



## Let's Network Bylaws

### I. Mission Statement

“It is the mission of Let’s Network to help our members increase sales and profits through networking, promoting each other’s businesses, and expanding our collaborative customer base.”

### II. Vision Statement

Let’s Network is a category-exclusive business networking group, which strives to expand the customer base and profits of its members by encouraging outside customer referrals, promoting member business to an expanding network of contacts, and supporting member education through collaborative learning activities. By focusing on our motto, “*As we help others, we help ourselves,*” we recognize that small businesses can achieve greater success with support from a team of like-minded, dedicated peers, each looking for ways to drive revenue towards their fellow members. As a local independent network of businesses, all application fees and dues remain with the group for the support and promotion of our members, the group, and community projects.

### III. Structure

Lets Network shall be led by a volunteer Leadership Committee. To be eligible as a member of the Leadership Committee, each nominee must have been a member of Let’s Network for no less than 12 months; must be in good standing with attendance; and must be in good standing with dues. The Leadership Committee consists of the following positions:

#### A. President (voting member)

1. Chairs the Leadership Committee, and conducts Leadership Committee Meetings according to the rules of general order,
2. Supports Facilitator at general Let’s Network meetings,
3. Assists all other Leadership Committee members in their appointed duties,
4. With other Leadership Committee members, recruits Facilitator and other Committee and sub-Committee members,
5. Supports and promotes Let’s Network to other community groups, programs, and businesses for potential membership,
6. With the Secretary, is responsible for maintaining the continuity of the group during transitions of leadership.
7. With Treasurer, approves all payments of Let’s Network funds, with Leadership Committee consent.

#### B. Vice President of Membership (voting member)

1. Chairs the Membership Committee, and recruits Membership Committee members,
2. Takes weekly attendance at general meetings,
3. Addresses issues related to category conflicts, attendance policy, and member conduct,
4. Maintains the Member Directory,
5. Maintains the calendar of spotlight speakers for general meetings,
6. Communicates with Vice President of Marketing regarding changes to the Member Directory and spotlight speaker calendar for the website,
7. Coordinates new member orientation,
8. Reviews & keeps applications for prospective new members,

9. Ensures that each member receives a copy of the bylaws, and maintains a signed receipt of such,
  10. Ensures that each member signs a release of liability, hold harmless agreement, and waiver, and maintains a copy of such,
  11. Responds to email & voicemail inquiries regarding memberships and visiting,
  12. Maintains waiting list for membership.
- C. Vice President of Marketing (voting member)
1. Chairs the Marketing Committee, and recruits Marketing Committee members,
  2. Manages the Let's Network brand inside and outside the group, in print and on line,
  3. Takes the lead in promotion of the group to outside organizations,
  4. Maintains the calendar of upcoming events.
- D. Treasurer (voting member)
1. Maintains the Let's Network banking accounts, including making deposits and executing payments,
  2. Collects dues and fees from members,
  3. Prepares quarterly Income Statement for presentation to Leadership Committee,
  4. Maintains accounts payable in good standing with all vendors,
  5. With President, approves all payments of Let's Network funds, with Leadership Committee consent,
  6. Communicates with Vice President of Membership regarding payment of dues by both members and new applicants.
- E. Secretary (voting member)
1. Keeps official copies of Let's Network Bylaws and other group documents,
  2. Records minutes of all Leadership Committee meetings,
  3. Conducts elections of new Leadership Committee voting members,
  4. Retrieves Let's Network mail from the post office box.
  5. With the President, is responsible for maintaining the continuity of the group during transitions of leadership. This includes the transfer of documents, the maintenance of records, and the continuity of the group calendar.
  6. Communicates with meeting facility regarding dark days,
  7. Checks group email daily; forwards online applications and voicemails to Vice President of Membership,
  8. Collects and retains copies of member referrals.
- F. Facilitator (non-voting member)
1. Conducts the weekly general meetings according to the agenda,
  2. Manages the official clock to ensure meeting runs on time,
  3. Supports the group's commitment to the promotion and support of each other's business,
  4. Works with the other members of the Leadership Committee to recruit his or her successor.
- G. Marketing Coordinator (non-voting member)
1. As a member of the Marketing Committee, is responsible for advertising Let's Network both online and in print,
  2. Manages Let's Network's social media accounts,
  3. Provides the Secretary with records all social media account credentials,
  4. Coordinates with printers for the production of Let's Network printed materials,

