



Membership Policies and Procedures

Commonwealth Business Travel Group, Inc., is an association of motivated, assertive travel company owners and principals who meet quarterly for the purpose of strengthening their individual agencies. This is accomplished through a high-level of member-to-member networking and sharing of common goals, challenges and business practices.

The bylaws of the association are available on the CBTG web site, <http://www.cbtgroup.com>. To further facilitate the purpose of CBTG, the following policies and procedures have been approved by the Board of Directors and will be sent to members on an annual basis.

Attendance

To accomplish the networking objectives of CBTG, members must be in attendance at the meetings. It is preferred that the primary contact attend; however, on occasion a representative may be sent if the primary contact cannot attend. As directed by the bylaws, the Board is required to review the membership of any member who misses two meetings in a 12-month period.

Agencies may send one person to the meeting at no cost; additional attendees from the same agency will be charged \$300.00.

Professional Courtesy

With the globalization of business in today's world, it is not feasible to guarantee that members will have exclusive geographical areas. However, to promote the highest level of networking, members are asked not to actively solicit business from existing clients of other members. If, during a solicitation or RFP process, a member discovers that a prospective client is a current client of another member, he/she is asked to contact that member and discuss the situation.

CBTG members will not actively and purposefully solicit employees from other member agencies.

Prospective Members

When a prospective member profile is received, members will be asked to comment within three business days. The Board will then make a final decision based on what is best for CBTG as a whole.

Confidentiality

All discussions at meetings and all information on the web site, including meeting minutes, are considered confidential and are to be shared among CBTG members only. Each primary member has signed a non-disclosure agreement and is responsible for insuring that staff members understand and abide by the terms of the agreement. In addition, each person who attends a meeting will be asked to sign an NDA.

Meeting Etiquette

The deadline for registration for each meeting will be posted on the web site, along with the penalty for cancellation after the deadline.

The deadline for cancellation with regard to food and beverage orders at the meeting is the Friday before the meeting. Anyone who cancels after the deadline will be billed \$250.00.

Meeting meals are planned so that there is something for everyone. If a member requires a special meal, arrangements will be made with the hotel and the cost will be charged to the member's room. Guests not attending the meeting but attending events will be charged the cost of the event.

Out of respect for speakers, facilitators, and other members, cell phones must be turned off or placed on silent during the meeting.

Date