



## MEMBERSHIP GROUND RULES

**Lunch Reservations:** Lunch reservations (including menu choice) ***must be made electronically***, by responding to the List Serve or other e-mail message you receive.

It is not possible to make lunch, or any other reservations, on the web site at the present time.

*Payment for the luncheon is handled separately from the reservations with the hotel or restaurant. Please do not send a check or credit card information to the P.O. Box without **first** making an e-mail reservation.*

PWN must give the hotel a *guaranteed count* on Friday, the week before the lunch meeting. However, if you cancel 72 hours prior to the Friday luncheon, (noon on Tuesday the week of the luncheon), you may request a refund. PWN will be charged by the hotel for all lunch reservations guaranteed as of noon on the Tuesday before the meeting.

**Networking:** The luncheons are intended to be a friendly exchange between professional women. Members' advertising materials, invitations, and other literature, may be placed on the table provided inside the dining room.

**Only PWN materials intended for the meeting may be placed on the dining tables.** Brochures, cards, and other materials may be exchanged between members and guests at each table during the luncheon introductions and table talk.

Any business conducted as a result of a contact made through the Professional Women's Network does not imply any endorsement of the members, or their businesses, by the Professional Women's Network.

**Guests:** In the spirit of developing a wider "Circle of Influence," members are urged to invite other professional women to the monthly meetings. Membership development is an ongoing goal and should be kept in mind by all members during the year. Guests may attend no more than two luncheon meetings as a potential member. If they wish to visit the group again, they may do so only by joining and becoming a member. Only members may participate in the "one minute go-around" customary introductions by members at the meetings, and each member bringing guest(s) is allowed an extra 30 seconds per guest during the introduction process.

**Membership:** Applications are available at each luncheon and by request from the membership committee or any Board member. It is each member's option to sponsor her guest(s) for membership. Membership dues are on a **fiscal year**, starting at the beginning of the month when the member joins, and are paid in full at inception.

Applications are to be completed, signed by the sponsoring member, and sent with applicant's business card and payment of \$175 annual dues to PWN, 601 Van Ness Avenue, #E3-837, San Francisco, CA 94102. The Board of Directors reserves the right to refuse any incomplete or illegible application, and any not in compliance with the membership rules.

When the application is accepted, a welcome letter will be sent, with a copy of the paid invoice for the first year of membership, and a copy of the listing of basic information that has been entered for the new member on our web site directory. Members are expected to enter their own biographical information, and to provide a digital photograph to our web master for their listing on the site.

**Renewal of Membership:** 45 days before the anniversary date, a reminder invoice showing the due date will be sent to the member. Payment is due on the anniversary date of joining PWN. If the membership remains unpaid 60 days after the due date, the member will be removed from the web directory and all current communication lists for lunches and events. A copy of the PWN newsletter, "The Igniter" will continue to be sent via e-mail to the former member for a period of one year. Former members who do not wish to receive the newsletter may "unsubscribe" by replying to the sender of the e-mail.