

THE FIVE RULES

The bi-weekly meeting and accompanying ongoing communications structure is the only regular link between the organization's center and its members. The structure is "need to know"; that is, no one needs to know who your group leader is, who the members of the group are and when/where the group meets....other than the members of the group.

The work of this structure is to be carried out with military discipline. It is governed by five rules:

(1) Arrive at the meeting on time.

Failure to comply with this rule results in a \$10 fine.

(2) Come to the meeting prepared. This always means having your contribution in cash, in the exact amount. Additionally, it sometimes means bringing in other stuff (for example, a previously requested written report, returning some written documentation that was previously distributed, etc.).

Failure to comply with this rule results in a \$10 fine.

(3) Your group leader may have reason to get in touch with you between regularly scheduled meetings. Respond to communication from your group leader immediately (for example, if you get a message that they called, call them back right away). Assume that the reason they are trying to reach you has to do with this work.

(4) The bi-weekly meetings are high priority. Other work should not be scheduled that conflicts with them. On occasion, an important assignment or vacation time will conflict with the meeting. If this happens, every attempt must be made to contact your group leader immediately after such a conflict arises. If your plans include leaving town, it is especially important that you contact your group leader prior to leaving town and provide your group leader with a contact phone number where you can be reached:

Failure to inform your group leader of the conflict as soon as you know of it will result in a \$10 fine.

Your group leader will schedule a make-up meeting with you:

If possible, the make-up meeting should take place on the same weekend as the scheduled meeting.

If this is not possible, the make-up should be scheduled before the weekend and you will hand in your contribution at the make-up meeting. If there are any communications that weekend, your group leader will schedule an additional meeting with you once you return to get those communications to you.

All re-scheduling should be handled in a disciplined and professional manner.

Rules (1) and (2) apply to make-up meetings.

(5) If you are changing work locations or projects, or are being deployed, it is your responsibility to inform your group leader of these upcoming changes *as soon as you know about them*. It is through this structure that the organization's center learns of these changes.

Failure to comply with this rule results in a \$10 fine.

Repeated failure to comply with these rules will result in an increase in the amount of the fines and possible other action.