5. Assists with the coordination of outside mixers and events.
- H. Webmaster (non-voting member)
1. As a member of the Marketing Committee, maintains the Let's Network website, and ensures that all content is current, timely, and accurate,
  2. Provides the Secretary with records and notes pertinent to the website, including web hosting and domain account credentials,
- I. Hospitality Coordinator (non-voting member)
1. As a member of the Membership Committee, greets visitors and members at the weekly general meetings,
  2. Explains to visitors the structure of the meetings, and screens visitors for potential category conflicts,
  3. Collects business cards from visitors for record keeping and introductory purposes,
  4. Makes follow-up contacts with visitors to encourage them to join.
- J. Meeting Support Coordinator (non-voting member)
1. As a member of the Membership Committee, is responsible for bringing group materials to the weekly general meetings, including referral slips, group business cards, raffle tickets, fliers, and the member business card rack,
  2. In the event of absence, ensures the above materials are given to someone else to bring to the meeting,
  3. Distributes blank referral slips before the general meetings, collects them following the meetings,
  4. Collects tips for the wait staff from each attendee,
  5. Sells tickets for the Opportunity Drawing, and reports accounting of Opportunity Drawing proceeds to Treasurer.

#### **IV. Terms of Office**

- A. All voting members positions of the Leadership Committee will have a term of 2 years, beginning on January 1<sup>st</sup>, and ending on December 31<sup>st</sup>,
1. The positions of President, Vice President of Marketing, and Secretary will be elected in odd-numbered years,
  2. The positions of Vice President of Membership and Treasurer will be elected in even-numbered years,
  3. Any one individual may serve no more than one consecutive term in any one voting-member position.
- B. All non-voting member positions of the Leadership Committee with the exception of the Facilitator will have a term of 1 year, beginning on January 1<sup>st</sup>, and ending on December 31<sup>st</sup>. Individuals may serve multiple consecutive terms in any non-voting member position except Facilitator.
- C. The term for the position of Facilitator is 6 months,
1. The terms of Facilitator will be from January through June, and from July through December.
  2. No one individual may serve more than one 6-month term as Facilitator in 3 years.

#### **V. Elections**

- A. Elections will be held each year on the second Tuesday in December for voting-member positions.
- B. Nominations will be taken beginning the first Tuesday in November, closing the first Tuesday in December.

1. Nominations will be made to the Secretary, and require no “second.”
  2. Nominations can be made publicly or in secret.
- C. Elections will be held by secret ballot, with the Secretary tabulating the votes.
1. The winning candidate will be the one who receives 50%+1 of the vote.
  2. In the event no candidate receives 50%+1 of the vote, the two highest vote-getters will enter a run-off, to be held immediately.
- D. Members need not be present to vote; the Secretary will take steps to ensure that the vote is legitimate and fair, with each member casting only one ballot.

## **VI. Appointments**

- A. Non-voting members of the Leadership Committee are appointed by majority vote of the incoming voting members of the Leadership Committee.
- B. Incumbents in non-voting member positions must be reappointed annually.

## **VII. No Confidence**

In the event a voting member of the Leadership Committee has failed to fulfill the responsibilities of his or her position, the general membership may call for a Vote of No Confidence, and seek for the removal of that individual from his or her position.

