, AND EMAIL IF POSSIBLE.

THE LEAD MUST BE FOLLOWED UP ON WITHIN TWO (2) BUSINESS DAYS.

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### MEMBER VOTING POLICY

EACH MEMBER SHALL HAVE ONE (1) VOTE ON ANY MATTER RAISED DURING A MEETING OF PRESIDENTIAL NETWORK GROUP. THERE SHALL BE NO ABSENTEE OR PROXY VOTING WITH RESPECT TO ANY MATTER. ALL MOTIONS RAISED IN A MEETING REQUIRE AN AFFIRMATIVE VOTE OF A SIMPLE MAJORITY OF THE MEMBERS TO BE EFFECTIVE. ANY MATTER MAY BE DECIDED BY EMAIL WITHOUT A MEETING IF THE ACTION PROPOSED IS UNANIMOUSLY APPROVED IN WRITING BY ALL THE MEMBERS. THE RULES CONTAINED IN THE CURRENT EDITION OF ROBERT'S RULES OF ORDER NEWLY REVISED SHALL GOVERN MEETINGS OF PRESIDENTIAL NETWORK GROUP IN ALL CASES TO WHICH THEY ARE APPLICABLE AND IN WHICH THEY ARE NOT INCONSISTENT WITH ANY SPECIAL RULES OF ORDER PRESIDENTIAL NETWORK GROUP MAY ADOPT.

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### CLOSED BUSINESS

CLOSED BUSINESS IS REPORTED AS THE TOTAL AMOUNT OF COMMISSION THAT THE MEMBER'S COMPANY RECEIVES FROM A LEAD.

EX: BARRY SELLS A LANDSCAPING JOB AT ABC LANDSCAPING COMPANY FOR \$10,000 TO A LEAD FROM DOUGLAS. ABC LANDSCAPING PAYS BARRY A 50% COMMISSION. THE REPORTED CLOSED BUSINESS IS \$10,000.

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THE REFERRER AND THE REFEREE WILL BOTH GET CREDIT FOR THE CLOSED BUSINESS.

EX: BARRY \$10,000 IN CLOSED BUSINESS RECEIVED. DOUGLAS \$10,000 IN CLOSED BUSINESS REFERRED.

### BUSINESS INSIGHT POLICY

EACH MEMBER WILL HAVE A ROTATING OPPORTUNITY AT LEAST ONCE EACH QUARTER TO PRESENT A TWO-MINUTE "BUSINESS INSIGHT" TO THE GROUP SUCH AS WAYS TO GROW YOUR BUSINESS THROUGH THE PRESIDENTIAL NETWORK GROUP, TECHNIQUES TO IMPROVE YOUR NETWORKING SKILLS, TIPS FOR A MORE EFFECTIVE GO-SECOND INFOMERCIAL OR FEATURED PRESENTATION, OR ANY OTHER IDEAS TO GROW, EDUCATE AND SUSTAIN OUR PRESIDENTIAL NETWORK GROUP.

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# PRESIDENTIAL NETWORK GROUP

## BY-LAWS & POLICIES

### LEAVE OF ABSENCE

A MEMBER IS ELIGIBLE FOR UP TO TWELVE (12) WEEKS LEAVE IN A FISCAL YEAR FOR ANY OF THE FOLLOWING REASONS:

- FOR THE BIRTH AND CARE OF A NEWBORN CHILD OF THE MEMBER;
- FOR PLACEMENT WITH THE MEMBER OF A CHILD FOR ADOPTION OR FOSTER CARE;
- TO CARE FOR AN IMMEDIATE FAMILY MEMBER (I.E., SPOUSE, CHILD, OR PARENT) WITH A SERIOUS HEALTH CONDITION; OR
- TO TAKE MEDICAL LEAVE WHEN THE MEMBER IS UNABLE TO ATTEND MEETINGS BECAUSE OF A SERIOUS HEALTH CONDITION.

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IN THE EVENT A MEMBER TAKES A LEAVE OF ABSENCE, THAT MEMBER'S RENEWAL DATE SHALL BE DELAYED TO FIT THE DURATION OF THE LEAVE OF ABSENCE.

IN THE EVENT A MEMBER DOES NOT RETURN TWELVE (12) WEEKS AFTER THE BEGINNING OF THE LEAVE OF ABSENCE, THAT MEMBER'S CHAIR SHALL BE DEEMED TO BE OPEN.

### SUCCESS COACH

EACH NEW MEMBER WILL BE ASSIGNED A SUCCESS COACH BY THE PNG OFFICERS. THE ASSIGNED SUCCESS COACH SHOULD SCHEDULE A ONE TO ONE (1:1) MEETING WITHIN ONE WEEK OF APPLICATION APPROVAL TO REVIEW THE PNG SUCCESS COACH GUIDELINES.

