



## General Policies and Guidelines

1. Only one person from each professional classification is permitted to join a Chapter of WINGS.
2. An individual member may only be a member of one (1) WINGS Chapter at any given time. Members may also join one additional member only classification network or referral group (Limit two). If a member is part of several groups then building strong networks and support to all members and referring partners becomes diluted.
3. Meetings last for 90 minutes. Members need to arrive on time and stay for the entire meeting.
4. Attendance is central for the growth of the group. Unless authorized by President, a member is allowed two absences every six months without a substitute (November through April and May through October). No more than two absences and two substitutes are permitted in a six month period – per member. More than this and the member’s classification is subject to being opened by the President. Members may have a male substitute in their absence.
5. All Leave of absences must be approved. A member may take up to eight weeks leave with prior approval from President if annual investment and Chapter dues are pre-paid for that period of time during the medical leave.
6. Visitors may attend two (2) meetings prior to submitting an application. Visitors pay for their meal.
7. President will notify all members of a visitor’s application submittal and state their professional classification designation. It is the Member’s responsibility to file a concern with the President for a visitor who in any way conflicts with the member’s classification, or has a concern about membership.” This should be done before the visitor is approved for membership. If there are no complaints President will “assume there consent of all members.”
8. Members who wish to change their professional classification must submit a new application and receive approval from President. No additional fees for change of classification will be due.
9. Should a concern, misunderstanding or issue arise between Members, Members are encouraged to meet and supportively discuss to resolve. President and others may attend to ensure support for everyone.
10. Should a member have a record of not be engaged, supportive, lack participation in meetings or should there be a problem with a member, President will first look to resolve issue with member. After which time President at sole discretion may place Member on probation or open up classification and terminate Members, membership. Members are always encouraged to discuss concerns or issues together in a supportive manner.
11. Policies are subject to modification or change. All members will be promptly notified regarding all changes.
12. Investment: Application fee and Annual Investment are to be paid at time of New Member application submission. Application Fee will be processed and Annual Investment will only be processed upon acceptance to a WINGS Chapter. Investment dues may be paid with VISA, MASTERCARD or Check. Once accepted as a Member Investment amount is nonrefundable. Chapter Dues may be applied on a Chapter, by Chapter Basis. Returned checks will be assessed a \$35 fee plus bank charges and check must be resolved within 7 business days or Membership will be withdrawn with an additional \$50 fee due.
13. Chapter dues not paid by the first meeting of the month are considered late and will be subject to a late charge. If Dues are not paid within 15 days, the member may be subject to being terminated.



14. Members agree to confidentiality and respect the privacy of all Members. Each Member agrees not to violate the publicity or privacy rights of any Member. You agree not to infringe on Members or company copyright, Patent, Trademark, trade secret or other confidential and proprietary information, products or material.
15. Each member understands WINGS is not responsible for the number of referrals, success or failure of their business or the relationships built. Each Member takes 100% responsibility for their actions, connections, growth, all referrals received or not received and their success.

**GUIDELINES:**

Note: Guidelines are not policies; they are recommended practices that allow WINGS Chapters to run more smoothly and effectively.

**VISITING CHAPTERS:**

1. Members visiting other chapters should announce that they are from another chapter.
2. Visiting members must not do or say anything that competes with a member of that chapter.
4. First time visiting members will not have to pay for their own meal or refreshment.
5. Before visiting another chapter, the visiting member should call that chapter's President first.
6. A visiting member should visit on the same basis as a regular visitor, i.e., no more than twice.

**ABSENCES AND TARDINESS:**

Each member may have two absences and two substitutes in a six month period – (4 X in 12 Meetings).

Absences and tardiness mean less connections and contribution for members businesses; therefore, the President and Chair or Co-Chair of a Chapter may give warnings to members who are consistently late or leave early. If the problem continues, the member's classification may be subject to being opened by the President.

Each WINGS Chapter should develop a substitute list. This list should consist of people who are available to substitute for any member on an as-needed basis. Men and women may substitute within the guidelines of three times in a six month period. People to consider for substitutes include your customers, clients, patients, friends, family, employees, and former members.

If there is no conflict with a member, the substitute can mention his or her own business, understanding, however, that the primary purpose is to represent the member. The chapter should be aware that a substitute will be attending the meeting in your place. Each member may have two absences and two substitutes in a six month period.

**MULTI-LEVEL MARKETING:**

Multi-level marketing Members should represent their products and services and they may also represent the business opportunity element of their business. Multi-Level marketing businesses will be limited to 20% of the total Chapter Membership at any one time.

**WEATHER:**

During inclement weather – WINGS will follow the Westminster School District #52 – Closure Schedule. Therefore if School District #52 – Closes due to snow or poor weather conditions, WINGS meetings will be cancelled.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_