- A. At any time, a member in good standing may petition the Secretary in writing for a Vote of No Confidence. In the event of a petition regarding the Secretary, the President shall receive the petition. Such petition must:
  1. Identify the reasons for seeking a Vote of No Confidence, and
  2. Be signed by at least two other members in good standing (total of 3).
- B. If the petition is properly submitted, the Secretary (or President for the Secretary) will present the petition to the general membership, and conduct a preliminary vote by secret ballot within 30 days of receipt of the petition to determine the validity of the petition.
- C. If 50%+1 of the general membership determine by vote that the petition is valid, then the matter is taken for a Vote of No Confidence.
- D. The Vote of No Confidence must take place within two weeks of the preliminary vote.
- E. If a majority of the general membership approves of the Vote of No Confidence, the Leadership Committee member in question must step down from his or her position immediately; nominations for a successor will begin the following week, and an election will take place within one month of commencing nominations, according to the terms of Section V.

## **VIII. Member Conduct**

- A. Members are expected to help promote each other’s business by creating leads, generating referrals, and cultivating contacts.
- B. Members are expected to attend meetings regularly, according to the terms of Section XI below:
  1. Excessive absences are grounds for removal from the group,
  2. Members may send a representative in their place to offset an established number of absences, as identified in Section XI.
- C. It is each member’s responsibility to notify the Vice President of Membership of changes in contact information or status.
- D. Members are expected to abide by these bylaws.
- E. In extreme cases, a member can be removed from the group by a majority vote of the Board of Directors for the following non-exclusive reasons:
  1. Documented unethical business practices,

2. Disruptive or problem behavior when representing Let's Network,
  3. Pervasive complaints from members or referrals.
- F. Termination of membership shall be conducted according to the terms of Section XVI below.

**IX. Category Exclusivity Rules**

- A. Each member of Let's Network holds exclusive right to represent the category of business that he or she registered with when joining, as reasonably defined by that member, in conjunction with the Vice President of Membership, in the best interests of the group.
- B. No new member may join in a category of business that overlaps that of a current member.
- C. In the event that a prospective member wishes to join, whose category of business partially overlaps that of a current member, the Vice President of Membership shall consult the existing member to determine if a reasonable accommodation shall be made to permit the prospective member to join under the limits of the non-overlapping aspects of the category of business.
- D. If such an accommodation is made, the new member is strictly limited in his or her marketing activities within the group to those aspects of the category which do not overlap with the existing member. This limit shall remain in place even in the event of an absence by the previous member, and shall continue until such a time as the previous member releases their category of business, either by changing categories or by leaving the group.
- E. In all cases, the definition and scope of the category of business shall favor the member whose membership application into a certain category of business was submitted on an earlier date.

**X. Meetings**

- A. Meetings are held most Tuesdays, except when on or near holidays. The official calendar lists all spotlight speakers and "dark" non-meeting days.
- B. Meetings start promptly at 7:40 a.m. and conclude at approximately 8:35 a.m. Members are encouraged to arrive as early as 7:15 a.m. to network with their fellow members.
- C. Introductions of each business are limited to 30 seconds for members and 60 seconds for visitors (if time allows).
- D. Should a member arrive after introductions have already begun, that member is asked to abstain from introducing him or herself for that day.
- E. Each member will have an opportunity to be the Spotlight Speaker on a rotational basis, as scheduled by the Vice President of Membership.
  1. The Spotlight Speaker is given 10 minutes to present their business to the entire group.
  2. The Spotlight Speaker is asked to provide a door prize with a minimum \$25.00 value on their scheduled day.
  3. If a member cannot speak on his or her scheduled day, it is that member's responsibility to notify the Vice President of Membership with as much advance notice as possible, so he or she can find a replacement speaker.
- F. If a member must bring a child to the meeting, the child must be able to sit quietly throughout the duration of the meeting.
- G. Denny's Restaurant does not charge Let's Network for the use of the room and the services of their staff to set up and break down the tables and chairs for our meetings.

1. For this reason, each person attending the meeting is required to pay a two-dollar (\$2.00) tip for the server, regardless of whether they ate or drank anything. Exact change is preferred.
2. Members are strongly encouraged to support Denny's as our meeting location by regularly ordering food and beverages from the menu.

