

HOUSTON BUSINESS CABINET

Prospective Member Information Package

The information package regarding membership terms, rules and policies to be given to prospective members includes

Mission Statement

Founding Principals

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Application form

Acknowledgement and Waivers

Mission Statement

The mission of the Houston Business Cabinet is to develop a strong network of people from non-competing businesses who become more successful by sharing ideas, develop long-lasting relationships with ethical and positive people, and have fun along the way.

HOUSTON BUSINESS CABINET

Founding Principals

Houston Business Cabinet grew out of the belief that a truly excellent, enduring business organization could best be created by building on several key principals, which are:

- ❖ A strong, stable Board of Directors is absolutely essential for a voluntary organization of busy business professionals to maintain focus and direction
- ❖ The Board of Directors must be granted wide policy and operation discretion in order to minimize the substantial time commitments required to run the organization.
- ❖ Given the above, Houston Business Cabinet is a Board-driven -- not a member-driven -- organization, and will only consider applicants who explicitly recognize and concur with the basic organization principle.
- ❖ Membership in a voluntary business exchange organization compliments and supplements the members' broader conduct of business activity
- ❖ The organization, through the Board of Directors, will pursue policies and programs intended to provide members with information and support to encourage business growth, but ultimately, individual members are responsible for the level of success they achieve
- ❖ The organization, and the Board of Directors, will not assume responsibility for any outcome arising out of affiliation with the organization.
- ❖ Membership can only be granted to individuals, not to organizations
- ❖ Membership is limited to one individual per category.

HOUSTON BUSINESS CABINET

Membership Rules Summary

1. The initiation fee for the cabinet is \$200.00, which is paid with your application for membership. Your check will not be cashed until your application is accepted.
2. Quarterly dues of \$300.00 and are due by the first meeting of each calendar quarter.
3. Until your application is accepted, our guest fee is \$25.00 payable at the door.
4. An existing member must recommend a candidate for membership.
5. The category applied for must be the candidate's primary occupation.
6. The candidate must have demonstrated tangible evidence of excellence in their profession.
7. Categories are limited. A category is not open simply because it is not currently occupied. The Board of Directors will open categories based upon the best, long-term interest of the Houston Business Cabinet and its members
8. A Prospective Member must submit a full application before they can attend a fourth meeting of the HBC. In addition, a prospective member must attend at least 3 meetings within a five week span of held meetings of the HBC before they can become a member of the HBC.
9. Once an application is received the Membership Chairman will send an email to the HBC members that ask them to express any concerns about the proposed member to the board within 7 days.
10. The process, depending upon the application backlog, is not to take more than 30 days.
11. Once the applicant has received approval by the board, the membership chairperson will forward appropriate information for the new member to the individual responsible for changes to the HBC website. This information will be posted in the member directory prior to the next board meeting. The new member will be notified of their addition to the HBC website and encouraged to evaluate their profile and make any necessary modifications.

HOUSTON BUSINESS CABINET CODE OF CONDUCT

MEMBERS ARE TO PARTICIPATE ACTIVELY IN THE CABINET

- ❖ Regular meeting attendance is required 60% of all meeting for the entire meeting.
- ❖ We hope you will elect to do business with HBC members and give referrals to them.
- ❖ Maintain, encourage, and enhance communication between members – both compliments and grievances.
- ❖ Actively seek qualified new members for HBC.

MEMBERS ARE TO BE LEADING, QUALIFIED PROVIDERS IN THEIR FIELD

- ❖ Each member must maintain the highest ethical standards in his or her field.
- ❖ Produce a quality product or service and stand behind the work.
- ❖ Resolve differences with other members before informing other members of the issue.
- ❖ Be responsible for guests adhering to this same code of conduct.
- ❖ Seek to enhance the professional credibility of the organization and its members.
- ❖ Pay dues on time.
- ❖ Maintain proper dress, manners and etiquette.
- ❖ Always deliver what you promise and only promise what you intend to deliver.

MEMBERSHIP-KEY EMPLOYEE

The Houston Business Cabinet offers a second type of membership other than the standard membership called the Membership-Key Employee. This membership allows one key employee of the individual member's business to attend one meeting a month in lieu of and not in addition to the individual member attending said meeting which, if attended, shall count toward the HBC'S attendance requirements. Once the individual member it shall continue until the individual member selects this type of membership either changes his membership (for the next calendar year but not earlier) to a standard membership or resigns from the HBC. The fee for this type membership shall be \$50.00 a quarter more than the standard membership of the HBC.

HOUSTON BUSINESS CABINET

Membership Policies and Practices

Membership in the Houston Business Cabinet is voluntary and open to all individuals, and is not restricted on the basis of race, gender, ethnicity, religious preference, political affiliation, or life-style.

Only one individual pre membership category as determined by the Board can be admitted for membership. Membership is granted or denied by the Board without comment of explanation required.

Individuals interested in joining the Houston Business Cabinet will complete the following steps:

Obtain and read thoroughly the Houston Business Cabinet Prospective Member Information Package

Complete the membership application and agree to the Acknowledgements and Waivers Schedule

Submit the application with initiation fee to the Membership Committee

Individuals may have his or her Houston Business Cabinet membership revoked by the Board for such actions as failure to pay; failure to meet attendance requirements; or other actions deemed contrary to the purposes and objectives of the organization.

Since Houston Business Cabinet membership is voluntary, should a member become dissatisfied for any reason, a written resignation notice shall be tendered to the Board. No explanation for the resignation is required.

