Ridgefield Referral Exchange Membership Application

Section 1: Applicant Information

Please provide complete contact and business information.

Name: _____

Business Name: _____

Profession/Specialty: _____
(Please be specific; this defines your category within the group)

Address: _____

City: _____ State: _____ Zip: _____

Phone (Business): _____

Phone (Cell): _____

Email: _____

Website: _____

Length of time in this business: _____

Referred by (Current Member Name): _____

Section 2: Business & Referral Details

Help us understand your business and how we can best refer you.

1. Describe your "Ideal Client" or "Target Market":

   _____

   _____

2. List specific types of professionals or businesses you would like to receive referrals from:

   _____

   _____

3. What makes you unique compared to your competitors?

   _____

   _____

4. Are you a member of any other networking or leads groups? (e.g. BNI, Chamber of Commerce, etc.) If yes, please list them:

   _____

   _____

Section 3: Commitments and Acknowledgements

By signing below, you acknowledge your understanding and agreement to the following terms of membership:

Bylaws Adherence & Code of Ethics: I have read and agree to abide by the bylaws of the Ridgefield Referral Exchange, including the attendance policy, ethical standards, and the Code of Ethics outlined in Article II, Section 2.5 of the bylaws.

Category Exclusivity: I understand that membership is limited to one professional per business category and, upon acceptance, my category will be reserved for my exclusive use within the group.

Active Participation: I commit to actively participating in weekly meetings, conducting one-on-ones, providing qualified referrals, and contributing positively to the group culture of "The more we give, the stronger we grow."

Dues: I agree to pay the required annual membership fees and dues upon acceptance. I understand that all fees and dues are non-refundable.

Signature: _____

Date: _____

Section 4: For Internal Use Only (Membership Committee)

Date Application Received: _____

Category Availability: [ ] Open [ ] Closed (Member: _____

Background Check/Reference Verification Completed: _____

Committee Vote: [ ] Approved [ ] Denied

Notes/Comments:

Ridgefield Referral Exchange General Policies

Mission Statement

The Ridgefield Referral Exchange is dedicated to helping local professionals grow their businesses through a structured, positive, and professional referral program that enables them to develop long-term, meaningful relationships with quality business professionals.

I. Membership Exclusivity

1. **Professional Classification:** Only one person from each professional specialty is permitted to join the chapter
2. **Classification Changes:** Members cannot change their classification or add additional professional categories to their membership without submitting a formal request and receiving approval from the Membership Committee.

II. Attendance Standards

1. **Absence Limit:** To maintain the integrity of the network, members are allowed a maximum of three (3) absences in any rolling six-month period.
2. **Substitutes:** Members may send a substitute (a colleague, client, or friend) to represent their business during an absence. A substitute keeps the seat active and does not count as an absence.
3. **Punctuality:** Networking begins at 7:45 AM, with the meeting starting promptly at 8:00 AM. Members are expected to arrive on time for networking and remain until the meeting is adjourned. Being tardy three (3) times will equal one (1) absence. Late arrivals and early departures are disruptive and will be monitored by the Membership Committee.
4. **Medical or Personal Leave:** Members facing extended medical issues or significant personal emergencies may apply for temporary leave of absence, subject to approval by the Membership Committee, to hold their classification seat.

III. Code of Conduct

1. **Professionalism:** Members are expected to always conduct themselves in a professional and ethical manner, representing both their own business and the Exchange with integrity.
2. **Supportive Environment:** Members shall maintain a positive, supportive, and collaborative attitude toward all other members to foster a productive networking environment.
3. **Respectful Communication:** Any disputes or disagreements between members should be handled privately or brought to the Membership Committee for mediation rather than being addressed during general meetings.

4. **Neutral Environment:** To ensure a welcoming and inclusive environment for all business professionals, members are required to keep discussions of politics and religion outside of the group meetings and official networking venue.

IV. Referral and Visitor Performance

1. **Quality Referrals:** Members are expected to actively look for business opportunities for their fellow members. A referral is defined as a "qualified lead" where the prospect is expecting a call.
2. **Visitors:** Members are encouraged to bring visitors to the group. Visitors may attend up to two (2) meetings before being asked to submit a membership application.

V. Code of Ethics

1. **Service Quality:** I will provide the service I have promised at the price I have quoted.
2. **Reliability:** I will be truthful with the members and their referrals.
3. **Accountability:** I will follow up on every referral received within 24 to 48 hours.
4. **Professional Standards:** I will maintain the highest ethical standards of my specific profession.

VI. Membership Committees

1. **Oversight:** The group will maintain a Membership Committees to handle applications, classification disputes, and attendance monitoring to ensure the group's standards are upheld for the benefit of all members.
2. **Renewal Process:** Membership renewal is not automatic. All renewals require a formal review and approval process by the Membership Committee to ensure the member continues to meet referral and ethical standards, as well as strict adherence to all group policies.

Acknowledgement of Policies

By signing below, I acknowledge that I have read, understand, and agree to abide by the Ridgefield Referral Exchange General Policies.

Signature: _____ Date: _____

Printed Name: _____