**XI. Attendance & Late Policies**

- A. A member missing any nine (9) regularly scheduled general meetings in a calendar year, or missing three (3) consecutive meetings, is subject to removal from the group, loss of their membership category, and forfeiture of any dues and fees paid.
- B. Members can avoid receiving up to six (6) absences per calendar year by sending someone to represent them.
- C. Regularly scheduled general meetings start at 7:40 a.m. on meeting days. Members arriving after 7:50 a.m. will be considered absent.
- D. After 90 days, a member who is removed from the group for attendance and late policy violations may reapply if their category is still available.
- E. Members seeking a temporary leave of absence should contact the Vice President of Membership to discuss whether their particular circumstances warrant it. The final decision will be made by the Leadership Committee, based on the member's previous attendance record, seriousness of the circumstances, unavailability of a representative, length of leave, and the general effect on the continuity of the group.

**XII. Dues and Fees**

- A. Annual dues are \$80.00.
- B. New applicants are required to pay a one-time application fee of \$30.00 in addition to the prorated annual dues.
- C. Annual dues are paid once a year and are due no later than the third regularly scheduled meeting in January.
- D. All dues and fees are separate from the mandatory \$2.00 tip paid at each meeting to the service staff.
- E. All payments should be made to "Let's Network."

**XIII. Visitor Policies**

As a part of its vision to expand the customer base and profits of its members, Let's Network members are encouraged to bring visitors and guests who have a legitimate interest in membership and/or doing business with members.

- A. Visitors who are not in conflict with an existing member may attend up to 2 regular weekly meetings as a guest of the group in a 6-month period without applying for membership. Following the second meeting as a guest, the visitor must apply for membership in an open category, or not return for a period of 6 months, representing any category.
- B. Members may not bring visitors whose category of business overlaps with that of an existing member.
- C. In the event of a visitor whose category of business overlaps with that of an existing member, the Hospitality Coordinator or Vice President of Membership will admonish the visitor that he or she may introduce him or herself by name, but not introduce a category of business. Additionally, that person may not engage in any marketing activities, including handing out flyers and/or business cards, representing an occupied category during the formal meeting, or during the scheduled informal networking activities which take place before and after the meeting.

- D. Visitors whose category overlaps with that of an existing member may ask to be added to the waiting list.
- E. Visitors may not participate in any of the group drawings.

**XIV. Multi-Level Marketing (MLM) Policy**

Let's Network welcomes business operating under multi-level marketing, affiliate marketing, or network marketing models, given the following requirements are satisfied:

- A. The business must have a tangible product (a "good") to sell.
  - 1. Discount cards or "memberships" are insufficient to satisfy this requirement.
  - 2. The goods must be marketed to end users or consumers, not to other distributors.
- B. Members must focus on promoting the goods for sale, rather than promoting the "business opportunity" or the opportunity to join the member's down-line or marketing network. A 90%/10% split in promotional activities between product/opportunity is acceptable.
- C. A prospective member must be an official representative or affiliate of their particular parent company or network for a period of no less than 6 months prior to application for membership.
- D. The parent company must have been in business for no less than 3 years.

**XV. Membership Agreement and Bylaws**

As a condition of membership, members agree to abide by these bylaws, and must sign a release of liability, hold harmless agreement, and waiver before membership will be accepted.

**XVI. Termination of Membership**

- A. A member may terminate their membership at any time, in writing, submitted to the Vice President of Membership. That member may reapply for membership after a period of 90 days, if their category is still open.
- B. As a private organization, Let's Network retains the right to exclude a person from membership when the presence of that person affects in a significant way the group's ability to advocate public or private viewpoints. If it is determined that, according to Section VIII above, a member is to be removed from the group for reasons other than attendance and late policy violations, that member will be notified in writing to the last known address as submitted by the member to the Vice President of Membership.
  - 1. The member in question shall be given a period of 30 days to appeal the decision in writing to the Leadership Committee, who will have the final authority to determine the outcome of the appeal based on the seriousness of the circumstances, the member's attendance and participatory record, and the best interests of the group.
  - 2. At its sole discretion, the Leadership Committee may choose to interview the member in question or other involved parties to determine the outcome of the appeal.
  - 3. A member who is involuntarily removed from the group for reasons other than attendance and late policy violations may reapply for membership after a period of not less than 24 months, if his or her category is open.