Dues and Collection Policy

The Houston Business Cabinet

1. Invoices will be sent out on the first day of the month prior to the beginning of the quarter, i.e., March 1, June 1, September 1, December 1.
2. Payment is due within thirty- (30) days of the date of invoices.
3. Dues are considered overdue if not paid by the 15th day of the first month of the quarter, i.e. January 15, April 15, July 15, and October 15.
4. Overdue notices will be sent on the 1st day of the first month of each quarter to those members that are past due indication that they will have until the 15th of that month to pay dues or they will be terminated by the club. They will be instructed not to attend meetings until payment is received.
5. If a member's dues are not paid by the 15th day of the first month of each quarter, the member will be terminated from the Houston Business Cabinet.
6. If a member is late two- (2) quarters, their name will be submitted to the Board for consideration of membership termination.
7. Board will receive a report of all late and termination notices.

HOUSTON BUSINESS CABINET

Board of Directors

Purposes and Objective of the Board

The Houston Business Cabinet Board is made up of individuals who share a view and an informed understanding of what is required to establish and maintain an excellent voluntary organization dedicated to assisting business professionals attain greater success.

Consistent with the mission and founding principles of the Houston Business Cabinet, the Board seeks to utilize the resources of the organization to establish programs and activities that will encourage and assist its members.

The Board encourages input and feedback from members that will add value to the organization.

Board Privileges and Accountabilities

The Houston Business Cabinet is a Board-driven, Texas non-profit corporation. Members consciously recognize and support the view that appropriate policy and financial decisions as well as the direction for the Cabinet are best achieved through the authority and discretion of the Board.

The Board shall provide an annual financial report to the members. The Board must also comply with the state requirements of non-profit organizations.

The Board may -- at its discretion -- disclose information relating to its decisions and actions, but no formal requirement for any reporting or consultation of any kind is required

The Houston Business Cabinet Board is responsible for approving new members recommended by the Membership Committee.

Board Membership Terms and Conditions

The Founding Board member shall serve for five years terms. All other Board members serve staggered three-year terms.

The Board establishes the size and internal organization of the Board. Committee heads are selected from among the membership.

Houston Business Cabinet

Prospective Member Name: _____

Company: _____

Position: _____

Phone: _____

Business Fax: _____

Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Houston Business Cabinet Sponsor: _____

The Houston Business Cabinet is made up of individuals who represent specific business categories approved by the Board. The Houston Business Cabinet is a category exclusive club and as such there can be only one member in one category. Board approval is required for each category represented. Once approved by the Board membership in The Houston Business Cabinet belongs to the individual member. All category conflicts are to be brought to the board. The decision of the board is final.

Should the individual member change careers and the new career conflict directly with an individual member already representing that category, the current member representing that category takes precedence and the individual member now in direct conflict must immediately resign the club.

Should an individual member change jobs, but remain in the same category, that individual member will maintain his or her membership as long as the member is in good standing.

Should an individual member change careers and the new career is not a category formally approved by the board, the individual member can make application to the board to accept the new category. The board is under no obligation to accept the new category and should such application be denied, the individual member must immediately resign the club.

Club dues are not prorated under any circumstances.

Prospective Category: _____

Please describe your profession, function and your product or service:

Length of time with the company: _____

Length of time in this profession: _____

How have you been recognized for excellence in your profession? (Education, awards, other professional affiliations, ect.):

Professional references: Include three names with phone number and business relationship:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Personal Information:

Spouse's Name: _____ Home phone: _____

Home Address: _____

City: _____ State: Texas Zip Code: _____

Personal Interests (example: sports and hobbies)

What other networking groups are you a member of? _____

Is there anything else you would like the membership committee to know about you?

If accepted for membership by the Board of Directors, I agree to abide by the rules of the organization, by-laws, code of conduct and other regulations, which may be adopted by the Board.

Name _____

Date _____

Please bring your completed application and a \$200 check for the initiation fee to the next breakfast meeting. If you have any questions please contact your

BACKGROUND CHECK

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

I, the undersigned applicant, do hereby certify the information provided by me for the purpose of employment, is true and complete to the best of my knowledge. I understand that if I am employed, any false statements may be cause for dismissal.

I authorize Texas Investigative Network, Inc. and any of its agents/designated Company Personnel, to disclose orally and in writing the results of this verification process.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, current and former employers, law enforcement agencies, police organizations, government agencies, courthouses, U. S. Armed Forces and/or any branches of the military, credit reporting agencies, colleges, universities and academic institutions to provide Texas Investigative Network, Inc. with all information that may be requested.

I understand that, upon written request within a reasonable period of time, I am entitled to receive information concerning the nature and scope of this investigation. I understand that pursuant to the Fair Credit Reporting Act (FCRA), I have the right to know if adverse action is being considered against me as a result of information contained in this report, that I have the right to a copy of this report prior to any adverse action taken against me and to dispute the accuracy of any information in this report by contacting the consumer reporting agency. I understand that I may have additional rights under State law which I may determine by contacting my State or local consumer protection agency. I hereby release Houston Business Cabinet, Texas Investigative Network, Inc., their officers, agents, operatives, associates and employees, from any liability arising from the preparation of this report or investigations relating thereto.

Name: _____ Date: _____

Other Names Used: _____
(Maiden Name, Nicknames, etc.)

Social Security Number: _____ Date of Birth: _____

Signature: _____

Residence Information - Please provide all home addresses for the past 7 years, starting with your current address: Street Address City State Zip Mo/Day/Yr

1)	From To
2)	From To
3)	From To
4)	From To
5)	From To