

# Diversity Networking Group Guidelines

## Hosting a meeting:

- Coordinate with Nate Melton meeting location at least one month in advance.
- Anne-Marie Brandt will send out invitation via EVITE.
- Host will allotted 10 minutes to highlight business
- Quarterly Spotlight (15 minutes) will be Diverse Organizations by Invitation.
- Schedule as follows:
  - 11:30-11:45 - Order food/Networking
  - 11:45-12:00 - Welcome/Leadership/Diversity Minute/Host Spotlight
  - 12:00-12:30 - 30 second commercials/Referrals
  - 12:30-12:50 - Speaker(s)
  - 12:50-1:00 - Wrap up/Special Announcements

## Fees to join group:

- \$24 per year (one-time fee per year) - prorated per year 2010. If pay before January, free months.
- \$10 Hyperlink on website per year
  - Name/Logo, Contact Person, Website Address
  - DNG is not responsible for content of members' websites and does not endorse companies.

## Fees of group:

- \$50 Business Cards
- \$20 Domain Name - renewed in April
- \$180 Hosting of Website (\$15 per month) (\$45 per quarter, beginning Fall 2009)

## Group Exclusivity

- Current members will be grandfathered in if paid membership by September 1
- Limit 2 Members from each company, 2 companies per industry/discipline
  - Pending approval from Leadership Staff

## Group Rules

- No solicitation from member lists.
- No adding to email lists without prior approval of Leadership Staff and/or member.

# **MISSION STATEMENT: To Promote and Build Diversity Through Networking and Business Relationships.**

## **Code of Ethics**

"As a member of the Diversity Networking Group I commit to..."

1. Be courteous and truthful with all members, guests and their referrals.
2. Build and promote confidence and good business relationships within the group, the members and their referrals.
3. Not solicit the membership at large without prior approval from Leadership Staff.

## **Governing Rules & Code of Ethics**

1. All meetings will begin at 11:30am and end at 1:00pm.
2. All members are expected to attend a minimum of 1 meeting per month, held bi-monthly.
  - o Any members missing more than 4 meetings per quarter may be removed from membership based upon circumstance.
3. All meeting invitations are via email, specifically EVITE. Therefore all members must have and maintain a valid email address. It is the members' responsibility to inform the DNG Leadership of any email address change.
4. Each member is responsible for their own inventory of cards in the DNG Portfolio. There is a maximum limit of 5 cards per member.
5. All members must be current on their membership fees.
6. One member MAY NOT solicit another member for business, until the potential "buying" member has invited such a solicitation outside of DNG meetings. (i.e. phone calls, emails...)
7. Guests may only attend once before paid membership is required.