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### LATE FEE

ANNUAL MEMBERSHIP RENEWAL FEES ARE DUE ON EITHER OF EACH MEMBER'S ANNIVERSARY (RENEWAL) DATE OR THIRTY CALENDAR DAYS AFTER RECEIVING THE RENEWAL INVOICE, WHICHEVER IS LATER (DUE DATE). FAILURE TO PAY THE RENEWAL FEE BY THE DUE DATE WILL RESULT IN THE ASSESSMENT OF A \$50 LATE FEE. FAILURE TO PAY THE RENEWAL FEE AND LATE FEE WITHIN 30 DAYS OF THE DUE DATE WILL BE CAUSE FOR TERMINATION. A LATE FEE WAIVER REQUEST DUE TO EXTENUATING CIRCUMSTANCES MAY BE APPROVED BY THE PNG OFFICERS.

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### EXPENDITURES

OFFICERS SHALL HAVE THE AUTHORITY TO APPROVE EXPENDITURES UP TO \$1,000 WITHOUT REQUIRING A VOTE FROM THE FULL MEMBERSHIP. ANY SUCH EXPENDITURE MUST BE DIRECTLY RELATED TO THE ORGANIZATION'S MISSION AND OPERATIONS. TO ENSURE RESPONSIBLE FINANCIAL MANAGEMENT, ALL EXPENDITURES MUST BE APPROVED BY A MAJORITY VOTE OF THE OFFICERS PRIOR TO DISBURSEMENT. ADDITIONALLY, A RECORD OF THESE EXPENDITURES SHALL BE MAINTAINED AND MADE AVAILABLE FOR REVIEW BY THE MEMBERSHIP UPON REQUEST.

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# APPLICANT'S STATEMENT

I AFFIRM AND CERTIFY THAT ALL THE INFORMATION AND ANSWERS TO QUESTIONS HEREIN ARE COMPLETE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISREPRESENTATION, FALSIFICATION, OR OMISSION OF ANY FACTS CALLED FOR IN THE APPLICATION MAY RENDER THIS APPLICATION VOID AND WILL BE CAUSE FOR TERMINATION, WHENEVER DISCOVERED.

I AUTHORIZE THE COMPANIES TO CONDUCT ANY INVESTIGATION IT DEEMS APPROPRIATE CONCERNING MY APPLICATION. I HEREBY AUTHORIZE AND REQUEST FORMER EMPLOYERS AND PERSONAL REFERENCES TO DISCLOSE EMPLOYMENT AND ANY OTHER INFORMATION THAT MAY BE SOUGHT IN CONNECTION WITH THIS APPLICATION. I HEREBY RELEASE ALL OF THE ABOVE MENTIONED FROM ALL LIABILITY IN CONNECTION WITH THOSE DISCLOSURES.

I FURTHER AUTHORIZE THE COMPANIES TO DISCLOSE TO OTHERS ANY INFORMATION IT MAY HAVE CONCERNING MY EMPLOYMENT, CHARACTER, AND QUALIFICATIONS, INCLUDING INFORMATION GAINED FROM THIS APPLICATION AND THE INVESTIGATION OF THIS APPLICATION. I HEREIN RELEASE THE COMPANIES FROM ALL LIABILITY IN CONNECTION WITH THOSE DISCLOSURES.

IF ACCEPTED, I AGREE TO ACQUAINT MYSELF WITH AND TO ABIDE BY ALL RULES, REGULATIONS, POLICIES, AND PROCEDURES OF THE COMPANIES. I ACKNOWLEDGE AND AGREE THAT THE COMPANIES HAVE THE ABSOLUTE UNFETTERED RIGHT TO CHANGE ITS RULES, REGULATIONS, INSTRUCTIONS, POLICIES, PROCEDURES, PRACTICES, BENEFITS OR COMPENSATION ARRANGEMENTS UNILATERALLY, AT ANY TIME, WITHOUT PRIOR NOTICE.

**I HAVE READ THE ABOVE STATEMENTS, I UNDERSTAND THEM, AND I AGREE TO THEM. I UNDERSTAND AND AGREE THAT ALL THESE TERMS ARE REASONABLE, FAIR, AND ACCEPTABLE TO ME. I HAVE NOT BEEN COERCED, THREATENED, OR INTIMIDATED INTO SIGNING THIS STATEMENT; INSTEAD, IT IS OF MY OWN FREE WILL.**

**NAME OF APPLICANT:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBMIT**

