# 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 Membersmustarriveontimeandstayfortheentirepublishedmeetingtime.
3. AMembercannotbeinanyother networkingorganizationthatholdsMembers accountable to pass business referrals.
4. Membersmustpaymeetingfeesinthefirstweekofthe month.Thisfeeistocoverthe hotel and other expenses for conducting the meeting. The fee amount will be communicated on monthly basis and is subject to change.
5. TheMemberisallowedFour(4)absenceswithinarollingsix-monthperiod.
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.AnyadditionalsubstitutewillrequiretheGoverningbody’sapproval.Approval must be taken in advance.
7. Membersareexpectedtocontributepositivelybyproviding qualifiedgenuinebusiness referrals to fellow members and by introducing new members to the chapter.
8. Memberswhowishtochangetheirclassificationmustsubmitanewmembership application for approval.

*Policiesaresubjectto change.*

# The Code of Ethics

UponacceptancetoTheCircle,IagreetoabidebythefollowingCodeofEthicsduringthe tenure of my participation in the organization.

* + IwillprovidethequalityofservicesatthepricesthatIhave quoted.
  + Iwillbetruthfulwiththemembersandtheir referrals.
  + Iwillbuildgoodwillandtrustamongmembersandtheir referrals.
  + IwilltakeresponsibilityforfollowinguponthereferralsIreceive.
  + Iwilldisplayapositiveandsupportiveattitude.
  + Iwillliveuptotheethicalstandardsofmyprofession.

# TheCircleCore Principles

1. **Collaboration**

Collaborationinvolvesfosteringmutualtrust,andasharedvision.Bypromotingteamwork, leveragingdiversestrengths,andencouragingknowledgeexchange,collaborationbecomes a catalyst for innovation and sustained growth.

# Open and HonestCommunication

Itcreatesatransparentenvironmentwhereideas,feedback,andinformationflowfreely. This fosters trust, collaboration, and a shared understanding among members.

# Inclusiveness

It involves embracing diversity in all its forms, ensuring that everyone's perspectives are valuedandheard.Byfosteringaninclusiveculture, wecantapintoarichtapestryofideas andexperiences.Thisnotonlyenhancescreativityandinnovationbutalsostrengthensthe fabric of collaboration, making the network more resilient and adaptive to change.

# TheCircleAdministrativePolicies

1. Membershiporparticipationfeesarepaidannually.Contactthelocal Secretary/Treasurer for amounts and payment instructions.
2. The Circle may establishChapters inevery city or community withpeople interestedin developing a referral-based business. In addition, The Circle reserves the right to open morethanoneChapterpercommunityorcitywheredemandof TheCircle’sservicesis requested.
3. Membershipfees are payable 30days prior tothe due date. If membershipfee is not paidbythefirstdayofthe month,theyaredue,membershipwillbeterminated.Late fees will be applicable for payments done between 30th and due date.
4. Feesarenon-refundable&non-transferrablefromonepersontoanotherunlessthe fees are from the same company.
5. Incaseofchequebounces,themembermustresolvethechequebounceissuewithin3 working days. If a member passes a second in-sufficient fund cheque, the membership of the member will be immediately terminated.