

Greater Peterborough Business Group (GPBG)
Articles of Membership/Governance
Last Updated: Oct.13th, 2026

Article I. CODE OF ETHICS

Upon acceptance to GPBG, I agree to abide by the following Code of Ethics during the tenure of my participation in the organization:

1. I will provide the quality of services at the price(s) that I have quoted.
2. I will be truthful with all the group members and their referrals.
3. I will build goodwill and trust among group members and their referrals.
4. I will take responsibility for following up on the referrals that I receive.
5. I will display a positive and supportive attitude.
6. I will live up to the ethical standards of my profession.

Note: professional standards outlined in a formal code of conduct for any profession supersede the above standards.

Article II. APPLICATION PROCESS

1. Prospective members must have a sponsor who is already a member of the group, in addition to completing the application and submitting it to the GPBG Committee for review.
2. The GPBG Committee will review your application, interview you, and inform you of your acceptance or nonacceptance.
3. GPBG Committee announces new member(s) at the next monthly meeting following acceptance by the GPBG Committee.
4. Upon acceptance, you are required to attend the monthly meetings on a systematic basis.

Article III. MEMBER POLICIES

1. **Only one person from each professional business classification** is permitted to join the GPBG. The GPBG Committee has final authority related to classification definitions/conflicts.
2. Members must represent their **primary occupation**, not a part-time business. Any potential exceptions to this rule must be presented to the GPBG Committee and will be reviewed on a case-by-case basis
3. **The monthly meetings last for 60+ minutes** (every third Thursday of each month, from 9:00 a.m. to 10:00 a.m. except for the evening social event meetings, which are quarterly, every third Thursday evening). Members are expected to arrive on time at 8:50 a.m. and stay for the entire meeting. Meetings may sometimes run longer depending on the number of members currently in the group. Monthly Meetings are for members and occasional business guests. Evening Socials are for members only with limited exceptions/circumstances.

4. Attendance is critical to the group and is tracked. If a Business Member cannot attend they may send a substitute to attend the meeting on their behalf, this will not count as an absence. If no substitute is available to attend, this will count as an absence. A member is allowed four (4) non-consecutive absences within a calendar year without penalization. If four (4) non-consecutive meetings are missed within a calendar year a warning email is issued, further absences may result in termination. If three (3) consecutive meetings are missed within a calendar year without due explanation to any GPBG Committee Member a warning email is initiated to determine if a member still wishes to be within the group. If a further two (2) consecutive meetings are missed in the same calendar year after having already received a written warning for missing three (3) consecutive meetings, this will result in immediate termination of membership without warning.

Sponsor Members are required to attend a minimum of 2 regular meetings and 2 social events during each membership year. If at the end of the membership year, the attendance requirements are not met, the Sponsor member can only renew their membership as a Business Member for the following membership year.

No membership fees are refunded for any above scenario.

5. Members are required to only bring bona-fide, qualified, exclusive referrals and/or visitors to the group. All GPBG members' purpose is to "give" referrals and not to solicit (via e-mail, direct mail or other means) GPBG members without their prior approval. Hard referrals will be recorded at each meeting. **A hard referral is defined as** "the act of telling someone about the positive features of a person or business being referred that includes the exchange of contact information". If no contact information is given, this is considered a **soft referral**. A soft referral will not be tracked or recorded but is still valuable to the group.

6. There are no leaves of absence except for medical leaves. A member may take up to eight weeks' medical leave with the GPBG Committee's prior notification for that period of time, and they must attempt to have someone "fill in" during their leave.

7. It is the individual member's responsibility to file a concern with the GPBG Committee if one of their referrals for potential membership in the group submits an application that in any way conflicts with their classification. This should be done **before** approval for membership. If there are no complaints, the GPBG Committee will assume their consent.

8. Members who wish to change their classification must submit a new membership application and get approval from the GPBG Committee for that classification change.

9. In the case of problems with a member, the GPBG Committee may, at its sole discretion, put a member of the group on probation relating to the member's business practices or commitment to the group.

10. A member's classification may be opened for failure to comply with the policies and/or the code of ethics of GPBG. The GPBG Committee may open classifications.

11. All new members must attend the monthly meetings for two consecutive months following their induction to be added to the speaker rotation for the meetings. Any new members not systematically attending these meetings after being inducted will be subject to having their classification opened by the GPBG Committee.

12. Fees for membership, implemented for the first time in January 2023 – are currently as of this writing, \$125 for a Regular Business Membership, \$225 for a Group Investment Sponsor Membership and \$325 for a Group Champion Sponsor Membership. You must be a member of the group for at least (1) year and have your attendance in good standing before your business can be a \$225 Group Investment Sponsor or \$325 Group Champion Sponsor Member. Should a new member join with 5 or less meetings remaining in the year, membership fee would be \$50. All membership fees are nonrefundable, whether a membership is terminated by the GPBG Committee or cancelled by the member.

Each paid membership includes/covers 1 person from a business.

13. The Annual General Meeting will be held in June of each year, prior to the commencement of the regular June meeting. The AGM will be held to approve any changes to the committee roles, committee members and/or governance.

14. Policies are subject to change. All proposed policy changes need to be reviewed first by the Membership Committee.

Name: _____

Signature: _____

Date: _____

Witness: _____

Witness Signature: _____

Date: _____