

The Circle

General Policies

Leadership Team and coordinators committee (Governing body of the chapter) of each chapter have final authority related to The Circle Policies. The Governing body of the Circle may put a member on probation or open a member's classification for failure to comply with the Member Policies, the Code of Ethics or The Circle Core Values.

1. The Member should represent their primary business. He/she can represent only one category in the Chapter.
2. The Circle Members must arrive on time and stay for the entire published meeting time.
3. A Member cannot be in any other networking organization that holds Members accountable to pass business referrals.
4. Members must pay meeting fees in the first week of the month. This fee is to cover the hotel and other expenses for conducting the meeting. The fee amount will be communicated on monthly basis and is subject to change.
5. The Member is allowed Four (4) absences within a rolling six-month period.
6. If a member cannot attend, they may send a substitute; this will not count as an absence. The member can send a maximum of 6 substitutes within rolling six months period. Any additional substitute will require the Governing body's approval. Approval must be taken in advance.
7. Members are expected to contribute positively by providing qualified genuine business referrals to fellow members and by introducing new members to the chapter.
8. Members who wish to change their classification must submit a new membership application for approval.

Policies are subject to change.

The Code of Ethics

Upon acceptance to The Circle, I agree to abide by the following Code of Ethics during the tenure of my participation in the organization.

- I will provide the quality of services at the prices that I have quoted.
- I will be truthful with the members and their referrals.
- I will build goodwill and trust among members and their referrals.
- I will take responsibility for following up on the referrals I receive.
- I will display a positive and supportive attitude.
- I will live up to the ethical standards of my profession.

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The Circle Core Principles

1. **Collaboration**

Collaboration involves fostering mutual trust, and a shared vision. By promoting teamwork, leveraging diverse strengths, and encouraging knowledge exchange, collaboration becomes a catalyst for innovation and sustained growth.

2. **Open and Honest Communication**

It creates a transparent environment where ideas, feedback, and information flow freely. This fosters trust, collaboration, and a shared understanding among members.

3. **Inclusiveness**

It involves embracing diversity in all its forms, ensuring that everyone's perspectives are valued and heard. By fostering an inclusive culture, we can tap into a rich tapestry of ideas and experiences. This not only enhances creativity and innovation but also strengthens the fabric of collaboration, making the network more resilient and adaptive to change.

The Circle Administrative Policies

1. Membership or participation fees are paid annually. Contact the local Secretary/Treasurer for amounts and payment instructions.
2. The Circle may establish Chapters in every city or community with people interested in developing a referral-based business. In addition, The Circle reserves the right to open more than one Chapter per community or city where demand of The Circle's services is requested.
3. Membership fees are payable 30 days prior to the due date. If membership fee is not paid by the first day of the month, they are due, membership will be terminated. Late fees will be applicable for payments done between 30th and due date.
4. Fees are non-refundable & non-transferrable from one person to another unless the fees are from the same company.
5. In case of cheque bounces, the member must resolve the cheque bounce issue within 3 working days. If a member passes a second in-sufficient fund cheque, the membership of the member will be immediately terminated.