

## Solano VIPS – Member Guidelines

1. Meetings are from 12:00 to 1:00 each Wednesday. From 12:00 to 12:15 members will network and order their lunch. The meeting will start promptly at 12:15 and will end promptly at 1:00. The numbers on the table are for the restaurant staff. If you move your seat after you order your meal, please take your number with you to your new seat so that the waiter knows where to deliver your food.
2. Dues are \$60 per year and are paid in January of each year. New members dues will be prorated at \$5 each month beginning with the month they join.
3. New members will fill out an application and submit to the Treasurer for membership consideration. New members will be asked to present a 5 to 10 minute talk on how they will benefit the group if their membership is approved. This will be done at the second meeting that the new person attends. After the talk, the new member will be asked to leave so that the current members of VIP can vote for the new member. The new member will be notified of the results later that day. The new member will pay the prorated dues at the next meeting if they are approved for membership.
4. Each week a different member will present a 15 to 20 minute presentation of their business according to the schedule the Secretary prepares. The presenting member will bring a nominal gift (approx \$10 value) to give as a prize.
5. Referral slips and members business cards are located in a container set on the table each week. Each member will receive a business card wallet to keep members cards in. It is up to each member to ensure there are business cards in the containers for other members to take. Blank referral slips are to be used when giving a referral. Give the white copy to the person receiving the referral and the yellow copy goes to the Secretary for the weekly drawing.
6. Referral slips will be handed into the Secretary each week. A drawing will be held each week from the slips turned in. The prize will be donated by the presenter. The person giving the referral wins the prize if their slip is picked.
7. Attendance of the weekly meeting is very important. Therefore, if you can not make a meeting you must call the Secretary or other member to let us know you will be absent. If you do not call you will be charged a fine of \$10. If a member is absent more than once per month, they will be charged \$10 each time they are absent. Members that miss more than 25% of the meetings may be asked to vacate their spot if another potential member wishes to join.
8. Lunch costs \$10 or \$12 if you have a salad with your meal. You will not get a bill unless you request one. Please remember to pay before you leave the meeting each week.
9. The group will not meet if the following holidays fall on a weekday:  
New Years, Presidents Day, 4<sup>th</sup> of July, Labor Day, Memorial Day, Thanksgiving & Christmas. We generally will make announcement at the prior weeks meeting if there will be no meeting the next week.