

## Key Professionals Group Governing Rules

Updated 1.19.12

### Statement of Purpose

The Key Professionals Group is dedicated to the positive development of purposeful referral generation for its members within the business or consumer community in which it has direct influence and/or association by virtue of past experience or current knowledge.

### Membership Qualification

Procedure of membership: candidate must be a current GMA member, must not compete with another KPG member business, must understand KPG Governing Rules, must complete a KPG application and submit to leadership team, and must submit KPG dues payment upon approval. Application for membership is reviewed and determined by the leadership team upon completion by candidate. GMA has responsibility to maintain decorum within all groups and thus has ultimate authority over operations of all of its networking groups. Guests are permitted to attend KPG meetings twice.

### Attendance Policy

KPG membership is treated as a privilege; therefore, attendance and active participation in all activities of the networking group are encouraged if all members are to receive the full benefit of their KPG membership. Your continued presence and active participation are essential for the success of the KPG. More than (4) four absences in a quarter will result in a loss of membership. A \$20 fee will be required within one week to reinstate a member who is otherwise in good standing. If member does not submit reinstatement fee within one week of fifth absence, his/her position in the group is automatically forfeited. Anyone arriving tardy (after 8 am) will only be allowed to share his or her name and company. If arriving after the "30 second commercials" end, an absence will be noted. Members are not allowed to send substitutes in their place to KPG.

### Program Procedure

At the beginning of each meeting, the elected leadership team members and the GMA staff liaison will present meeting announcements, and then each member will give a "30 second commercial". Two ten-minute presentations will be given by our predetermined speaker(s) selected from the roster of members. The vice-president will maintain a calendar of presenters, and will strive to make sure that all group members present at least one to two times per year. It is the responsibility of the presenter to notify the vice-president at least one week prior if s/he will be unable to present on the scheduled date in order to find a replacement.

### Referrals

Referrals presented to individual members are a matter of confidence and trust and will be handled accordingly by the recipient. Members are asked to share any qualified referrals they might have for a member by filling out a referral form and passing along the information to the member within the KPG. Towards the conclusion of the meeting, group members will be asked to share quantities of leads, referrals, and/or testimonials, passed among members.

### Social Functions

On a quarterly basis and at the discretion of the 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.

### Management

The KPG membership will elect a President, Vice-President, and Secretary (if necessary) for a term of six months. The terms will commence with the first meetings in April and October. All leadership team duties will be presented to members before each election and anytime in between at member's request. At end of six month period of leadership, the VP will acquire President Status and elections will be held for all other positions. Any expenditure totaling more than \$250.00 requires the majority vote of the group.

# Key Professionals Group

[www.keyprofessionalsgroup.com](http://www.keyprofessionalsgroup.com)



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### **Business Category**

There is to be only one business category per member and only one representative from company per category. Business category must match the category on KPG and GMA applications. Example: "Insurance Salesperson (life and health insurance)." This designation will allow other insurance people, i.e., commercial casualty insurance or private mortgage insurance or other specialty sales, to join the KPG. In stating your category, please be specific, relative to your duties, responsibilities and marketing territory.

### **Dues and Fees**

Dues are paid by the last day of the quarter for the upcoming quarter (due dates are 1<sup>st</sup> Qtr-Dec 31; 2<sup>nd</sup> Qtr-Mar31; 3<sup>rd</sup> Qtr-June30; 4<sup>th</sup> Qtr-Sept30). Checks are to be made payable to GMA. Dues are \$55 quarterly. A penalty fee of \$20 will be assessed if dues are not paid by the fifteenth of the first month of the quarter of which member is due (late dates are 1<sup>st</sup> Qtr-Jan15; 2<sup>nd</sup> Qtr-Apr15; 3<sup>rd</sup> Qtr-July15; 4<sup>th</sup> Qtr-Oct15). Membership is automatically terminated one week after the fifteenth if dues are not paid. Member is responsible for knowledge of his/her dues status. Dues for the current leadership team members will be waived during their tenure. GMA charges \$25.00 per returned check.

### **Inclement Weather Policy**

If the Guilford County School System has issued a delayed or closed school day due to inclement weather, our group meeting will thus be cancelled.

### **Dissolution of the KPG Group**

If for any reason the KPG networking 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 prorated refund of his or her dues. Any funds left in the treasury after the distribution of pre-paid dues shall be contributed to a charitable organization. The charity shall be selected by the members of the group by majority vote. If the group is unable to decide on a charity, the funds shall be donated to the United Way.